

29217 - Saltash Train Station  
Preliminaries

**29217-Preliminaries**

**16 August 2018**

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**A**

**JCT 2016 Intermediate Building Contract with Contractor's  
Design**



**A10 PROJECT PARTICULARS**

- 110 THE PROJECT
  - Name: Saltash Train Station.
  - Nature: Alteration/Refurbishment.
  - Location: Saltash Train Station, Station Road, Saltash, PL12 4EP.
  - Length of contract: 6 weeks.
  
- 120 EMPLOYER (CLIENT)
  - Name: Saltash Town Council.
  - Address: 12 Lower Fore Street, Saltash, PL12 6JX.
  - Contact: Ray Lane.
  - Telephone: 01752 844846.
  - E-mail: Townclerk@saltash.gov.uk.
  
- 130 PRINCIPAL CONTRACTOR (CDM)
  - Name: tba.
  - Address: tba.
  - Contact: tba.
  - Telephone: tba.
  - E-mail: tba.
  
- 140 ARCHITECT/ CONTRACT ADMINISTRATOR
  - Name: Bailey Partnership (Consultants) LLP.
  - Address: Lyster Court, The Millfields, Plymouth, PL1 3JB.
  - Contact: Ian Newcombe.
  - Telephone: 01752 229259.
  - E-mail: i.newcombe@baileyp.co.uk.
  
- 150 PRINCIPAL DESIGNER
  - Name: Bailey Partnership (Consultants) LLP.
  - Address: Lyster Court, The Millfields, Plymouth, PL1 3JB.
  - Contact: Paul Chapple.
  - Telephone: 01752 229259.
  - E-mail: p.chapple@baileyp.co.uk.
  
- 160 QUANTITY SURVEYOR
  - Name: Bailey Partnership (Consultants) LLP.
  - Address: Lyster Court, The Millfields, Plymouth, PL1 3JB.
  - Contact: Guy Sheer Bolt.
  - Telephone: 01752 229259.
  - E-mail: g.bolt@baileyp.co.uk.

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170A STRUCTURAL & CIVIL ENGINEER

- Name: \_\_\_\_\_.
- Address: .
- Contact:
- Telephone: \_\_\_\_\_.
- E-mail:

175A BUILDING SERVICES ENGINEER

- Name: Bailey Partnership (Consultants) LLP.
- Address: Lyster Court, The Millfields, Plymouth, PL1 3J.
- Contact: Jack Shepherd
- Telephone: 01752 229259.
- E-mail: j.shepherd@baileyp.co.uk

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**A11 TENDER AND CONTRACT DOCUMENTS**

- 110 TENDER DRAWINGS
  - The tender drawings are: as identified in the document issue register.
  
- 120A CONTRACT DRAWINGS
  - The Contract Drawings: The same as the tender drawings together with any tender addendums/bulletins and any agreed post-tender variations.
  
- 160A PRECONSTRUCTION INFORMATION
  - Format: The Pre Construction Information is to be issued on an ongoing basis under separate cover by the Principal Designer and should be read in conjunction with Section A34 of these Preliminaries. Reference may also be made to information given elsewhere in the Preliminaries and other tender documents
  
- 180A OTHER DOCUMENTS
  - Unless a written request for further information is submitted to the Employer's Agent at least 10 days prior to the latest date for submission of tenders, it shall be deemed that adequate information for tendering has been provided.

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**A12**  
**THE SITE/ EXISTING BUILDINGS**

## A12 THE SITE/ EXISTING BUILDINGS

### 110 THE SITE

- Description: The Sites are within the existing Saltash Train Station; there is restricted working space and access. See site plan drawings for location and boundaries

The Contractor shall establish and agree access in conjunction with the Local Authority requirements and the Employer. The Contractor shall assess the site constraints and the potential implications of working within the site and surrounding areas.

It will be the responsibility of the Contractor to fully assess the implications of any site restrictions, scope of work requirements and implications for the main contract works.

The contractor is responsible for all negotiations with adjoining occupiers.

The hoarding shall be dismantled at Practical Completion or as agreed and removed from site at the Contractor's expense.

The Contractor shall ensure any noise restrictions are adhered to during this process.

Any damage caused is to be made good by the Contractor at his own expense.

The Employer may require access to the site from time to time, for demonstrating the facilities to prospective occupiers. Such access will be agreed with the Contractor and in all instances such visits are to be accompanied by the Contractor's site representative.

The Contractor is to keep all areas both within and outside of the site clear of mud and debris and is to make good any damage to public and private roads and footpaths caused by the works to the private roads and footpaths caused by the works to the satisfaction of the Local Authority or adjoining Private Owners accordingly.

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120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The site is located next to a railway track, as indicated on the site plans. (This would be fully functional during the works to the station).

The Contractor is to ensure that he makes himself aware of the vicinity, form and construction of the existing buildings and rail tracks where appropriate.

The Contractor shall agree all necessary photographic schedules of conditions with the Employer and adjacent owners/users prior to commencing work which could affect adjacent buildings/properties. Any damage caused is to be made good by the Contractor at his own expense.

All of the existing areas surrounding/adjacent to the site will be occupied and in use at all times throughout the construction period. The Contractor shall use his best endeavours to protect all persons using these areas from harm and to avoid any disruption or inconvenience to them.

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Preliminaries

140A EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): The Contractor's attention is drawn to the information provided and the contents of the PCI issued by the Principal Designer.

The accuracy and sufficiency of this information is not guaranteed and the Contractor must ascertain for himself any information he may require to prepare his tender and to execute the Works.

The works may include the diversion of and other works to the existing services and drainage above ground etc.

All services are to be treated as live until proven safe by testing.

The Contractor shall ascertain the exact positions and sizes of all existing services and the extent to which they will be affected by the works within the site boundary only, the client is to be responsible for unidentified services off site and off site drainage.

The Contractor shall also ascertain the capacity of existing services for the purpose of making connections.

The Contractor shall be responsible for making all enquiries and giving the necessary notices to service providers.

The Contractor shall arrange and pay for any necessary isolations, diversions, adaptations, relocations, temporary connections and disconnections, abandonments, etc. of existing services including water, gas, electricity and other service mains, ducts, drains, sewers, overhead and underground cables, street lights, telecommunications services and the like, on and off the site as required to accommodate and complete the works.

The Contractor shall indemnify the Employer against all claims arising from his failure to comply with these requirements.

All costs associated with the connection and use of services are to be met by the Contractor. Where applicable, the Contractor is to uphold and maintain all main services throughout the duration of the Works.

The Contractor will be responsible for negotiations with all main services providers and for the

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incorporation of any specific construction details into the overall design of the development. All works in connection with main services shall be organised and co-ordinated by the Contractor, whether or not carried out by the respective main services providers.

In no case are the main services to be left disconnected at the end of a working day or weekend, unless authorised by a representative of the main service providers concerned.

Any damage to existing services caused during the course of the building operations or damage to services installed in this development are to be repaired immediately to the satisfaction of the relevant Authority or private owner as appropriate all at the Contractor's expense.

- Other information: The Contractor shall make any further enquiries and undertake any further investigations he deems to be necessary.

170A SITE INVESTIGATION

- The Contractor's attention is drawn to the contents of the reports, surveys and drawings provided.

The contractor will be responsible for carrying out any further ground investigation or any topographical or other surveys he may require and no claims can be entertained for want of knowledge in this respect. It is the contractor's responsibility to check the accuracy of the soil and topographical surveys previously commissioned and no claims will be entertained should the information prove inaccurate, this relates to anything within the site boundary and excludes any work done outside of those boundaries. It is the contractor's responsibility to locate, investigate and identify all features, services and drainage runs that within the site.

No claims will be entered into for unknown features, services and unknown drain runs within the site boundary. .

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: tbc.
- Other documents: tbc.
- Arrangements for inspection: by appointment only via the CA.

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200 ACCESS TO THE SITE

- Description: via existing circulation routes.
- Limitations: in addition to matters contained in Section A35 of these preliminaries and the PCI issued by the Principal Designer:-

-The contractor should note that there may be other contractors on site, who the contractor may be required to liaise with. The contractor is deemed to have included for attending weekly co-ordination meetings and liaising with other contractors to ensure that conflict does not occur.

-Working hours are contained in the PCI and the Contractor shall ensure that traffic associated with the site does not cause inconvenience or nuisance to staff and the public. Saltash Town Council is to be notified of any abnormal deliveries. Should the Principal Contractor intend working outside normal working hours he shall inform the Project Manager in writing at least 5 working days in advance. If road closures are required the Project Manager must be informed so arrangements can be made with Saltash Town Council Security for diversions to be put in place.

- Keep the existing entrance and access routes for vehicular and pedestrian traffic free and safe for use at all times.

- Provide efficient watching and warning to the public and occupant(s) of the movement of all vehicles in connection with the Works.

- Do not drive vehicles over manhole covers or other vulnerable surfaces or features.

- Deliver materials and plant etc. and remove excavated materials, rubbish etc. from the site in rubber-tyred barrows or the like.

- Unload and load vehicles within the contractor's compound only.

- Display prominent notices in conspicuous positions to inform/warn persons of the works in progress and to indicate areas where entry is prohibited, with lettering to be not less than 40 mm high and adequately illuminated.

- The Employer is to be notified of any abnormal deliveries.

- The Contractor is to note that clear access is to be

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maintained for the fire brigade throughout the programme of works.

- The Contractor is to ascertain any limitations on access that may be imposed by the Local Authority or Police, and comply with all traffic regulations. The Contractor is solely responsible for making good any damage to the the building, adjoining buildings, access road, off site highways, pavements, verges and landscaped areas caused by himself.

- The Contractor is deemed to have included for liaising with local residents and nearby business' to ensure that conflict does not occur with respect to deliveries and noise sensitive activities and as a matter of courtesy.

- The Contractor is to ensure that the correct route to the site and any limitations are communicated to subcontractor's and delivery drivers

- The Contractor is deemed to have included for complying with all requirements of the tender documents.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: Contractor's parking will be limited to the contractor's compound.

- To minimise the need for car parking the contractor should make best use of car sharing and public transport.

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220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations:
  - The Contractor shall not in any way block, disrupt or interfere with access to and from the site or adjoining properties.
  - The Contractor must keep all workmen, including those employed by sub-contractors, under his control and within the boundaries of the site.
  - Noisy working outside of 08:00 - 18:00 Mon - Fri will only be permitted with prior agreement with the Employer
  - The Contractor shall use all reasonable measures to avoid causing inconvenience and shall indemnify the Employer from any claim or action for damages on account of unauthorised trespass of other misconduct of his or any subcontractors employees.
  - Workmen employed on the Contract who require to proceed beyond the defined limits for the execution of the Works shall do so only after the Contractor has obtained permission from the relevant authority.
  - The Contractor shall comply with limitations set by the Employer in respect of his operations including the storage of materials, plant and any other equipment.
  - The Contractor is to allow in his prices and programming for carrying out the work so as to cause the minimum disturbance to the occupants of the adjacent buildings, and for the exercise of all due precautions.
  - Any claim for loss or damage shall be entirely the liability of the Contractor, and no part of any claim shall fall on the Employer. At the end of each working day the Contractor must ensure that all valuable plant and materials are locked away and that the site is fully secured and locked up.
  - The Contractor shall ascertain and comply with all police and traffic regulations and directions particularly those relating to access to and exit from the site, loading and unloading of vehicles, skips, etc. And ensure that his subcontractors are notified of, and comply with such regulations throughout the Contract Period and pay all costs and charges in connection therewith.

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230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
  - Residential
  - Car Parking
  - Railway and network rail infrastructure

The Contractor shall agree all necessary schedules of conditions with the Employer and adjacent owners/users prior to commencing work which could affect adjacent buildings/properties.

The Contractor's attention is drawn to the proximity of adjacent buildings/properties, and the pedestrian and vehicular rights of way that exist and will continue to exist.

The Contractor must comply with any existing easements, wayleaves, licences or agreements etc. The Contractor must ensure that such rights of way are safely maintained at all times and shall not in any way block, disrupt or interfere with access to and from the adjacent buildings/properties.

The Contractor shall be liable for and pay for all costs arising.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
  - see Pre-Construction Information.
- 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.

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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: The Contractor shall visit the site and surroundings to ascertain for himself all particulars as to the nature and extent of the Works, means of access, site conditions, storage and working space, Employer's Regulations, and satisfy himself generally upon all matters that may in any way affect his tender.

- Site Visits to be arranged by appointment only via the CA.

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**A13**  
**DESCRIPTION OF THE WORK**

**A13 DESCRIPTION OF THE WORK**

- 110 PREPARATORY WORK BY OTHERS
  - Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
  - Description: Limited survey work has been undertaken on the site to identify approximate locations of some of the existing features and services indicated on the drawings.
  
- 120 THE WORKS
  - Description: The works comprise the alteration and refurbishment of existing spaces within the existing Saltash Train Station, together with facilitating works, temporary works, services and all other necessary works.
  
- 130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT
  - Description: The Contractor will be expected to work alongside any other contractors that are or may become appointed during the works.
  
- 140 COMPLETION WORK BY OTHERS
  - Description: Installation of Group 3 FF&E (N.B. the client may wish to store new delivered items within the work spaces toward the end of the contract period and/or may wish to install them prior to practical completion with the Contractor's permission, which is not to be unreasonably withheld).

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**A20**  
**JCT INTERMEDIATE BUILDING CONTRACT WITH**  
**CONTRACTOR'S DESIGN (ICD)**

**A20 JCT INTERMEDIATE BUILDING  
CONTRACT WITH CONTRACTOR'S DESIGN  
(ICD)**

**INTERMEDIATE BUILDING CONTRACT WITH  
CONTRACTOR'S DESIGN (ICD)**

- The Contract: JCT Intermediate Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

**THE RECITALS**

**First - THE WORKS**

- Comprise: see A13/120.
- Location: see A12/110.

**Second - CONTRACTOR'S DESIGNED PORTION**

- The Works include the design and construction of:
  - final details of the mechanical and electrical installations
  - final details of bespoke furniture.

**Third - CONTRACT DRAWINGS**

- The Contract Drawings: As listed in clause A11/120.

**Fourth - OTHER DOCUMENTS SUPPLIED BY THE  
EMPLOYER**

- Comprise: The Work Schedules.
- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

**Fifth A - PRICING BY THE CONTRACTOR**

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
  - Bills of Quantities and Specification.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will be deleted.

**Ninth - INFORMATION RELEASE SCHEDULE**

- The Ninth Recital will be deleted.

**Eleventh - DIVISION OF THE WORKS INTO  
SECTIONS**

- The Eleventh Recital will be deleted.

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**ARTICLES**

- 3 - ARCHITECT/ CONTRACT ADMINISTRATOR
  - Architect/ Contract Administrator: See clause A10/140.
  
- 4 - QUANTITY SURVEYOR
  - Quantity Surveyor: See clause A10/160.
  
- 5 - PRINCIPAL DESIGNER
  - Principal Designer: See clause A10/150.
  
- 6 - PRINCIPAL CONTRACTOR
  - Principal Contractor: See clause A10/130.
  
- 9 - LEGAL PROCEEDINGS
  - Amendments: none.

**CONTRACT PARTICULARS**

- Fourth Recital - EMPLOYER'S REQUIREMENTS
  - Comprise: the tender documents.
  
- Sixth Recital - CONTRACTOR'S PROPOSALS/ CDP ANALYSIS
  - Comprise: To be completed by the Contractor.
  - Specific Requirements: as set out within the Schedule of Works.
  
- Eighth Recital and Clause 4.6 - CONSTRUCTION INDUSTRY SCHEME
  - Employer at Base Date is not a 'contractor' for the purposes of the CIS.
  
- Tenth Recital - CDM REGULATIONS
  - The project is notifiable.
  
- Twelfth Recital - FRAMEWORK AGREEMENT
  - Framework agreement: Does not apply.
  - Details:
    - Date: n/a.
    - Title: n/a.
    - Parties: n/a.

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Thirteenth Recital and Schedule 5 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies, the respective nominees of the parties are:
  - Employer's nominee: Philip Schlussas of Bailey Partnership (Consultants) LLP.
  - Contractor's nominee: \_\_\_\_\_. Or such replacement as each party may notify to the other from time to time.

Article 8 - ARBITRATION

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

Clause 1.1 - BASE DATE

- Base Date: ten days prior to the date for return of tenders.

Clause 1.1 - BIM PROTOCOL

- BIM Protocol (where applicable): n/a.

Clause 1.1 - DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): tbc.

Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES

- Employer:
  - Address: see A10/120.
  - Fax number: n/a.
- Contractor:
  - Address: \_\_\_\_\_.
  - Fax Number: n/a

Clause 2.4 - DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: tbc.

Clause 2.5 - DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 does not apply.
- Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is n/a.

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- Clause 2.23.2 - LIQUIDATED DAMAGES

  - Damages: At the rate of 250 per calendar day.
  
- Clause 2.30 - RECTIFICATION PERIOD

  - Period: twelve months from the date of practical completion of the Works.
  
- Clause 2.34.3 - CONTRACTOR'S DESIGNED PORTION

  - Limit of Contractor's liability for loss of use: unlimited.
  
- Clause 4.3 and 4.9 - FLUCTUATIONS PROVISION

  - Fluctuations Provision: no Fluctuations Provision applies.
  - Where Schedule 4 applies, percentage addition (paragraph 12): n/a.
  
- Clause 4.7 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

  - Advance payment: Clause 4.7 does not apply.
  
- Clause 4.8.1 - INTERIM PAYMENTS - INTERIM VALUATION DATES

  - The first Interim Valuation Date is: two weeks after the date for possession, and thereafter the same date in each month or the nearest Business Day in that month.
  
- Clause 4.9.1 - INTERIM PAYMENTS - PERCENTAGE OF VALUE

  - Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
  - Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5 %.
  
- Clause 4.10.4 - LISTED ITEMS - UNIQUELY IDENTIFIED

  - The Contract Particulars item for clause 4.10.4 will be deleted.
  
- 4.10.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED

  - Listed items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

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Clause 6.4.1 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY

- Insurance cover for any one occurrence or series of occurrences arising out of one event: not less than £2,000,000 (two million).

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

- Insurance may be required.
- Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: not less than £5,000,000 (Five million).

Clause 6.7 and Schedule 1 - WORKS INSURANCE - INSURANCE OPTIONS

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): n/a .
- Where Insurance Option C applies, Paragraph C1: applies.

Clause 6.10 and Schedule 1 - TERRORISM COVER

- Details of the required cover:  
- pool re cover may be required.

Clause 6.15 - JOINT FIRE CODE

- Joint Fire Code: Applies.
- Application: State whether the insurer under Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': No.

Clause 6.18 - JOINT FIRE CODE - AMENDMENTS/ REVISIONS

- Joint Fire Code - Amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor.

Clause 6.19 - CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

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

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Clause 7.2.1 - PERFORMANCE BOND OR GUARANTEE

- Bond or guarantee from bank or other approved surety: is not required.
  - Required form: ..
  - Initial value (percentage of the Contract Sum): ..
  - Period of validity: ..
  - Reduction in value: ..

Clause 7.2.2 - GUARANTEE FROM THE CONTRACTOR'S PARENT COMPANY

- Guarantee: is not required.
  - Parent company's name and registration number: ..
  - The required form of guarantee is set out in: ..

Clause 7.3 - COLLATERAL WARRANTIES

- Details: As set out in the following documents: Schedule of Warranties.

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: One month.

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

- Period of suspension: Two months.

Clause 9.2.1 - ADJUDICATION

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

**THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

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SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a deed.

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**A30 TENDERING/ SUBLETTING/ SUPPLY**

**MAIN CONTRACT TENDERING**

- 110 SCOPE
  - General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.
  
- 145A TENDERING PROCEDURE
  - General: In accordance with JCT Tendering Practice Note 2012.
  - Errors: Alternative 2 is to apply.
  
- 160 EXCLUSIONS
  - Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
  - Relevant parts of the work: Define those parts, stating reasons for the inability to tender.
  
- 170 ACCEPTANCE OF TENDER
  - Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
  - Costs: No liability is accepted for any cost incurred in the preparation of any tender.
  
- 190 PERIOD OF VALIDITY
  - Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
  - Date for possession/ commencement: See section A20.

**PRICING/ SUBMISSION OF DOCUMENTS**

- 210 PRELIMINARIES IN THE SPECIFICATION
  - Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with SMM7.
  
- 220 PRICING OF PRELIMINARIES
  - Abbreviations: The following have been used:
    - F = Fixed charge item.
    - TR = Time related charge item.

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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.

300A QUANTITIES IN THE PRICED DOCUMENT

- Quantities: Where quantities are included within the Specification / Schedule of Works / Work Schedules the Contractor is to note that such quantities have NOT been prepared in accordance with SMM7 or any other standard form of measurement. The Contractor is to satisfy himself as to the accuracy of any such quantities and make any necessary amendments.
- For the avoidance of doubt no adjustment to the contract sum will be made for any errors or inaccuracies in any quantities included within the Schedule of Works. All items within the Schedule of Works/Work Schedules must be priced taking into account the drawings, specifications and all other information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

310 TENDER

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

480 PROGRAMME

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

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- 500A TENDER STAGE METHOD STATEMENTS
- Method statements: The Contractor is to prepare a Project Management Plan (PMP) which shall include the following as a minimum:-
    - a) Project Organogramme and Team Structure
    - b) Site Operations and Management
    - c) Works to any existing structures and/or services
    - d) Design and RDD Management
    - e) Completion and Aftercare (including how contractors team will deliver the principles of a soft landings)
    - f) Process of drafting, compiling and completion the O&M for handover at Completion
  - 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: With tender.

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

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520A DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
  - please refer to the mechanical and electrical specification.
  - joinery shop drawings for bespoke furniure.
- Submit: With tender.

530 SUBSTITUTE PRODUCTS

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

540 QUALITY CONTROL RESOURCES

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- Submit: With the Tender.

550 HEALTH AND SAFETY INFORMATION

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

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570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

599 FREEDOM OF INFORMATION

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

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**SUBLETTING/ SUPPLY**

- 630 DOMESTIC SUBCONTRACTS
- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
  - List: Provide details of all subcontractors and the work for which they will be responsible.
  - Submit: Within one week of request.

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**A31**

**PROVISION, CONTENT AND USE OF DOCUMENTS**

**A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

**DEFINITIONS AND INTERPRETATIONS**

- 110 DEFINITIONS
  - Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.
  
- 120 COMMUNICATION
  - Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
  - Format: In writing to the person named in clause A10/140 unless specified otherwise.
  - Response: Do not proceed until response has been received.
  
- 130 PRODUCTS
  - Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
  - Includes: Goods, plant, materials, site materials and things for incorporation into the Works.
  
- 135 SITE EQUIPMENT
  - Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
  - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
  
- 140 DRAWINGS
  - Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
  - CAD data: In accordance with BS 1192.
  
- 145 CONTRACTOR'S CHOICE
  - Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

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- 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 be supplied and fixed unless stated otherwise.
  - Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
  - Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
  - Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
  - Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
  - Refix: Fix removed products.
  - Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
  - Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
  - System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

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- 170 MANUFACTURER AND PRODUCT REFERENCE
- Definition: When used in this combination:
    - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
    - Product reference: the proprietary brand name and/or identifier by which the particular product, component or system is described.
  - Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.
- 200 SUBSTITUTION OF PRODUCTS
- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
  - Reasons: Submit reasons for the proposed substitution.
  - Documentation: Submit relevant information, including:
    - manufacturer and product reference;
    - cost;
    - availability;
    - relevant standards;
    - performance;
    - function;
    - compatibility of accessories;
    - proposed revisions to drawings and specification;
    - compatibility with adjacent work;
    - appearance;
    - copy of warranty/ guarantee.
  - Alterations to adjacent work: If needed, advise scope, nature and cost.
  - Manufacturers' guarantees: If substitution is accepted, submit before ordering products.
- 210 CROSS REFERENCES
- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
  - Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
  - Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
  - Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.
- 220 REFERENCED DOCUMENTS
- Conflicts: Specification prevails over referenced documents.

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- 230 EQUIVALENT PRODUCTS
- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.
- 240 SUBSTITUTION OF STANDARDS
- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
  - Before ordering: Submit notification of all such substitutions.
  - Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.
- 250 CURRENCY OF DOCUMENTS AND INFORMATION
- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.
- 260 SIZES
- General dimensions: Products are specified by their co-ordinating sizes.
  - Timber: Cross section dimensions shown on drawings are:
    - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
    - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.
- DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER**
- 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS
- Additional copies: Issued on request and charged to the Contractor.
- 440 DIMENSIONS
- Scaled dimensions: Do not rely on.
- 450 MEASURED QUANTITIES
- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
  - Precedence: The specification and drawings shall override the measured quantities.

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Preliminaries

460 THE SPECIFICATION

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

**DOCUMENTS PROVIDED BY CONTRACTOR/  
SUBCONTRACTORS/ SUPPLIERS**

510 DESIGN AND PRODUCTION INFORMATION

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

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
  - Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required:
  - please refer to the mechanical and electrical specification
  - joinery shop drawings for bespoke furniture.
  - Format: dwg/dwf files for drawings, pdf files for reports.
  - Number of copies: one electronic copy.
- Submit: Within one week of request.

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- 620 AS BUILT DRAWINGS AND INFORMATION
  - Contractor designed work: Provide drawings/information:
    - record drawings of all installations in electronic format with key dimensions stated and verified on site.
  - Submit: At least two weeks before date for completion.
  
- 630 TECHNICAL LITERATURE
  - Information: Keep on site for reference by all supervisory personnel:
    - Manufacturers' current literature relating to all products to be used in the Works.
    - Relevant British, EN or ISO Standards.
  
- 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES
  - Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
  - Information location: In Building Manual.
  - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: twenty four hours seven days a week.

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**A32**  
**MANAGEMENT OF THE WORKS**

**A32 MANAGEMENT OF THE WORKS**

**GENERALLY**

110 SUPERVISION

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

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.

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**PROGRAMME/ PROGRESS**

210 PROGRAMME

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

230 SUBMISSION OF PROGRAMME

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

240 COMMENCEMENT OF WORK

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

250A MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

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- 260 SITE MEETINGS
  - General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
  - Frequency: Every month.
  - Location: site.
  - Accommodation: Ensure availability at the time of such meetings.
  - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
  - Chairperson (who will also take and distribute minutes): Contract Administrator.
  
- 265 CONTRACTOR'S PROGRESS REPORT
  - General: Submit a progress report at least two working days before the site meeting.
  - Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
    - A progress statement by reference to the master programme for the Works.
    - Details of any matters materially affecting the regular progress of the Works.
    - Subcontractors' and suppliers' progress reports.
    - Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.
  
- 270 CONTRACTOR'S SITE MEETINGS
  - General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
  
- 280 PHOTOGRAPHS
  - Number of locations: 5 within each section / site.
  - Frequency of intervals: Weekly.
  - Image format: minimum 10MP.
  - Number of images from each location: 2.
  - Other requirements: plot locations on site plan and reference images
  
- 285 PARTIAL POSSESSION BY EMPLOYER
  - Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.
  
- 290 NOTICE OF COMPLETION
  - Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
  - Associated works: Ensure necessary access, services and facilities are complete.
  - Period of notice (minimum): Two weeks.

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310 EXTENSIONS OF TIME

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

**CONTROL OF COST**

410 CASH FLOW FORECAST

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

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

430 PROPOSED INSTRUCTIONS

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

440 MEASUREMENT

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

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450 DAYWORK VOUCHERS

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

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

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:
  - 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.
  - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

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**A33 QUALITY STANDARDS/ CONTROL**

**STANDARDS OF PRODUCTS AND EXECUTIONS**

- 110 INCOMPLETE DOCUMENTATION
- General: Where and to the extent that products or work are not fully documented, they are to be:
    - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
    - Suitable for the purposes stated or reasonably to be inferred from the project documents.
 Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.
- 120 WORKMANSHIP SKILLS
- Operatives: Appropriately skilled and experienced for the type and quality of work.
  - Registration: With Construction Skills Certification Scheme.
  - Evidence: Operatives must produce evidence of skills/ qualifications when requested.
- 130 QUALITY OF PRODUCTS
- Generally: New. (Proposals for recycled products may be considered).
  - Supply of each product: From the same source or manufacturer.
  - Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
  - Tolerances: Where critical, measure a sufficient quantity to determine compliance.
  - Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.
- 135 QUALITY OF EXECUTION
- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
  - Colour batching: Do not use different colour batches where they can be seen together.
  - Dimensions: Check on-site dimensions.
  - Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
  - Location and fixing of products: Adjust joints open to view so they are even and regular.

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Preliminaries

- 140 COMPLIANCE
  - Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
  - Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
    - Properties tested.
    - Pass/ fail criteria.
    - Test methods and procedures.
    - Test results.
    - Identity of testing agency.
    - Test dates and times.
    - Identities of witnesses.
    - Analysis of results.
  
- 150 INSPECTIONS
  - Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
    - Date of inspection.
    - Part of the work inspected.
    - Respects or characteristics which are approved.
    - Extent and purpose of the approval.
    - Any associated conditions.
  
- 160 RELATED WORK
  - Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
    - Appropriately complete.
    - In accordance with the project documents.
    - To a suitable standard.
    - In a suitable condition to receive the new work.
  - Preparatory work: Ensure all necessary preparatory work has been carried out.
  
- 170 MANUFACTURER'S RECOMMENDATIONS/  
INSTRUCTIONS
  - General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
  - Changes to recommendations or instructions: Submit details.
  - Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
  - Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

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

**SAMPLES/ APPROVALS**

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

- 220 APPROVAL OF PRODUCTS
- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
  - Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
  - Complying sample: Retain in good, clean condition on site. Remove when no longer required.

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

**ACCURACY/ SETTING OUT GENERALLY**

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

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- 330 APPEARANCE AND FIT
- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
    - Submit proposals; or
    - Arrange for inspection of appearance of relevant aspects of partially finished work.
  - General tolerances (maximum): To BS 5606, tables 1 and 2.
- 340 CRITICAL DIMENSIONS
- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
  - Location: Detailed on drawings ..
- 350 LEVELS OF STRUCTURAL FLOORS
- Maximum tolerances for designed levels to be:
    - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
    - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
    - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
    - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
    - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
    - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.
- 360 RECORD DRAWINGS
- 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.
- SERVICES GENERALLY**
- 410 SERVICES REGULATIONS
- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.
- 420 WATER REGULATIONS/ BYELAWS NOTIFICATION
- 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.
  - Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

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Preliminaries

- 430 WATER REGULATIONS/ BYELAWS  
CONTRACTOR'S CERTIFICATE
- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
    - The address of the premises.
    - A brief description of the new installation and/ or work carried out to an existing installation.
    - The Contractor's name and address.
    - A statement that the installation complies with the relevant Water Regulations or Byelaws.
    - The name and signature of the individual responsible for checking compliance.
    - The date on which the installation was checked.
- 435 ELECTRICAL INSTALLATION CERTIFICATE
- Submit: When relevant electrical work is completed.
  - Original certificate: To be lodged in the Building Manual.
- 445 SERVICE RUNS
- General: Provide adequate space and support for services, including unobstructed routes and fixings.
  - Ducts, chases and holes: Form during construction rather than cut.
  - Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.
- 450 MECHANICAL AND ELECTRICAL SERVICES
- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
  - Building Regulations notice: Copy to be lodged in the Building Manual.
- SUPERVISION/ INSPECTION/ DEFECTIVE WORK**
- 510 SUPERVISION
- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
  - Evidence: Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
  - Submittal date: Within one week of request.
  - Replacement: Give maximum possible notice before changing person in charge or site agent.

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29217 - Saltash Train Station

Preliminaries

- 520 COORDINATION OF ENGINEERING SERVICES
  - Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
  - Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.
  
- 530 OVERTIME WORKING
  - Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
    - Minimum period of notice: One week.
  - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.
  
- 540 DEFECTS IN EXISTING WORK
  - Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
  - Documented remedial work: Do not execute work which may:
    - Hinder access to defective products or work; or
    - Be rendered abortive by remedial work.
  
- 550 ACCESS FOR INSPECTION
  - Removal: Before removing scaffolding or other facilities for access, give notice of not less than two days.
  
- 560 TESTS AND INSPECTIONS
  - Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
  - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
  - Records: Submit a copy of test certificates and retain copies on site.
  
- 590 RESISTANCE TO PASSAGE OF SOUND
  - Method: Precompletion testing.
  - Compliance: Submit results of testing,
    - Copies: Incorporate in the Building Manual.

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29217 - Saltash Train Station

Preliminaries

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

620 MEASURES TO ESTABLISH ACCEPTABILITY

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

630 QUALITY CONTROL

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

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**WORK AT OR AFTER COMPLETION**

710 WORK BEFORE COMPLETION

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

720 SECURITY AT COMPLETION

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

730 MAKING GOOD DEFECTS

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

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**A34 SECURITY/ SAFETY/ PROTECTION**

**SECURITY, HEALTH AND SAFETY**

**110A PRECONSTRUCTION INFORMATION**

- Location:  
issued under separate cover by the Principal Designer and should be read in conjunction with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
  - The Health and Safety File: Section A37.

**120A EXECUTION HAZARDS**

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: to be identified by the Contractor where not listed in the designers hazard identification sheets.

**130A PRODUCT HAZARDS**

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits. Common hazards: to be identified by the Contractor where not listed in the designers hazard identification sheets.

**140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Submission: Present to the Employer/ Client no later than one week prior to the date for possession.
- 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.

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Preliminaries

- 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: sign-in procedures, passes and permits to work to be arranged with the Employer.
  
- 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: see A12/120 and A12/200.
  - 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: Passes will be required for access to any area outside of the construction site.
  - Control type: Pass card.
  - Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
  - Return of credentials: When requested or on completion of the work to which the controlled area relates.

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29217 - Saltash Train Station

Preliminaries

- 210A EMPLOYER'S REPRESENTATIVES SITE VISITS
- Unannounced spot checks: the Employer has a policy of undertaking unannounced spot checks for health and safety compliance (by members of the Estates team and/or independent H&S advisors) at irregular intervals of up to three months.
  - Safety: Submit details weekly 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: 80 dB (A) when measured from the site perimeter.
  - 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 : see PCI.
    - 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.

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29217 - Saltash Train Station

Preliminaries

- 370 ASBESTOS CONTAINING MATERIALS
  - Duty: Report immediately any suspected materials discovered during execution of the Works.
    - Do not disturb.
    - Agree methods for safe removal or encapsulation.
  
- 371 DANGEROUS OR HAZARDOUS SUBSTANCES
  - Duty: Report immediately suspected materials discovered during execution of the Works.
    - Do not disturb.
    - Agree methods for safe removal or remediation.
  
- 380 FIRE PREVENTION
  - Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
  - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').
  
- 390A SMOKING ON SITE
  - Smoking on site: Contractor to establish smoking area within contractor's compound; location to be agreed with Employer in advance.
  
- 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 micro organisms are within acceptable levels.

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29217 - Saltash Train Station

Preliminaries

- 430 WASTE
  - Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
  - General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
  - Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
    - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
    - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
  - Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
  - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
  - Waste transfer documentation: Retain on site.
  
- 440 ELECTROMAGNETIC INTERFERENCE
  - Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.
  
- 450 LASER EQUIPMENT
  - Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
  - Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
  - Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.
  
- 460 POWDER ACTUATED FIXING SYSTEMS
  - Use: Not permitted.
  
- 470 INVASIVE SPECIES
  - General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
  - Special precautions: maintain suitable equipment on site for the handling of plants or animals.
  - Duty: Report immediately any suspected invasive species discovered during execution of the Works.
    - Do not disturb.
    - Agree methods for safe eradication or removal.

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**PROTECT THE FOLLOWING**

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520A ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site including campus access routes (vehicular and pedestrian) and parking areas, and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

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Preliminaries

- 530 EXISTING TOPSOIL/ SUBSOIL
  - Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
  - Protection: Before starting work submit proposals for protective measures.
  
- 540 RETAINED TREES/ SHRUBS/ GRASSED AREAS
  - Protection: Preserve and prevent damage, except those not required.
  - Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.
  
- 550 RETAINED TREES
  - Protected area: Unless agreed otherwise do not:
    - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
    - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
    - Change level of ground within an area 3 m beyond branch spread.
  
- 555 WILDLIFE SPECIES AND HABITATS
  - General: Safeguard the following: All relevant UK and EU legislation relating to the protection and enhancement of ecology shall be complied with during the construction process.
  - Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
  - Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.
  
- 560 EXISTING FEATURES
  - Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
  - Special requirements: tba.

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Preliminaries

- 570 EXISTING WORK
  - Protection: Prevent damage to existing work, structures or other property during the course of the work.
  - Removal: Minimum amount necessary.
  - Replacement work: To match existing.
  
- 580 BUILDING INTERIORS
  - Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
  
- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT
  - Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.
  - Extent: Before work in each room starts the Employer will remove all items other than the following:
    - fixed fittings, furniture and equipment.
  
- 610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS
  - Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
    - IT/AV equipment.
  - Method statement: Submit within one week of request describing special protection to be provided.
  
- 620 ADJOINING PROPERTY
  - Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
  
- 625 ADJOINING PROPERTY RESTRICTIONS
  - Precautions:
    - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
    - Pay all charges.
    - Remove and make good on completion or when directed.
  - Damage: Bear cost of repairing damage arising from execution of the Works.

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Preliminaries

630A EXISTING STRUCTURES

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

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**A35**  
**SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/  
TIMING**

**A35 SPECIFIC LIMITATIONS ON METHOD/  
SEQUENCE/ TIMING**

110 SCOPE

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

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
  - The Contractor is to allow within his tender for 3nr "quiet days" throughout the duration of the works, actual dates will be confirmed by the Contract Administrator during the works, who will give a minimum of 48 hours' notice.

A quiet day is where no works will be permitted onsite at all. To accomodate network rail activities.

A request for an extension of time arisen by a delay caused by a maximum of 3nr quiet days will not be entertained.

140 SCAFFOLDING

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

160A USE OR DISPOSAL OF MATERIALS

- Specific limitations: in the interests of reducing waste and cost, some components or materials may be reused where specifically agreed with the Employer.
- Valuable materials found on site: useful material found on site during the works is to remain the property of the Employer and may, if approved, be used in the Works. Materials so used are to be valued and deducted from the Contract Sum. Alternatively, the Employer may direct that the materials be disposed of to another site. The Contractor, upon application to the Employer, may be allowed to purchase any such material not required by the Employer at a price to be agreed

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Preliminaries

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

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**A36**  
**FACILITIES/ TEMPORARY WORK/ SERVICES**

**A36 FACILITIES/ TEMPORARY WORK/  
SERVICES**

**GENERALLY**

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

**ACCOMMODATION**

230 TEMPORARY ACCOMMODATION

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

**TEMPORARY WORKS**

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
  - Details: existing surfaces.
  - Restrictions on use: do not overload.
  - Protective or remedial measures: provide temporary protection measures as applicable, maintain regular cleaning/sweeping, maintain clear access for fire brigade, and make good any damage on completion at the contactors own cost.

320 TEMPORARY WORKS

- Employer's specific requirements: Provide: internal and external hoarding/screening to prevent unauthorised access and to prevent dust and other damage/nuisance to adjoining areas; maintain and adapt as necessary throughout the works; provide proposals for agreement.

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Preliminaries

- 340 NAME BOARDS/ ADVERTISEMENTS
- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
    - Title of project: yes.
    - Name of Employer: yes.
    - Names of Consultants: yes.
    - Names of Contractor and Subcontractors: yes.
    - Special requirements: design to be submitted for approval prior to erection.

**SERVICES AND FACILITIES**

- 410 LIGHTING
- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.
- 420 LIGHTING AND POWER
- Supply: Electricity from the Employer's mains may be used for the Works as follows:
    - Metering: Metered by the Contractor and charged to the Contractor.
    - Point of supply: contractor to identify.
    - Available capacity: contractor to establish.
    - Frequency: 50 Hz.
    - Phase: tbc.
    - Current: Alternating.
  - 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:
    - Metering: Metered by the Contractor and charged to the Contractor.
    - Source: contractor to identify.
    - Location of supply point: contractor to identify.
    - Conditions/ Restrictions: contractor to establish.
  - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.
- 440 MOBILE TELEPHONES
- Direct communication: As soon as practicable after the start on site:
    - provide the Contractor's person in charge with a mobile telephone.
    - pay all charges reasonably incurred.
- 510 TEMPERATURE AND HUMIDITY
- Levels required by the Employer: Maintain the following:
    - sufficient to prevent damage.

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Preliminaries

- 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.
  
- 530 BENEFICIAL USE OF INSTALLED SYSTEMS
  - Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
  - Other uses: If permission is given for any other use of a system before the Works are accepted as complete, enter into a separate written agreement recording details of the terms and conditions of use.
  
- 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.
  
- 570A PERSONAL PROTECTIVE EQUIPMENT
  - General: Provide for the sole use of those acting on behalf of the Employer, new PPE in sizes to be specified:
    - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 3.
    - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 3.
    - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 3.
    - 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.

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**A37**  
**OPERATION/ MAINTENANCE OF THE FINISHED**  
**WORKS**

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**

**GENERALLY**

115 HEALTH AND SAFETY INFORMATION

- Content: Obtain and provide the following information: update all relevant existing H&S File / Building Manual documentation for the buildings to include the following as a minimum:-
  - residual hazards and how they have been dealt with
  - hazardous materials used (incl COSHH data)
  - information regarding the removal or dismantling of installed plant and equipment
  - health and safety information about equipment provided for cleaning or maintaining the structure;
  - the nature, location and markings of significant services,
  - information and as-built drawings of the structure, services, its plant and equipment
  - commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations
  - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors, fire ratings, location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
  - Emergency procedures and contact details in case of emergency.
  - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors
  - Maintenance contracts and contractors.
- Format: to be confirmed.
- Deliver to: the CA No later than: one week prior to the date for completion.

190 MAINTENANCE SERVICE

- Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items
  - all installed systems.
- Terms: tba.
- Commencement: upon practical completion.
- Duration: twelve months.

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Preliminaries

220 TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Level of training operator.
- Time allowance: Include a minimum of two days.

230 SPARE PARTS

- 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.
- Content: Include in the priced schedule for:
  - Manufacturers' current prices, including packaging and delivery to site.
  - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
  - Referencing to the plant and equipment list in Part 3 of the Building Manual.
  - Painting, greasing, etc. and packing to prevent deterioration during storage.
- Latest date for submission: Two weeks before completion.

250 TOOLS

- 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.
- Quantity: Two complete sets.
- Time of submission: At completion.

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**A40**  
**CONTRACTOR'S GENERAL COST ITEMS:**  
**MANAGEMENT AND STAFF**

**A40 CONTRACTOR'S GENERAL COST  
ITEMS: MANAGEMENT AND STAFF**

- 110 MANAGEMENT AND STAFF
  - Cost significant items: to be identified by the Contractor.

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**A41**  
**CONTRACTOR'S GENERAL COST ITEMS: SITE  
ACCOMMODATION**

**A41 CONTRACTOR'S GENERAL COST  
ITEMS: SITE ACCOMMODATION**

- 110 SITE ACCOMMODATION
  - Details: Site accommodation required or made/ not made available by the Employer: See section A36.
  - Cost significant items: to be identified by the Contractor.

F	TR

**A42**

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

**A42 CONTRACTOR'S GENERAL COST  
ITEMS: SERVICES AND FACILITIES**

- 110 SERVICES AND FACILITIES
  - Details: Services or facilities required or made/ not made available by the Employer: See section A36.
  - Cost significant items: to be identified by the Contractor.

F	TR

**A43**  
**CONTRACTOR'S GENERAL COST ITEMS:**  
**MECHANICAL PLANT**

**A43 CONTRACTOR'S GENERAL COST  
ITEMS: MECHANICAL PLANT**

- 110 MECHANICAL PLANT
  - Cost significant items: to be identified by the Contractor.

F	TR

**A44**  
**CONTRACTOR'S GENERAL COST ITEMS:**  
**TEMPORARY WORKS**

**A44 CONTRACTOR'S GENERAL COST  
ITEMS: TEMPORARY WORKS**

- 110 TEMPORARY WORKS
- Details: Temporary works required or made/ not made available by the Employer: See section A36.
  - Cost significant items: to be identified by the Contractor.

F	TR

**A50**  
**WORK/ PRODUCTS BY/ ON BEHALF OF THE**  
**EMPLOYER**

**A50 WORK/ PRODUCTS BY/ ON BEHALF OF  
THE EMPLOYER**

- 120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER
  - General: Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.
  - Handling: Accept delivery, check against receipts and take into appropriate storage.
  - Surplus products: Keep safe and obtain instructions.

F	TR

**A53**

**WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

**A53 WORK BY STATUTORY AUTHORITIES/  
UNDERTAKERS**

F	TR



**A54 PROVISIONAL WORK/ ITEMS**

F	TR



**A55 DAYWORKS**

F	TR



**A56 ADVANCE PROCUREMENT**

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

F	TR

## 29217-Preliminaries

Financial Summary	£
A10 PROJECT PARTICULARS	
A11 TENDER AND CONTRACT DOCUMENTS	
A12 THE SITE/ EXISTING BUILDINGS	
A13 DESCRIPTION OF THE WORK	
A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)	
A30 TENDERING/ SUBLETTING/ SUPPLY	
A31 PROVISION, CONTENT AND USE OF DOCUMENTS	
A32 MANAGEMENT OF THE WORKS	
A33 QUALITY STANDARDS/ CONTROL	
A34 SECURITY/ SAFETY/ PROTECTION	
A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING	
A36 FACILITIES/ TEMPORARY WORK/ SERVICES	
A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS	
A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF	
A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION	
A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES	
A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT	
A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS	
A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER	
A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS	
A54 PROVISIONAL WORK/ ITEMS	
A55 DAYWORKS	
A56 ADVANCE PROCUREMENT	
<b>Total £</b>	

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date \_\_\_\_\_