MHRA

Canteen Lighting System Refurbishment

Project No: MEP-23-22

MHRA
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Works Specification

Works Information

The canteen lighting at the South Mimms site is presently controlled by a Phillips Dynalite DB1200 Controller system installed in 2011. The luminaires are a mixture of Hacel Ascension fittings suspended above the main dining area, and Opulus fittings flush mounting fittings, all using circular T5 fluorescent lamps, there are LED downlighters set into the soffits above the window bays.
The system has several control issues affecting the energy efficient operation of the area and there is no proper operator oversight via an easy-to-use interface of the light control system.

1 Description of the works

We would like to maintain the functionality of the system, including timers, diming and zone control. Additional features such as movement detection and responding to ambient lighting would be useful but not essential.

We would like to maintain the aesthetics of the canteen area and the luminaires can be replaced if it is with luminaires of an equivalent or better standard. The current fittings are circular and quite large, if the fittings are to be changed, the installer needs to be aware that we would not want massive cosmetic repairs. The canteen cannot be shut down for a long period during the installation work. If it is possible to retrofit the current fittings with a new interior that would accept off-the-shelf led lamps, that may also be acceptable.

Events and presentations are occasionally held in the dining and bar area and the switching or dimming of banks of lights is required to maintain an ambience. Colour consistency of lamps must be maintained throughout the area.

It is also a requirement to try and make the maintenance of any installed fittings better so that control gear and lamps can be easily replaced, the successful supplier must demonstrate how by design of the system this has been achieved.

The present luminaires can be controlled and dimmed see drawing for groups, and it is acceptable to maintain these as the groups for any proposal.

2 Drawings and SOP's

List the drawings and SOP's that apply to this contract.
6598 - General Requirements for External Contractors Attending site
Drawing No: ALU-21-P01 Amenities Lighting Upgrade Restaurant/Bar/Coffee Lounge Floor Plan
Drawing No: D22709 Lighting Control Schematic
Drawing No:ID-0200 Existing Layout- Ground Floor
Canteen Lighting Report Summary
Phillips Dynalite O&M (for existing system)
Electrical Installation Certificate

3 Specification

It is expected that the proposed system can replicate the main functions of the present system with the possibility for enhancements.

- The focus of this project is to cut running costs by utilising dimmable LED lamps, efficient time control ensuring lights do not remain on unnecessarily out of hours or at times of non-occupancy.
- The existing ability to turn off or dim groups of lights must be maintained or enhanced.
- The Contractor must ensure minimum disruption to the Canteen area during work ensuring that the area is open for staff to always use (08.00 to 15.30 Monday to Friday). Small areas could be barriered off to continue work during these times
- Utilise parts of the system and cabling (power and control) deemed satisfactory to minimise costs, but obsolete parts not easily replaced should be reported in the Tender return
- Existing luminaires could be re-used if suitable, any lighting control not required must be stripped out. If it is not possible to reuse fittings the supplier must demonstrate how they would install new fittings, including maintaining the fire integrity of the area.
- The supplier will demonstrate how the emergency light level requirement will be maintained and comply to the latest standards.
- Whether the existing control system is maintained or replaced access to the facility to alter or change time schedules must be provided to allow on-site staff to maintain the system.
- Site specific training for the engineering team and a brief overview for users must be allowed for the new system. A short form guide (A4 sheet) would be useful in addition to the O&M documentation.
- The contractor will demonstrate how they intend to provide rapid support and fault rectification of any issues or problems within the warranty period including early lamp failure caused by the replacement system including timescales.
- To comply with sustainability directives, the power consumption of individual components and the total system power consumption must be documented and inserted in the O&M

4 Constraints on how the *Contractor* Provides the Works

4.1 Permit to Work

The Employer operates a permit to work system these include the following as required by the work: -

- Authorization to access
- General Permit to work

All permits will be issued as necessary by authorized staff. No work is to commence without the possession of the relevant permit to work. These must be returned to the issuer on completion of the works for filing.

There are no health risks to contractors' personnel from the Employers activities if the Employers controls are complied with fully.

4.2 Programme of works

Please supply a Gantt Chart Schedule in your tender return. This should show all lead times. It is preferable that this is supplied in Microsoft Project but an excel spreadsheet would be accepted.

4.3 Design Change Post Contract Award

Any change to this specification after the tender has been received and the contract awarded will be controlled using the MHRA's Design Change form that is signed by both the Institute's project leader and the contractor's representative. The form will identify the change and its effect on costs and timescales. An example of this form can be found in the attachments

4.4 Site Access

Mon- Fri 08:00 to 17:00 (other hours by agreement with the Project Engineer)
Sat & Sun With the permission of the Project Engineer

Access to the site will be via the main access to MHRA, which is shared with the client's employees, and visitors. All vehicles will be stopped at the security cabin and all drivers will be required to comply with the client's security arrangements.
Any work outside of the above hours can be facilitated with agreement of the Project Engineer.
After 7pm no work can take place unless security and PE have agreed to this.

4.5 House Keeping

Due to the clean environment required for the work of the institute, good housekeeping is always required. All waste material must be removed from site daily and storage for materials on site is not available.

4.6 Confidentiality

Contractors are expected to keep any information about the work of the Institute or staff always details totally confidential. The contractor is requested to sign a Confidentiality Agreement as attached and return with the Tender.

5 Services and other things provided by the *Employer*

5.1 Services

MHRA will provide services including water, use of welfare facilities, and electricity.

5.2 Free issue items

No Free issue items with this project

6 Location

The site Address is:

- MHRA Blanche Lane, South Mimms, Potters Bar, Hertfordshire EN6 3QG.

6.1 General

The contractor is always to comply with the Institute's H & S guidelines while on site. The H&S advisor on site has responsibility for ensuring compliance on the Institute's behalf and will form part of the project team.

All contractor employees will be given the site induction when attending site for the first time. There will be further inductions for specific specialist areas as and when required. Prior to attending site there will be a one-off baseline Personal Security Standard check, this will be organised by the Project Engineer responsible for the work.

Should, because of the contract, an incident or accident occur to either a member of the Institute's staff, property or contractor's employees, the person responsible for you on site (generally the Project Engineer) must be informed as soon as possible after the immediate emergency has been dealt with. The responsible person will then inform the H&S team.
Site rules, practices, and procedures to be established and enforced will include but not necessarily be limited to the following: -
- Contractors' personnel must comply fully with the client's security arrangements and procedures
- Operatives and visitors report to the site supervisor are inducted and sign in and sign out
- Smoking is not permitted on the site except in defined areas
- Radios and personal stereos are not permitted
- Personal protective equipment must be worn as required by their risk assessment
- Correctly rated and inspected electrical equipment are used where applicable

- Site Fire precautions and procedures are maintained by Contractor's personnel.
The Employer will continue to operate normally in the building. However, it will be necessary for some operational areas to be vacated for periods of time to allow works to be carried out. The Contractor will be required to liaise with MHRA so that a program can be established to suit operational requirements. Access to all areas for Employer's maintenance personnel must always be maintained unless alternative arrangements have been made with the Project Engineer.

The Contractor must ensure that his operations do not pose any risk to the Employers personnel or visitors to the complex.

There are no health risks to contractors' personnel from the Employers activities if the Employers security controls are complied with fully.

6.2 Storage of materials and tools

MHRA is very limited on internal space and therefore all material and tools will need to be stored in an area designated by the Project Engineer.

6.3 Stage handover and training

If a project has one or more stages/phases, then we will require a/several stage handover/s. This will require O&M details to enable maintenance to add the details to the PPM system. Additionally, training will be required for the new plant/equipment.

MHRA are interested in sustainability and environmentally friendly solutions. Please provide examples of where your company can provide increased energy efficiency.

6.4 Site Survey

All tenderers will be expected to carry out full site survey to verify the work required to fully comply with the scope of the specification. This is mandatory for all contractors tendering as non-compliance will result in tender disqualification.

6.5 Welfare facilities

The site has toilets, power and water which will be provided to contractors with the Employer's permission. The site also has a staff restaurant (the area in which the work is taking place) that the Contractors staff may use subject to persons being properly dressed (no bare torsos or shorts) and in clean and tidy clothing. We have first aiders on site.

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