



SPECIFICATION OF WORKS

**Croydon College
College Road
Croydon
CR9 1DS**

Facade Improvement Works

Prepared on behalf of
**Croydon College
College Road
Croydon
CR9 1DS**

Job No: 34754
Date: 20th February 2023

SPECIFICATION REVISION SCHEDULE

Croydon College
College Road
CR9 1DX

Facade Improvement Works

Prepared on behalf of
Croydon College
College Road
CR9 1DS

Prepared By: **Rhiannon Thornton**

Authorised for Issue: 
For and on behalf of Baily Garner LLP
Feb 20, 2023

Revision	Issue Date	Reason for Issue
1.0	17 th February 2023	Client Issue

Croydon College

Facade Improvement Works

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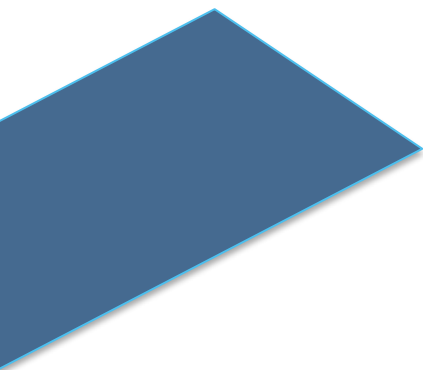
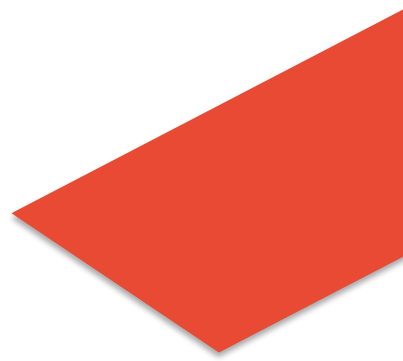
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SECTION 1

PRELIMINARIES



Baily Garner

Croydon College

Croydon College Façade Improvement Works

Section 1 - Preliminaries

20-02-2023

Window replacements, concrete repairs and stone cleaning

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PM_10 Project information

Project management

PM_10_10_60/10 Project description

1. Project reference: 34754
2. Project title: Croydon College Façade Improvements Works
3. Project description: Window replacements, concrete repairs and stone cleaning

PM_10_10_60/20 Drawings and other documents

1. Details: Specification of Works
2. Reference: 34754
3. Format: Electronic
4. Provision: Provided.
5. Contract drawings
 - 5.1. Generally: The same as the tender drawings.
 - 5.2. CAD data: In accordance with [BS EN ISO 19650-1](#).
6. Cross references
 - 6.1. Accuracy: Check remainder of the annotation or item description against the terminology used in the cited section or clause.
 - 6.2. Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
 - 6.3. Relevant clauses: Clauses in the cited specification section dealing with general matters, ancillary products and execution also apply.
 - 6.4. Discrepancy or ambiguity: Give immediate notice in writing setting out the nature and assessed impact of the conflict. Do not proceed until instructions are received.
 - 6.5. Document precedence: Specification takes precedence over referenced documents.
7. Dimensions: Use numbered dimensions only. Do not scale direct from drawings.
8. Additional copies: Issued on request subject to an administration charge

PM_10_10_60/30 Project locations

1. Details: Croydon College
2. Address
 - 2.1. Number/ Street: Croydon Road
 - 2.2. Town/ City: Croydon
 - 2.3. Postcode: CR9 1DX

PM_10_10_60/50 Surrounding land and building uses

1. Details: Adjacent buildings to the college consist of a combination of commercial and residential properties

PM_10_10_60/60 Access

1. Details: Vehicular access to lower ground car park and 3no. pedestrian entrances, 1 to each elevation.
2. Limitations: Access routes may be restricted with regards to width, therefore may not be suitable for heavy goods vehicles. It is the contractors responsibility to review all potential hazards of this

nature, prior to the commencement of works on site. There may be limitations for deliveries during peak drop-off and collection times, please see Section 3 for further information on site access and deliveries.

PM_10_10_60/70 Preparatory work by others

1. **Details:** N/A

PM_10_10_60/80 The works/ services

1. **Details:** Replacement of windows, concrete repairs and stone cleaning
2. **Related works:** Provide trades with necessary details of related types of work. Before starting each new type or section of work, ensure that previous related work is complete, in accordance with the project documents, to a suitable standard, and in a suitable condition to receive new work.

PM_10_10_60/140 Products provided by, or on behalf of, employer/ client/ purchaser

1. **General:** Details of products to be fixed as part of the contract work are given in the work sections. Use for no other purpose than the works.
2. **Handling:** Accept delivery, check against receipts and take into appropriate storage.
3. **Surplus products:** Keep safe and obtain instructions.

PM_10_10_60/160 Work undertaken by 'listed' domestic subcontractor

1. **General:** The following work and/ or services will be carried out by persons selected from a list.
2. **Additional persons:** If fewer than three persons named in the list are able and willing to carry out the relevant work and/ or services, give notice, submit proposals, together with evidence of suitability, and obtain instructions before proceeding.
3. **Agreement:** Before the start of the work to which the list relates, enter into a binding subcontract agreement and submit evidence.

Ω End of Section

PM_30

Site, ground and environmental information

Project management - No Amendments

Ground investigation and survey reports - No Amendments

Environmental information - No Amendments

Hazardous substances information - No Amendments

Ω End of Section

PM_35 Project performance requirements

Project management

PM_35_10_25 Durability performance requirements

1. External finishes
 - 1.1. Item: New Aluminium Windows
 - 1.2. Rating: Critical.
 - 1.3. Required lifespan: 35 years
2. External finishes: New Aluminium Doors
 - 2.1. Rating: Critical.
 - 2.2. Required lifespan: 35 years
3. External finishes: Masonry repairs and Render
 - 3.1. Rating: Critical.
 - 3.2. Required lifespan: 10 years

PM_35_20_76 Snow and ice load performance requirements

1. Standard: To [BS EN 1991-1-3](#).

PM_35_30_28/10 Fire resistance – UK National classification

1. Assessment authority: [UKAS](#)-accredited (or European equivalent).
2. Non-loadbearing elements of construction
 - 2.1. Standard: To BS 476-22

PM_35_30_70 Reaction to fire performance requirements

1. Standard: To [BS EN 13501-1](#).
2. Assessment authority: 30 minutes / 60 minutes dependant on location and requirements
3. Walls

Ω End of Section

PM_40

Design and approvals information

Project management

PM_40_60_05 Activities terminology

1. **Advise:** See 'Communicate'.
2. **Agree:** See 'Communicate'.
3. **Approve:** Record conformance of work to specified criteria by giving formal or official sanction.
4. **Communicate:** Includes advise, inform, agree, confirm, notify, seek, provide or obtain information, consent or instructions, or make arrangements.
5. **Confirm:** See 'Communicate'.
6. **Ease:** Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
7. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
8. **Give notice:** Communicate in writing to the person administering the contract at the address listed.
9. **Inform:** See 'Communicate'.
10. **Keep for recycling:** As 'Keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
11. **Keep for reuse:** Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the employer or purchaser, or for use in the works as instructed.
12. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat.
13. **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.
14. **Notify:** See 'Communicate'.
15. **Quote:** Use 'Estimate'.
16. **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
17. **Refix:** Fix previously removed products.
18. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.

Removal of an item excludes removal and disposing of associated pipework, wiring, ductwork or other services.

Removal of a system includes this work.

19. **Remediate:** Take action or measures to lessen, clean up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.
20. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat.

Excludes redecoration and replacement.

21. **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.

22. **Reuse:** Recover complete items to be fixed or used in the project or elsewhere without the requirement for recycling.
23. **Submit:** Deliver in a specified format to a specified person within a specified timeframe.
24. **Submit proposals:** Submit information in response to specified requirements.
25. **Supply and fix:** Supply of products, components or systems to be fixed, together with everything necessary for their fixing.

PM_40_60_22 Data security policy

1. **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](#).
2. **Received requests:** Obtain instruction before proceeding.

Do not supply information to those who are not project participants without express written permission.

3. **Confidentiality:** Maintain at all times.

PM_40_60_23 Description terminology

1. **Attendance:** Includes:

The provision of temporary roads, pavings and paths, standing scaffolding, standing power-operated hoisting plant;

The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;

The provision of water;

The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;

The use of standing mess rooms, sanitary accommodation and welfare facilities; and

The provision of all health and safety facilities and all fire safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the [Joint Fire Code](#).

Additional requirements should be described as 'Special Attendance'.

2. **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
3. **Construction Work:** Permanent work together with temporary work.
4. **Contractor :** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes main contractor, prime contractor, supplier, service provider, builder, subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
5. **Contractor's choice:** Selection delegated to the contractor, but liability to remain with the specifier.
6. **Contractor's design:** Design to be carried out or completed by the contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
7. **Cost:** The amount paid or given by one party to another in exchange for goods, work, supplies or services.
8. **Designer:** A person or organization carrying out design on a project.
9. **Deviation:** Difference between a specified dimension or position and the actual dimension or position.

10. **Drawings:** Definitions as [BSRIA Building Applications Guide: Design framework for building services. 5th edition.](#)
11. **Employer:** The party to the contract for whom the goods, work, supplies or services are provided. Includes client (in consultancy contracts and CDM Regulations), the employer, building owner or purchaser (in construction contracts), the developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements – which may be defined terms in certain standard contract forms.
12. **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.
13. **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
14. **Existing:** Items retained in place to receive new work.
15. **Fastener:** Device for mechanically attaching something to something else.
16. **Manufacturer and Product reference:** 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.

References are as specified in the manufacturer's technical literature current on the date specified.

17. **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
18. **Permanent Work:** Work to be constructed and completed in accordance with the contract.
19. **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work, supplies or services.
20. **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the works.
21. **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.
22. **Schedule of rates:** The subdivision of product and execution prices by a predetermined unit basis.
23. **Schedule of Work/ Work Schedule:** The subdivision of work items by a predetermined classification. Can form the basis of a pricing document where bills of quantities are not used.
24. **Schematic:** A drawing of a system showing components, products, systems and their interconnections.
25. **Site equipment:** The contractor's apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the works and the remedying of defects.

Includes appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.

Excludes: temporary work, employer's products and equipment or anything intended to form or forming part of the permanent works.

26. **Specification:** Written description of requirements.
27. **System:** Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
28. **Temporary work:** Incidental work to undertaken during construction but not intended to form part of the completed work.

Ω End of Section

PM_50

Financial and commercial information

Project management

PM_50_50_10 Tender enquiry

1. Details: TBC

PM_50_50_15 Tender invitation

1. Number of tenders to be invited (maximum): TBC

PM_50_50_15/10 The invitation to tender

1. Form: TBC
2. Tender documents location: TBC

PM_50_50_30 Tender acceptance criteria

1. **Tender acceptance period:** Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 13 weeks from the date for return of tender.
2. **Assurance:** Nothing contained in this document or its application should be inferred to guarantee that a tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

PM_50_50_35 Tender documents

1. Tender documents: Specification of Works
2. Number of hard copy documents provided: Electronic only

PM_50_50_45 Tender clarification report

1. **Notification requirements:** Give notice in writing to the Contract Administrator of any queries or discrepancies to the documents as soon as possible and not less than ten working days before the date for return of Tenders.

PM_50_50_50 Tender instruction

1. **Qualifications:** Do not amend or alter documents without written instruction.
2. **Confidentiality:** Do not reveal details of parts of the tender or supporting documents (except for the necessary purposes of preparing that tender) without express written permission.

PM_50_50_50/10 Compliance with tender rules

1. **Compliance:** Failure to comply may result in tenders being rejected at the sole discretion of the employer.
2. **Costs:** No liability is accepted for costs incurred in the preparation of a tender.

PM_50_50_50/20 Pricing

1. **Pricing:** Price and extend each item individually as instructed. Do not group items together.
2. **Currency:** Pounds sterling.

PM_50_50_55 Tender site visit strategy

1. **Nature of the site:** Ascertain before tendering, including access thereto and local conditions and restrictions likely to affect the execution of the work.

2. Arrangements for visit: Contact the Contractor Administrator to arrange

PM_50_50_60 Tender return

1. Tender submission
 - 1.1. Destination: TBC
 - 1.2. Time and date: TBC
 - 1.3. Format: TBC
 - 1.4. Special procedures: TBC
2. Documents to be included: TBC
3. Inability to tender: Advise immediately if the work as defined in the tender documents cannot be tendered.

Define those parts, stating reasons for the inability to tender.

PM_50_50_65 Tender assessment report

1. Tender assessment
 - 1.1. Number to be assessed in detail: TBC
 - 1.2. Assessment criteria: TBC
 - 1.3. Assessment model details: TBC
2. Alternative Tenders
 - 2.1. Submission: TBC
 - 2.2. Basis : TBC

PM_50_50_75/10 Error resolution

1. **Arithmetical errors:** Tender price will prevail. An opportunity will be given to confirm the tender or withdraw.
2. **Technical errors:** The tender is deemed to meet or exceed the requirements of the tender documents. Amendment of the tender to reflect this will not constitute a variation, and no claim for additional costs will be accepted.
3. **Corrections:** An endorsement will be added to the priced documents indicating that rates or prices (excluding preliminaries, contingencies, prime cost and provisional sums) inserted therein will be adjusted in the same proportion as the corrected total differs from that stated incorrectly.

PM_50_50_75/20 Error resolution

1. **Arithmetic and technical errors:** The tenderer will be given an opportunity to confirm an offer, or amend it to correct genuine errors. If correction means that the tender is no longer eligible for acceptance under the selected assessment criteria then it will be disqualified from that process.

PM_50_50_85 Post-tender negotiation

1. **Negotiations:** May be required.

PM_50_50_90 Tender notification

1. **Notification method:** By way of formal letter, to be issued via email

Ω End of Section

PM_55

Contract information

Clauses

JCT 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

The Works (First Recital)

- The Works comprise: Façade improvement works including replacement of pressed steel windows, stone repairs and cleaning, concrete repair and cleaning and new render finishes.
- Location of the works: Croydon College

Contractor's designed portion (Second Recital)

- The Works include the design and construction of: The contractor is responsible for the design and construction of all works identified within Section 4. Specifications are included for pricing and the contractor is invited to submit equal and approved alternatives.

Contract drawings (Third Recital)

- Contract drawings : As included within the tender pack. Including floorplans, elevations and window schedules.

Other documents supplied by the Employer (Fourth Recital)

- Documents: Specification of Works

Pricing by the Contractor (Fifth Recital - (A))

- Pricing by the Contractor: Option A will apply and Option B will be deleted.
- Priced document: 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.

Information Release Schedule (Ninth Recital)

- The Ninth Recital: Will be deleted.

Division of the Works into sections (Eleventh Recital)

- The Eleventh Recital: Will be deleted.

Articles

Architect/ Contract Administrator (Article 3)

- Architect/ Contract Administrator: See Ro_30_10_19

Quantity Surveyor (Article 4)

- Quantity surveyor : Ro_70_10_75

Principal Designer (Article 5)

- Principal Designer: Ro_30_30_68

Principal Contractor (Article 6)

- Principal Contractor: TBC

Legal proceedings (Article 9)

- Amendments: None.

Contract particulars

Employer's Requirements (Fourth Recital)

- Employer's Requirements: See Specification of Works provided as Tender Pack

Contractor's Proposals (Sixth Recital)

- Contractor's Proposals: Required.
- Specific Requirements: Product literature and data sheets to be provided electronically where equal and approved alternatives are put forward.

CDP Analysis (Sixth Recital)

- CDP Analysis: Required.

Construction industry scheme (CIS) (Eighth Recital and clause 4.6)

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

CDM Regulations (Tenth Recital)

- The project: Is notifiable.

Supplemental Provisions (Thirteenth Recital and Schedule 5)

- 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 applies.
- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies
 - Employer's nominee : Paul Marsden (Director of IT & Estates)
 - Contractor's nominee : Submit with tender.
 - Replacement nominees: As each party may notify to the other from time to time.

Arbitration (Article 8)

- Article 8 and clauses 9.3 to 9.8: Apply.

Base Date (Clause 1.1)

- Base date: 10 days before the date for return of tenders.

BIM Protocol (Clause 1.1)

- Protocol: Not Applicable

Date for Completion of the Works (Clause 1.1)

- Date for completion of the Works: 3rd October 2023

Addresses for service of notices (Clause 1.7)

- Employer
 - Address: As Ro_10_20_14
- Contractor
 - Address: TBC

Date of possession of the site (Clause 2.4)

- Date of Possession of the site: 16th May 2023

Deferment of possession of the site (Clause 2.5)

- Clause 2.5: Does not apply.

Liquidated Damages (Clause 2.23.2)

- Damages
 - Rate: £2,986.92
 - Period: per week or part thereof

Rectification period (Clause 2.30)

- Period: Twelve months

Contractor's designed portion (Clause 2.34.3)

- Limit of Contractor's liability for loss of use: £10,000,000.00

Fluctuations provision (Clause 4.3 and 4.9)

- Fluctuations Provision: No fluctuations provision applies.

Advance payment and advance payment bond (Clause 4.7)

- Advance payment: Clause 4.6 does not apply.

Interim payments – Interim valuation dates (Clause 4.8.1)

- The first Interim Valuation Date: One month after start on site.
- Subsequent dates: The same date in each month or the nearest business day in that month.

Interim payments percentages of value (Clause 4.9.1)

- 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%
- Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is: 97.5%

Listed items – uniquely identified (Clause 4.10.4)

- Listed items – uniquely identified: This entry in the contract particulars will be deleted.

Listed items – not uniquely identified (Clause 4.10.5)

- Listed items – not uniquely identified: This entry in the contract particulars will be deleted.

Contractor's Public Liability insurance – injury to persons or property (Clause 6.4.1)

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

Insurance - liability of Employer (Clause 6.5.1)

- Insurance: Not required.

Works insurance – insurance options (Clause 6.7 and Schedule 1)

- Schedule 1: Insurance Option C applies.
- Percentage to cover professional fees: 15%.
- Where Insurance Option A applies and cover is to be provided under the Contractor's annual policy, the annual renewal date: To be advised
- Where Insurance option C applies, paragraph C.1: Applies.

Terrorism cover (Clause 6.10 and Schedule 1)

- Details of cover: Pool Re Cover is required.

Joint Fire Code (Clause 6.15)

- The Joint Fire Code: Does not apply.

Joint Fire Code (Clause 6.15)

- The Joint Fire Code: Does Not Apply

Contractor's Design Portion – Professional Indemnity Insurance (Clause 6.19)

- Level of cover
 - Indemnity required: Is the aggregate amount for any one period of insurance.
 - Amount: £10,000,000.00
- Cover for pollution and contamination claims: Is not required.
- CDP Professional Indemnity Insurance
 - Expiry of required period: 6 Years

Performance bond or guarantee (Clause 7.2.1)

- Performance bond or guarantee from bank or other approved surety: Is not required.

Guarantee from contractor's parent company (Clause 7.2.2)

- Guarantee: Is not required.

Period of suspension (termination by Contractor) (Clause 8.9.2)

- Period of suspension: Two months.

Period of suspension (termination by either Party) (Clauses 8.11.1.1 to 8.11.1.5)

- Period of suspension: Two months.

Adjudication (Clause 9.2.1)

- The Adjudicator: The Chairman / Vice Chairman
- 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.

Arbitration (Clause 9.4.1)

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

Conditions - No Amendments**Section 1 (Definitions and Interpretation) - No Amendments****Section 2 (Carrying out the Works) - No Amendments****Section 3 (Control of the Works) - No Amendments****Section 4 (Payment) - No Amendments****Section 5 (Variations) - No Amendments****Section 6 (Injury, Damage and Insurance) - No Amendments****Section 7 (Assignment and Collateral Warranties) - No Amendments****Section 8 (Termination) - No Amendments****Section 9 (Settlement of Disputes)**

Execution

- The Contract: Will be executed as a deed.

Ω End of Section

PM_60

Construction management information

Project management

PM_60_10_50 Site access information

1. **Details:** Access is via public roadways
2. **Limitations:** The contractor is to carefully review the site at tender stage to ascertain limitation associated.
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

PM_60_10_65/10 Health and safety information

1. **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect. Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
2. **Include**
 - 2.1. **Policy document:** A copy of the contractor's health and safety policy documents, including risk assessment procedures.
 - 2.2. **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - 2.3. **Training:** Records of training and training policy.
 - 2.4. **Personnel :** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submittal date:** At least three weeks prior to start on site.

PM_60_10_75/10 Use of the site

1. **General:** Do not use the site for any purpose other than carrying out the contract work.
2. **Limitations:** The contractor is to carefully review the site at tender stage to ascertain limitations associated.

PM_60_10_75/30 Traffic and vehicles

1. **Limitations:** The contractor is to carefully review the site at tender stage to ascertain limitations associated.

PM_60_10_75/40 Storage, accommodation, mechanical plant, temporary works and services

1. **Position:** Submit proposed details of intended siting.
2. **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

PM_60_10_75/50 Management and staff – contract minimum requirement

1. **Details:** Allow for compliance with contract obligations.
2. **Cost-significant items:** A full time Site Manager and partially allocated Contracts Manager must be provided

PM_60_10_75/70 Control and protection – contract minimum requirement

1. **Details:** Allow for compliance with contract obligations.

PM_60_10_75/110 Thermometers

1. **General:** Provide on site and maintain in accurate condition a maximum and minimum thermometer. Measure atmospheric shade temperature in an approved location.

PM_60_10_75/120 Surveying equipment

1. **General:** Provide on site and maintain in accurate condition the following:

PM_60_10_75/130 Personal protective equipment

1. **General:** Provide for the sole use of other members of the project team, in sizes to be specified, the following:
2. Safety helmets
 - 2.1. Standard: To [BS EN 397](#), neither damaged nor time expired.
 - 2.2. Number required: 3
3. High-visibility waistcoats
 - 3.1. Standard: To [BS EN ISO 20471](#), Class 2.
 - 3.2. Number required: 3
4. Safety boots
 - 4.1. Standard: To [BS EN ISO 20345](#), with steel insole and toecap.
5. Disposable respirators
 - 5.1. Standard: To [BS EN 149](#), FFP1S.
 - 5.2. Number required: Provide.
6. Eye protection
 - 6.1. Standard: To [BS EN 166](#).
 - 6.2. Number required: Provide.
7. Ear protection
 - 7.1. Standard: Muffs to [BS EN 352-1](#), plugs to [BS EN 352-2](#).
 - 7.2. Number required: Provide.
8. Hand protection
 - 8.1. Standard: To [BS EN 388](#), [BS EN 407](#), [BS EN ISO 21420](#) or [BS EN 511](#) as appropriate.
 - 8.2. Number required: Provide.

PM_60_10_77/10 Security – contract minimum requirement

1. **Details:** Allow for compliance with contract obligations.
2. **Cost-significant items:** Ensure security of the site at all times throughout the works

PM_60_10_77/30 Safety and environmental protection – contract minimum requirement

1. **Details:** Allow for compliance with contract obligations.

PM_60_10_83 Temporary services information

1. **Details:** Allow for compliance with contract obligations.

PM_60_10_83/10 Water

1. **Supply:** The existing mains may be used for the works as follows:
2. **Metering:** Metered by the Contractor and charged to the Contractor.
3. **Source:** TBC

4. Point of supply: TBC
5. Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/40 Water restrictions

1. **Emergency legislation:** If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.
2. **Suitability:** Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.
3. **Cost:** To be borne by the Contractor

PM_60_10_83/50 Gas

1. **Supply:** The existing mains may be used for the works as follows:
2. **Metering:** Metered by the Contractor and charged to the Contractor.
3. **Source:** TBC
4. **Point of supply:** TBC
5. **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/60 Lighting and power

1. **Supply:** Electric power from the existing mains may be used for the works as follows:
2. **Metering:** Metered by the Contractor and charged to the Contractor.
3. **Point of supply:** TBC
4. **Available capacity:** TBC
5. **Frequency:** 50 Hz, alternating.
6. **Phase:** TBC
7. **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/90 On-site communications

1. **Communications**
 - 1.1. **General:** Provide and maintain for the sole use of the other members of the project team and their representatives:
 - 1.2. **Telephones:** Upon appointment, the successful Contractor is to provide a full directory of project staff to the Contract Administrator upon appointment. To include Telephone Number and Email Address
2. **Costs:** Pay fees and charges associated with connection, rental subscriptions and the like.

PM_60_10_83/140 Fax installation

1. **General:** As soon as practicable after the start on site, provide a suitable on-site fax installation with a separate dedicated telephone line, for use by the contractor, subcontractors and other members of the project team.
2. **Employer's call charges:** Allow for the cost of a reasonable number of transmissions made by other members of the project team.

PM_60_10_83/150 Email and internet facility

1. **General:** As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated connection, for the use of the contractor, subcontractors and other members of the project team.
2. **Use on behalf of Employer:** Allow for the cost of a reasonable number of transmissions made by other members of the project team.

PM_60_10_83/160 Photocopier

1. **General:** Provide reasonable access to and limited free use of an on-site photocopier, which may be located in the contractor's own site offices.

PM_60_10_83/170 Use of permanent heating system

1. **Permanent heating system :** May be used for drying out the works and/ or services, and for controlling temperature and humidity levels.
2. **Requirements:** Take responsibility for operation, maintenance and remedial work. Arrange supervision by and indemnification of the appropriate subcontractors. Pay fuel and associated costs.

PM_60_10_83/190 Beneficial use of installed systems

1. **Permanent systems:** Do not use for any purpose other than running in, testing and commissioning.
2. **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.

PM_60_10_85/10 Temporary accommodation – use and location

1. **Restrictions**
 - 1.1. **Positioning:** Upon appointment, the successful Contractor is to provide proposal with location to be agreed with the College and Contract Administrator.
 - 1.2. **Timing:** Prior to the commencement of works

PM_60_10_85/50 Parking

1. **Requirement:** Provide and maintain exclusively for use by employer/ purchaser and their representatives and consultants.
2. **Details:** The contractor may have limited access to parking provisions whilst on site. This will be confirmed to the successful tendering contractor during the Pre-Start Meeting.

PM_60_10_85/80 Roads

1. **Use of permanent hard surface provision:** Permitted
 - 1.1. **Details:** Associated with completing the works
2. **Restrictions on use:** The contractor may have limited access to parking provisions whilst on site. This will be confirmed to the successful tendering contractor during the Pre-Start Meeting.
 - 2.1. **Protective or remedial measures:** The Contractor is responsible for protection of all access roads and surfaces utilised through the works. Any damage to be made good upon completion of the work, all costs to be borne by the Contractor.

PM_60_20_60/10 Pre-construction information

1. **Scope:** Integral with the project specification, including but not restricted to the following:

Description of project.

Client's consideration and management requirements.

Environmental restrictions and on-site risks.

Significant design and construction hazards.

The health and safety file.

PM_60_20_60/20 Pre-construction information

1. **Availability:** Integral with the project specification, including but not restricted to the following:

Description of project.

Client's consideration and management requirements.

Environmental restrictions and on-site risks.

Significant design and construction hazards.

The health and safety file.

PM_60_20_79/10 Setting out

1. **General:** Submit details of methods and equipment to be used in setting out the works.
2. **Levels and dimensions:** Check and record the results on a copy of drawings. Give notification of discrepancies and obtain instructions before proceeding.
3. **Completion of setting out:** Give notice before commencing construction.

PM_60_20_79/20 Setting out records

1. **Record drawings:** Include details of grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract, and hand over on completion.

PM_60_30_13/20 Commissioning programme

1. **Submittal date:** No later than 2 weeks before the date of Practical Completion
2. **Format:** Electronic format

PM_60_30_13/30 Performance testing programme

1. **Submittal date:** No later than 2 weeks before the date of Practical Completion
2. **Format:** Electronic format

PM_60_30_19/40 Method statements

1. **Method statements:** Prepare describing how and when the following procedures are to be carried out.
2. **Procedures:**

"The Works" as prescribed in PM_10_10_60/10
3. **Submittal date:** Within one week of request.

PM_60_30_19/90 Alternative time proposals

1. **General:** In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the contract, an alternative proposal based upon a different date or period may be submitted.
2. **Date for Completion:** If any such proposal is accepted, the date for completion or period inserted in the contract will be the date stated in or determined from the alternative proposal.

PM_60_30_20/10 Programme

1. **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the works.
2. **Include**

- 2.1. **Information:** Design, production information and proposals provided by the contractor, subcontractors or suppliers, including inspection and checking.
3. **Planning:** Planning and mobilization by the contractor.
4. **Dates:** Earliest start and finish dates for each activity and identification of critical activities.
5. **Engineering services:** Running in, adjustment, commissioning and testing of engineering services and installations.
 - 5.1. **Instructions:** Work resulting from instructions issued in regard to the expenditure of provisional sums.
6. **Concurrent work:** Work by others and concurrent with the contract. The nature and scope of which, the relationship with preceding and following work and relevant limitations are suitably defined in the contract documents.
7. **Exclusions:** Work that is not well defined: where and to the extent that the programme implications for this are impossible to assess, exclude from the programme and confirm this when submitting the programme.
8. **Number of copies:** Electronic copy to be distributed to all members of the Project Team
9. **Submittal date:** No later than 2 weeks before commencement of work on site

PM_60_30_45/20 Adjoining property

1. **Permission:** Obtain as necessary from owners if required to erect scaffolding on, or otherwise use, adjoining property for any works in connection with the works

PM_60_30_45/40 Adjoining property restrictions

1. **Precautions:** Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the works.

PM_60_30_45/50 Existing structures

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports**
 - 2.1. **Standards:** In accordance with [BS 5975](#) and [BS EN 12812](#).
 - 2.2. **Requirements:** Provide and maintain incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, which 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.

3. **Adjacent structures:** Monitor and immediately report excessive movement.

PM_60_30_45/70 Materials for recycling or reuse

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

PM_60_30_66/30 Progress report

1. **Submittal date:** No later than 5 business days before each formal Progress Meeting
2. **Requirement:** Notwithstanding any obligations under the contract the report must include the following.

3. **Content:** As a minimum, the contractor is to provide the following by means of a Contractor's Progress Report:
 - Progress Update
 - Programme / Possible Delays
 - Instructions Required
 - RFI Log/Queries
 - Health & Safety Update
4. **Progress statement:** Detailing matters materially affecting the regular progress of the works with reference to the master programme.
5. **Progress reports:** Subcontractors and suppliers.
 - 5.1. **Information:** Requirements for further drawings or details or instructions to fulfil obligations under the conditions of contract.

PM_60_40_40/20 Domestic subcontracts

1. **Details:** Provide details of proposed subcontractors and the work for which they will be responsible.

PM_60_40_40/100 Ownership of products

1. **Ownership:** At the time of each valuation, supply details of those products not incorporated into the works which are subject to reservation of title inconsistent with passing of property as required by the conditions of contract, together with their respective values.
2. **Evidence:** When requested, provide evidence of freedom of reservation of title.

PM_60_40_40/150 Listed products stored off site

1. **Evidence of title:** Submit reasonable proof that the property in 'listed items' is vested in the contractor
2. **Supplier:** For products purchased from a supplier include a copy of the contract of sale and a written statement from the supplier that conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to encumbrance or charge.
3. **Subcontractor:** For products purchased from a supplier by a subcontractor or manufactured or assembled by a subcontractor, copies of the subcontract with the subcontractor and a written statement from the subcontractor confirming that conditions relating to the passing property have been fulfilled and the products are not subject to encumbrance or charge.

PM_60_40_40/200 Labour and equipment returns

1. **Records:** Provide for verification at the beginning of each week in respect of each of the previous seven days.
2. **Include**
 - 2.1. **Labour:** 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.
 - 2.2. **Equipment:** The number, type and capacity of mechanical, electrical and power operated equipment employed in connection with the works or service.

PM_60_40_40/210 Overtime working schedule

1. **Requirement:** Prior to overtime being worked, submit notice of times, types and locations of work to be done.
2. **Notice period (minimum):** One week prior to overtime being worked.
3. **Concealed work:** If executed during overtime for which notice has not been submitted, it may be required to be opened up for inspection and reinstatement at the contractor's expense.

PM_60_40_58 Progress photographs

1. Number of locations: Areas forming part of the works
2. Frequency of intervals: Weekly.

PM_60_40_60/10 Monitoring

1. Progress
 - 1.1. Records: Record on a copy of the programme kept on site.
 - 1.2. Delays: Minimize. Take appropriate action to recover lost time.
 - 1.3. Corrective action: Where progress falls below target, submit proposals.
 - 1.4. Submittal date: As soon as possible.
 - 1.5. Completion forecast: Submit on the last working day of each week.
2. Key Performance Indicators
 - 2.1. Performance: Record performance against each KPI.
 - 2.2. Corrective action: Where performance falls below target, submit proposals.
 - 2.3. Submittal date: As soon as possible.

PM_60_40_60/20 Progress meetings

1. General: Meetings will be held to review progress and other matters arising from administration of the contract.
2. Frequency: Every 4 weeks
3. Venue: On Site
4. Accommodation: Ensure availability at the time of such meetings.
5. Attendees: Contractor, CA, Client, PD
6. Chairperson
 - 6.1. Name: Contract Administrator
 - 6.2. Duties: The chairperson will send invitations, receive apologies, distribute agendas, take and distribute minutes.

PM_60_40_60/30 Contractor's progress meetings

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

PM_60_50_12 Cash flow forecast

1. 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 and based on the programme for the works.

PM_60_50_23/30 Proposed instructions

1. Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
2. Include
 - 2.1. Cost breakdown: A detailed breakdown of cost, including allowance for direct loss and expense.
 - 2.2. Resources: Details of additional resources required.
 - 2.3. Programme: Details of adjustments to be made to the programme for the works.
 - 2.4. Other: Other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

3. **Inability to comply:** Inform immediately if it is not possible to comply with any of the above requirements.

PM_60_50_27/10 Measured quantities

1. **Measured quantities:** When ordering products and constructing the works, the accuracy and sufficiency of the measured quantities is not guaranteed.
2. **Precedence:** The specification and drawings shall override the measured quantities.

PM_60_60_26/10 Temporary protection to existing trees and vegetation

1. **Trees and vegetation**
 - 1.1. **Requirement:** Protect before starting work.
 - 1.2. **Positions:** To all works areas and Contractor compound including access routes
 - 1.3. **Standard:** Relevant measures to [BS 5837](#).
2. **Areas of structural landscaping to be protected from construction operations**
 - 2.1. **Requirement:** Protect from effects of construction operations.
 - 2.2. **Positions:** To all works areas and Contractor compound including access routes
3. **Integrity of protection:** Maintain for the duration of the works.
4. **Completion:** Remove on completion of the works and make good disturbed areas.

PM_60_60_26/30 Noise – consent by local authority

1. **Consent:** Granted by the local authority under Part III of the [Control of Pollution Act](#) relating to the works providing the following are met.
2. **Conditions:** Comply with all relevant Local Authority Policies. Any permission/consent required is to be obtained by the Contractor

PM_60_60_26/40 Noise and vibration

1. **Noise control:** In accordance with [BS: Code of practice for noise and vibration control on construction and open sites](#). [Noise](#)
2. **Measurement area:** The site boundary except between the hours of 9:00am to 5:00pm
3. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
4. **Restrictions:** Obtain consent before using percussion tools and other noisy appliances.

Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

PM_60_60_26/60 Pollution

1. **Prevention:** Protect the site, the works and the general environment including the atmosphere, land and water courses against pollution.
2. **Contamination:** If pollution occurs inform immediately, including to the appropriate authorities and provide relevant information.

PM_60_60_26/90 Pesticides

1. **Use:** Not permitted.

PM_60_60_26/120 Nuisance

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

PM_60_60_26/130 Asbestos-containing materials

1. **Requirement:** Report immediately suspected materials discovered during execution of the works. Do not disturb and agree methods for safe removal or encapsulation.

PM_60_60_26/150 Antiquities

1. **Requirement:** Report immediately fossils, antiquities and other objects of interest or value discovered during execution of the works.
2. **Preservation:** Keep objects in the exact position and condition in which they were found.

PM_60_60_26/160 Moisture

1. **Wetness or dampness:** Prevent where this may cause damage to the works.
2. **Drying out:** Control humidity and the application of heat to prevent:

Blistering and failure of adhesion.

Damage due to trapped moisture.

Excessive movement.

PM_60_60_26/180 Infected timber and contaminated materials

1. **Removal:** Where instructed to remove material affected by fungal and/ or insect attack from the building, minimize the risk of infecting other parts of the building.
2. **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.

PM_60_60_26/190 Waste

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the Waste Regulation Authority.
4. **Recyclable material:** Sort and dispose at a materials recycling facility approved by the Waste Regulation Authority.
5. **Documentation:** Retain on site.

PM_60_60_26/210 Invasive species

1. **General:** Prevent the introduction or spread of species (e.g. plants or animals) that may adversely affect the site and the works economically, environmentally or ecologically.
2. **Requirement:** Report immediately suspected invasive species discovered during execution of the works. Do not disturb and agree methods for safe eradication or encapsulation.

PM_60_60_26/220 Existing services

1. **Confirmation:** Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.
2. **Identification:** Before starting work, check and mark positions of mains and services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. **Work adjacent to services:** Comply with service authority's or 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.

4. Identifying services

4.1. **Below ground:** Use signboards, giving type and depth.

5. Overhead: Use headroom markers.

6. Damage to services

6.1. **Action:** Immediately give notice and notify appropriate service authority or statutory undertaker.

6.2. **Repair:** Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.

7. **Liability:** Measures taken to deal with an emergency will not affect the extent of the contractor's liability.

8. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's or statutory undertakers recommendations.

PM_60_60_26/240 Roads and footpaths

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

2. **Damage:** Make good if caused by site traffic, or otherwise consequent upon the works, to the satisfaction of the employer, local authority or other owner.

PM_60_60_26/270 Existing topsoil and subsoil

1. **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.

2. **Protection:** Submit proposals.

3. **Submittal date:** Before starting work.

PM_60_60_26/280 Retained trees, shrubs and grassed areas

1. **Protection:** Preserve and prevent damage.

2. **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.

PM_60_60_26/300 Retained trees

1. **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 the root protection area.

2. **Roots:** Do not sever if exceeding 25mm in diameter. If unintentionally severed, give notice and seek advice.

3. **Ground levels:** Do not change within an area 3m beyond branch spread.

PM_60_60_40/10 Insurance

1. **Documentary evidence:** Before starting work on site submit details and/ or policies and receipts for the insurances required by the conditions of contract.

PM_60_60_40/110 Insurance claims

1. **Notice:** If an event occurs which may give rise to a 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/ client, the person administering the contract on their behalf and the insurers.
2. **Failure to notify:** Indemnify the employer/ client against loss, which may be caused by failure to give such notice.

PM_60_60_60/10 Removal or replacement of existing work

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

PM_60_60_60/20 Ownership of materials

1. **Alteration or clearance work:** Materials arising become the property of the contractor except where otherwise stated. Remove from site as work proceeds.

PM_60_60_60/30 Measurement

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

PM_60_60_60/40 Service runs

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

PM_60_60_60/50 Security

1. **Protection:** Safeguard the site, the works, products, materials, and existing buildings affected by the works from damage and theft.
2. **Access:** Take reasonable precautions to prevent unauthorized access to the site, the works and adjoining property.

PM_60_60_60/70 Stability

1. **Responsibility:** Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. **Design loads:** Obtain details, support as necessary and prevent overloading.

PM_60_60_60/80 Occupied premises

1. **Extent:** Existing buildings will be occupied and/ or used during the contract.
2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. **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 paid to the contractor, provided that such overtime is authorized in advance.

PM_60_60_60/90 Access control

1. **Controlled areas:** College are to provide contractor with appropriate pass to enable access to undertake window replacements and making good.
2. **Authorized persons:** Submit a list of the names of persons requiring access together with other related information reasonably required.

3. Return of equipment : On request or on completion of the work to which it relates.

PM_60_60_60/100 Occupier's rules and regulations

1. Occupier's rules and regulations: Comply.

PM_60_60_60/130 Livery

1. Requirements
 - 1.1. **Operatives:** All operatives are to be provided with corporate High Visibility vests and name badges, to be worn on site at all times whilst on site.
 - 1.2. **Vehicles:** The Contractor is to ensure all staff including sub-contractors attending site be provided with suitable PPE. This is to include any specialist PPE associated with Covid 19 (i.e. masks, gloves, sanitiser stations) in compliance with the CLC Site Operating Procedures

PM_60_60_70/10 Climatic conditions - records

1. Climatic conditions: Record accurately and retain.
2. Information
 - 2.1. **Air temperatures:** Daily maximum and minimum, including overnight.
 - 2.2. **Delay records:** Due to adverse weather, include description of the weather, types of work affected and number of hours lost.

PM_60_60_75/20 Explosives

1. Use: Not permitted.

PM_60_60_75/50 Fire prevention

1. Requirement: Prevent personal injury or death, and damage to the works or other property from fire.
2. Standard: Comply with the [Joint Fire Code: Fire Prevention on Construction Sites](#).

PM_60_60_75/60 Smoking on site

1. Smoking on site: Not permitted.

PM_60_60_75/70 Burning on site

1. Burning on site: Not permitted.

PM_60_60_75/100 Electromagnetic interference

1. Duty: Prevent excessive electromagnetic disturbance to other susceptible apparatus.

PM_60_60_75/120 Laser equipment

1. **Construction laser equipment:** Install, use and store in accordance with [BS EN 60825-1](#) and the manufacturer's instructions.
2. **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.
3. **Class 3A and Class 3B laser equipment:** Do not use without approval and subject to submission of a method statement on its safe use.

PM_60_60_75/140 Powder-actuated fixing systems

1. Use: Not permitted.

PM_60_60_75/150 Existing features

1. **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.

PM_60_60_75/160 Existing work

1. **Protection:** Prevent damage to existing work, structures or other property during the execution of the works.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

PM_60_60_75/170 Building interiors

1. **Protection:** Prevent damage from exposure to the environment, including weather, flora, fauna and other causes of material degradation during the execution of the works.

PM_60_60_75/180 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the works to be executed. Reinstall in original positions.

PM_60_60_75/210 Especially valuable or vulnerable items

1. **Protection:** Ensure provision and maintenance of special protective measures to prevent damage.
2. **Method statement:** Submit within one week of request describing special protection to be provided.

PM_60_60_88/10 Meter readings

1. **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.

PM_60_60_88/20 Mechanical plant – contract minimum requirement

1. **Details:** Allow for compliance with contract obligations.

PM_60_70_17/10 Outline construction phase health and safety plan

1. **Content**
 - 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.2. **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
 - 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
 - 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - 1.5. **Emergency:** Procedures including those for fire prevention and escape.
 - 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - 1.7. **Personnel :** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views

of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.

- 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
2. **Submittal date:** Within one week of request and at least 3 three weeks prior to the commencement of works.

PM_60_70_17/20 Construction phase health and safety plan

1. **Delivery to the Client:** No later than two weeks before commencement on site.
2. **Confirmation:** Do not start construction work until written confirmation is received that the construction phase health and safety plan includes the procedures and arrangements required by the [Construction \(Design and Management\) Regulations](#).
3. **Content:** Develop the plan from and draw on the outline construction phase health and safety plan and the pre-construction information.

PM_60_70_20/10 Execution hazards

1. **Common hazards:** Not listed. Control by good management and site practice.
2. **Significant hazards**
 - 2.1. **Specification reference:** See Designers Risk Assessment

PM_60_70_25/10 Health and safety hazards

1. **Limitations:** The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if additional information is required to ensure the safety of persons and the works.
3. **Training:** Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

PM_60_70_40/20 Health and safety information

1. **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
2. **Include**
 - 2.1. **Policy document:** A copy of the contractor's health and safety policy documents, including risk assessment procedures.
 - 2.2. **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - 2.3. **Training:** Records of training and training policy.
 - 2.4. **Personnel :** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submittal date:** No later than 2 weeks before date of Practical Completion.

PM_60_70_40/60 Outline construction phase health and safety plan

1. **Content**
 - 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.2. **Management system :** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.

- 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
 - 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - 1.5. **Emergency:** Procedures including those for fire prevention and escape.
 - 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - 1.7. **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
 - 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
2. **Submittal date:** Within one week of request.

PM_60_70_40/80 Health and safety file information

1. **Information:** Provide as require by Principal Designer
2. **Details:** As instructed by the Principal Designer
3. **Specification reference:** 34754

PM_60_70_60/10 Product hazards

1. **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document [EH 40](#).
2. **Common hazards:** Not listed. Control by good management and site practice.

PM_60_70_75/10 Supervision

1. **Requirement:** The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
2. **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.
3. **Submittal date:** Within one week of request.
4. **Replacement of supervisory personnel:** Give maximum possible notice before changing supervisory personnel.

PM_60_70_75/20 Coordination of engineering services

1. **Suitability:** Site organization 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.
2. **Evidence:** Submit on request, 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.

PM_60_70_95 Welfare responsibility registration scheme

1. **Scheme registration:** Register and provide evidence of registration
2. **Details:** The contractor is to provide details of proposed welfare as part of their tender pack. During the works the contractor is to keep visitor and operative signing in book within their designated

welfare which is to be used throughout the work. The site foreman is to report to the college reception and sign in all operatives on site that day.

PM_60_90_40/10 Safety provisions for site visits

1. **Access:** Provide at reasonable times.
2. **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
3. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious) which will require compliance when visiting the site.
4. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the site.

PM_60_90_40/30 Inspections

1. **Standard:** Inspection, or other action, of products or executions must not be taken as approval, unless confirmed in writing and including: date of inspection; part of the work inspected; respects or characteristics which are approved; extent and purpose of the approval; and associated conditions.

PM_60_90_40/40 Defects in existing work report

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may hinder access to defective products or executions, or be rendered abortive by the remedial work.

PM_60_90_70 Quality control and management report

1. **Details:** If products of different manufacture to those specified are proposed, submit details with the tender, giving reasons for each proposed substitution. Unless notified at tender stage, proposals for substitutions may not be considered.
2. **Compliance:** Substitutions accepted will be subject to verification requirements detailed in the specification.

PM_60_90_70/20 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons and relevant information for the proposed substitution.
3. **Information to be submitted:** 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 or guarantee.

4. **Alterations to adjacent work:** If needed, provide details of scope, nature and cost.
5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

PM_60_90_70/30 Equivalent products

1. **Inadvertent omission:** Wherever products are specified by proprietary name, the phrase 'or equivalent' is deemed to be included.

PM_60_90_70/40 Substitution of standards

1. **Specification:** To British Standard or European Standard.
2. **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 recognized in the UK.
3. **Ordering:** Submit notification of all such substitutions before ordering.
4. **Documentary evidence:** Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

PM_60_90_70/60 Currency of documents

1. **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the invitation to tender.

PM_60_90_70/70 Incomplete documentation

1. **Products and executions:** Where and to the extent that products or executions are not fully documented, they are to be as follows.
2. **Requirements**
 - 2.1. **Standard:** Of a kind and quality appropriate to the nature and character of the part of the works where they will be used.
 - 2.2. **Suitability:** Suitable for the purposes stated or to be reasonably inferred from the project documents.
3. **Contract documents:** Omissions or errors in description and/ or quantity shall not vitiate the contract, nor discharge any obligations or liabilities under it.

PM_60_90_70/80 Workmanship skills

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

PM_60_90_70/100 Quality of products

1. **Generally:** New.
2. **Supply:** Each product from the same source or manufacturer.
3. **Quantity:** Whole quantity of each product required to complete the works is to be of a consistent kind, size, quality and overall appearance.
4. **Tolerances:** Where critical, measure a sufficient quantity to determine compliance.
5. **Deterioration:** Prevent: order in suitable quantities to a programme and use in appropriate sequence.
6. **Recycling:** Proposals for recycled products may be considered.

PM_60_90_70/180 Quality of execution

1. **Generally:** Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
2. **Colour batching:** Do not use different colour batches where they can be seen together.
3. **Dimensions:** Check on site.
4. **Finished work:** Not defective, damaged, disfigured, dirty, faulty or out of tolerance.
5. **Appearance:** Adjust joints open to view so that they are even and regular.

PM_60_90_70/260 Samples

1. **Products or executions:** Comply with specification requirements and, in respect of the stated or implied characteristics, either to an express approval or to match a sample expressly approved as a standard for the purpose.

PM_60_90_70/270 Approval of products

1. **Programme:** Undertake or arrange submissions, samples, inspections and tests to suit the works programme.
2. **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.
3. **Complying sample:** Retain on site in good, clean condition. Remove when no longer required.

PM_60_90_70/280 Approval of execution

1. **Programme:** Undertake or arrange submissions, samples, inspections and tests to suit the works programme.
2. **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.
3. **Complying sample:** Retain on site in good, clean condition. Remove when no longer required.

PM_60_90_70/290 Accuracy of instruments

1. **Measurement:** Use instruments and methods described in [BS 5606](#), Appendix A.
2. **Accuracy:** Maintain

PM_60_90_70/310 Critical dimensions

1. **Critical dimensions:** Set out and construct the works in accordance with the critical dimensions and tolerances stated.

PM_60_90_70/330 Quality control

1. **Procedures:** Establish and maintain to ensure that the works, including the work of subcontractors, comply with specified requirements.
2. **Records:** Maintain full records, keep copies on site for inspection and submit copies on request.
3. **Content of records**
 - 3.1. **Identification:** Describe each element, item, batch or lot, including location in the works.
 - 3.2. **Inspections, tests and approvals:** Describe purpose and dates.
 - 3.3. **Nonconforming work:** Describe nature and extent of work found.
 - 3.4. **Corrective action:** Details of work carried out.

PM_60_90_70/350 Quality control resource statement

1. **Resources:** Describe the proposed organization and resources to control the quality of the works, including the work of subcontractors.

2. **QA staff:** Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. **Submittal date:** Within one week of request.

Ω End of Section

PM_70

Testing, commissioning and completion information

Project management

PM_70_80 Commissioning information

1. **General:** Submit relevant drawings and preliminary performance data to enable users to become familiar with the installation.
2. **Submittal date:** At commencement of commissioning.

PM_70_85_10/30 The building manual

1. **Purpose:** The building manual is to be a comprehensive information source and guide for owners and users of the completed works. It must provide an overview of the main design principles and describe key components and systems within the finished works to enable proper understanding, efficient and safe operation and maintenance.
2. **Scope**
 - 2.1. Part 1: General.
 - 2.2. Part 2 : Fabric.
 - 2.3. Part 3 : Services.
 - 2.4. Part 4: The health and safety file
 - 2.5. Part 5: Building user guide.
3. **Responsibility for production:** The Contractor
4. **Date required:** One week before the date for completion stated in the contract.
5. **Compilation:** Prepare all information for contractor designed or performance specified work including as-built drawings. Obtain or prepare all other information to be included in the manual.
6. **Reviewing the Manual:** Prepare and circulate a complete draft. Amend in the light of any comments and recirculate. Do not proceed with production of the final copies until authorized.
7. **Final copies of the Manual**
 - 7.1. Number of copies: 3
 - 7.2. Format: 1 Digital provided on portable USB Device, 1 Digital Provided via cloud sharing software and 1 Hard Copy
 - 7.3. Latest date for submission: One week before the date for completion stated in the contract.
8. **As-built/ record drawings and schedules**
 - 8.1. Number of copies: 1
 - 8.2. Format: To be included within Manual

PM_70_85_10/80 Content of the building manual part 1: general

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the manual.
2. **Index:** List the constituent parts of the manual, together with their location in the document.
3. **The Works:** Description of the buildings and facilities.

Ownership and tenancy, where relevant.

Health and safety information – other than that specifically required by the [Construction \(Design and Management\) Regulations](#).
4. **The Contract:** Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.

Overall design criteria.

Environmental performance requirements.

Relevant authorities, consents and approvals.

Third-party certification, such as those made by 'competent' persons in accordance with the Building Regulations.

5. **Operational requirements and constraints of a general nature:** Maintenance contracts and contractors.

Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors, location of emergency alarm and firefighting systems, services, shut off valves switches, etc.

Emergency procedures and contact details in case of emergency.

Other specific requirements.

6. **Timescale for completion:** One week before the date for completion stated in the contract.

PM_70_85_10/90 Content of the building manual part 2: building fabric

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the manual:

- 1.1. **Detailed design criteria:** Including:

Floor and roof loadings

Durability of individual components and elements

Loading restrictions

Insulation values

Fire ratings

Other relevant performance requirements

- 1.2. **Construction of the building:** A detailed description of methods and materials used.

As-built drawings recording the construction, together with an index.

Information and guidance concerning repair, renovation or demolition/ deconstruction.

- 1.3. **Periodic building maintenance guide chart:** Provide for all significant items of work

- 1.4. **Inspection reports:** All site visit and inspection reports undertaken by the Contract Administrator and Principal Designer to be included.

- 1.5. **Manufacturer's instructions index:** Include relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.

- 1.6. **Fixtures, fittings and components schedule and index:** Obtain from manufacturers, suppliers and subcontractors.

- 1.7. **Guarantees, warranties and maintenance agreements:** Obtain from manufacturers, suppliers and subcontractors.

- 1.8. **Test certificates and reports required in the specification:** Obtain, including:

Air permeability.

Resistance to passage of sound.

Continuity of insulation.

Electricity and gas safety.

2. **Timescale for completion:** One week before the date for completion stated in the contract.

PM_70_85_10/100 Content of the building manual part 3: building services

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the manual:

- 1.1. **Detailed design criteria and description of the systems, including:** Including:

Services capacity, loadings and restrictions.

Services instructions.

Services log sheets.

Manufacturers' instruction manuals and leaflets index.

Fixtures, fittings and component schedule index.

- 1.2. **Detailed description of methods and materials used:** For all items.

- 1.3. **As-built/ record drawings:** For each system recording the construction, together with an index, including:

Diagrammatic drawings indicating principal items of plant, equipment and fittings.

Record drawings showing overall installation.

Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.

Identification of services – a legend for colour coded services.

- 1.4. **Product details:** Including for each item of plant and equipment:

Name, address and contact details of the manufacturer.

Catalogue number or reference.

Manufacturer's technical literature, including detailed operating and maintenance instructions.

Information and guidance concerning dismantling, repair, renovation or decommissioning.

- 1.5. **Operation:** A description of the operation of each system, including:

Starting up, operation and shutting down.

Control sequences.

Procedures for seasonal changeover.

Procedures for diagnostics, troubleshooting and fault-finding.

- 1.6. **Guarantees, warranties and maintenance agreements:** Obtain from manufacturers, suppliers and subcontractors.

- 1.7. **Commissioning records and test certificates:** List for each item of plant, equipment, valves, etc. used in the installations, including:

Electrical circuit tests.

Corrosion tests.

Type tests.

Work tests.

Start and commissioning tests.

- 1.8. **Equipment settings:** Schedules of fixed and variable equipment settings established during commissioning.
- 1.9. **Preventative maintenance:** Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.
- 1.10. **Lubrication:** Schedules of all lubricated items.
- 1.11. **Consumables:** A list of all consumable items and their source.
- 1.12. **Spares:** A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- 1.13. **Emergency procedures :** For all systems, significant items of plant and equipment.
2. **Timescale for completion:** One week before the date for completion stated in the contract.

PM_70_85_10/110 Content of the building manual part 4: the health and safety file

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - Residual hazards and how they have been dealt with.
 - Hazardous materials used.
 - Information regarding the removal or dismantling of installed plant and equipment.
 - Health and safety information about equipment provided for cleaning or maintaining the structure.
 - The nature, location and markings of significant services.
 - Information and as-built drawings of the structure, its plant and equipment.
2. **Timescale for completion:** One week before the date for completion stated in the contract.
3. **Submit to:** Principal Designer - TBC

PM_70_85_10/120 Content of the building manual part 5: the building user guide

1. **Content:** Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy and environmental strategy.
 - Water use.
 - Transport facilities.

Materials and waste policy.

Re-fit/ re-arrangement considerations.

Reporting provision.

Training.

Links and references.

2. **Timescale for completion:** One week before the date for completion stated in the contract.

PM_70_85_10/140 Presentation of building manual

1. **Format:** A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled
2. **Selected drawings :** Where these are needed to illustrate or locate items mentioned in the manual: if larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
3. **As-built/ record drawings:** The main sets may form annexes to the manual.

PM_70_85_20 Defects rectification report

1. **Non-compliant items**
 - 1.1. **Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution:** Submit proposals
 - 1.2. **Submittal date:** As soon as possible after discovery of items which are, or appear to be, non-compliant.
2. **Acceptability:** Such proposals may be unacceptable, and contrary instructions may be issued.

PM_70_85_20/30 Measures to establish acceptability

1. **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, and will not be considered as grounds for revision of the completion date.

PM_70_85_20/40 Rectification and defects

1. **Notice:** Give reasonable notice for access to the various parts of the works.
2. **Access arrangements:** To be arranged with the college prior to attendance
3. **Completion:** Give notice when remedial works have been completed.

PM_70_85_30/10 Tests and inspection schedule

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

PM_70_85_35/40 Partial possession by employer

1. **General:** If clauses 2.25 to 2.29 of the conditions of contract are applied ensure necessary access, services and other associated facilities are also complete.

PM_70_85_35/60 Completion in sections or in parts

1. **General:** Where it is proposed to take possession of a 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 that other work in time to permit such possession to take place.
2. **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.

PM_70_85_35/100 Work before completion

1. **General:** Make good damage consequent upon the works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.
2. **Cleaning:** Clean the works thoroughly inside and out, including accessible ducts and voids. Remove splashes, deposits, efflorescence, rubbish and surplus materials.
3. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
4. **COSHH dated data sheets:** Obtain for materials used for cleaning and ensure they are used only as recommended by their manufacturers.
5. **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.
6. **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.
7. **Security at completion**
 - 7.1. **General:** Leave the works secure with accesses closed and locked, where appropriate.
 - 7.2. **Keys:** Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

PM_70_85_40/20 The health and safety file

1. **Responsibility for production:** The principal designer.
2. **Content:** To be provided by the contractor, to include full O&M manuals and as built drawings.
3. **Format:** 1 Electronic and 1 Hard Copy to be left on site at the College
4. **Delivery to:** The Contract Administrator for distribution
5. **Latest date for submission:** 1 Week Prior to Practical Completion

PM_70_85_45/10 Tools and consumables

1. **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.
2. **Quantity:** Two complete sets.
3. **Consumables:** Supply a complete list of all consumables necessary for the operation.
4. **Submittal date:** At completion.

PM_70_85_45/20 Schedule for spare parts

1. **General:** Prepare a priced schedule of recommended spare parts that should be obtained and kept in stock for maintenance of the services installations.
2. **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.

3. Latest date for submission: Two weeks before completion.

PM_70_85_52/10 Manufacturer's recommendations and instructions

1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

PM_70_85_64/20 Mechanical and electrical services

1. **Final tests and commissioning:** Carry out so that services are in full working order at completion of the works.
2. **Confirmation:** Provide a Building Regulations notice, signed by a suitably qualified person, to Building Control, confirming that systems have been commissioned in accordance with approved procedures.
3. **Records:** Include in the building manual

PM_70_85_64/40 Continuity of thermal insulation

1. **Record and report:** Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to the specification.
 - 1.1. **Content:** Address of premises, the contractor's name and address, the name, qualification and signature of a competent person responsible for checking compliance and the date on which the installation was checked.
2. **Submit:** Before completion of the works.
3. **Copy:** Include in the building manual.

PM_70_85_90/10 Training

1. **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.
2. **Time allowance (minimum):** Two days.

PM_70_85_96 Works completion certificate

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

PM_70_90/10 Record drawings and information

1. Record drawings
 - 1.1. **Drawings scope:** As built drawings to include window schedules, sections and elevation drawings
 - 1.2. **Drawings format:** DWG and PDF
2. Record specification

2.1. Specification format: NBS.

2.2. Submittal date: At least two weeks before date for completion.

PM_70_90/20 Technical information

1. **Availability:** Retain on site for reference by supervisory personnel.
2. **Information:** Manufacturer's current information and relevant British Standards, relating to products to be used in the works.

Ω End of Section

PM_80

Asset management information

Project management

PM_80_10_50 Maintenance requirements

1. **Scope:** Provide a comprehensive maintenance service. Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items.
2. **Commencement:** Upon issue of Practical Completion
3. **Duration:** 12 Months

PM_80_10_50/10 Maintenance instructions and guarantees

1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the works.
2. **Information location:** In 'Building Manual'.
3. **Emergency call-out services**
 - 3.1. **Telephone numbers:** Provide for use after completion.
 - 3.2. **Extent of cover:** Office hours only.

Ω End of Section

Ro Roles

Roles

Ro_10_20_14 Client (K)

1. Name: Croydon College
2. Address: College Rd, Croydon CR9 1DX
3. Contact: Paul Marsden
4. Telephone: 07894598467
5. Email address: paul.marsden@croydon.ac.uk

Delivery team roles

Ro_30_10_19 Contract administrator

1. Name: The Woodley Coles LLP
2. Address: 3rd Floor, 24 Chiswell St, London EC1Y 4YX
3. Contact: Steve Coles
4. Telephone: 020 7293 0868
5. Email address: steve.coles@woodleycoles.com

Ro_30_10_67 Project manager

1. Name: Fusion Project Management Ltd
2. Address: 9 Springfield Lyons Approach, Springfield, Chelmsford CM2 5LB
3. Contact: Joe Ayling
4. Telephone: 01245449200
5. Email address: JAyling@fusion-pm.co.uk

Official roles

Ro_30_30_67 Principal contractor

1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email address: TBC

Ro_30_30_68 Principal designer

1. Name: Ayre Chamberlain Gaunt Architects
2. Address: Belvedere House, Basing View, Basingstoke, RG21 4HG
3. Contact: Olly Wood/David Dunne
4. Telephone: 020 3909 5750
5. Email address: TBC

Design roles

Ro_70_10_75 Quantity surveyor (Q)

1. Name: The Woodley Coles LLP
2. Address: 3rd Floor, 24 Chiswell St, London EC1Y 4YX
3. Contact: Steve Coles
4. Telephone: 01245449200
5. Email address: steve.coles@woodleycoles.com

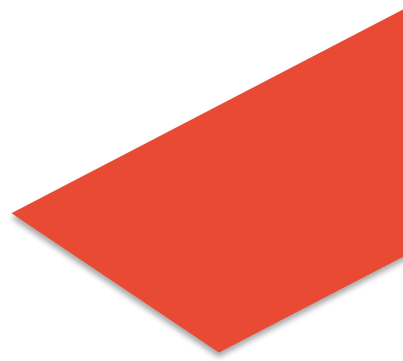
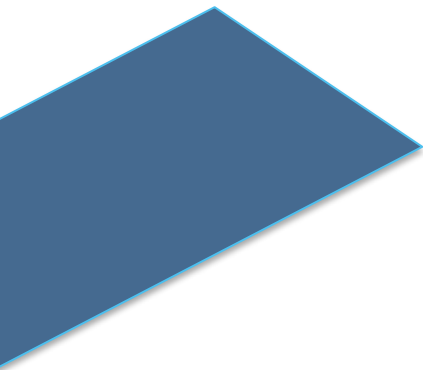
Ω End of Section



Specification created using NBS Chorus

SECTION 2

MATERIALS & WORKMANSHIP



Baily Garner

Croydon College

Croydon College Façade Improvement Works

Section 2 - Materials & Workmanship
20-02-2023

Window replacements, concrete repairs and stone cleaning

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Ss_15_30_15_50

Masonry cleaning systems

Systems

Ss_15_30_15_50 Masonry cleaning systems

1. Description: Stone Cleaning to all elevations
2. System performance: [Ss_15_30_15/210 Design of cleaning regime](#)
3. Execution: [Ss_15_30_15/695 Using steam](#)

System performance

Ss_15_30_15/210 Design of cleaning regime

1. Completion of design by contractor: Complete the design of the cleaning regime in accordance with relevant parts of [BS 8221-1](#).
2. Qualifications of operatives: Experienced and trained in a variety of cleaning techniques.
3. Requirements
 - 3.1. Levels of cleanliness: Match approved trial areas.
 - 3.2. Completion of programme: Notify when each completed area is ready for inspection.

Execution

Ss_15_30_15/695 Using steam

1. Surfaces: Do not damage. Do not abrade.
2. Equipment
 - 2.1. Equipment source: Contractors choice
 - 2.2. Equipment settings: Adjust regularly to achieve optimum cleaning performance for each surface.

Ω End of System

Ss_15_30_17_18 Concrete repair systems

Systems

Ss_15_30_17_18 Concrete repair systems

1. Description: Concrete repairs to window surrounds
2. Corrosion prevention
 - 2.1. Coating to reinforcement: [Pr_35_31_66_81 Solvent-borne metal primers](#)
 - 2.2. Corrosion prevention systems: [Pr_35_31_66_70 Reinforcement treatments](#)
3. Concrete replacement
 - 3.1. Material: [Pr_20_31_53_65 Polymer-modified cementitious mortars](#)
4. Execution: [Ss_15_30_17/605 Pre-construction survey for concrete repairs](#); [Ss_15_30_17/610 Access, attendance and equipment](#); [Ss_15_30_17/640 Preparation of reinforcement](#); [Ss_15_30_17/650 Testing and observation of repair works](#); [Ss_15_30_17/730 Curing of concrete and mortar repairs](#); [Ss_15_30_17/700 Executing concrete repair and protection generally](#)
5. System completion: [Ss_15_30_17/840 Record of location and extent of repairs](#); [Ss_15_30_17/810 Photographic records](#)

Products

Pr_20_31_53_65 Polymer-modified cementitious mortars

1. Manufacturer: SIKA
2. Third party product certification: BBA certificate.

Pr_35_31_66_70 Reinforcement treatments

1. Manufacturer: SIKA
2. Third party certification: Manufacturers Standard
3. Anti-corrosion treatment: Anti-carbonation coating.
4. Execution: [Pr_35_31_66/630 Applying corrosion inhibitors](#)

Pr_35_31_66_81 Solvent-borne metal primers

1. Manufacturer: SIKA or equal and approved
2. Composition: Manufacturers Standard

Execution

Pr_35_31_66/630 Applying corrosion inhibitors

1. Preparation: At time of coating, surface to be free from contaminants which may adversely affect bond and penetration.

Ss_15_30_17/605 Pre-construction survey for concrete repairs

1. Survey generally
 - 1.1. Extent: Full.
 - 1.2. Purpose: To determine nature and extent of required repair, renovation and/ or conservation work.
 - 1.3. Timing: Complete survey before starting repair work.
2. Testing

- 2.1. **Purpose:** To confirm location and extent of defects before starting repair work.
- 2.2. **Tests and observations**
 - 2.2.1. **Methodology:** To [BS EN 1504-10](#).
- 3. **Survey report**
 - 3.1. **Content:** Observations - extent of damage to concrete. Photographic record.
Recommendations. Concrete repair schedule.

Ss_15_30_17/610 Access, attendance and equipment

- 1. **Access to repair area:** Provide scaffold or other appropriate means of access. Coordination with any existing occupants or users is essential.
- 2. **Access, attendance and equipment:** Provide all necessary tools and equipment for basic tests, including PPE where necessary.

Ss_15_30_17/640 Preparation of reinforcement

- 1. **Cleaning**
 - 1.1. **Extent:** Clean sufficiently to assess degree of section loss.
 - 1.2. **Standard of cleaning:** To [BS EN ISO 8501-1](#), grade Sa 2½.
 - 1.3. **Cleanliness of reinforcement at time of applying coatings or pouring concrete.:** Ensure reinforcement free from corrosive pitting, loose mill scale, loose rust and contaminants which may adversely affect the reinforcement, concrete, or the bond between the two.
- 2. **Removing reinforcement sections**
 - 2.1. **Limitations:** Minimize disruption to retained reinforcement, retained concrete and bond between the two.
 - 2.2. **Cutting reinforcement**
 - 2.2.1. **Cold-worked:** Saw cut or shear.
 - 2.2.2. **Hot rolled reinforcement when using welded or mechanical joints:** Remove by burning and grind back burnt ends at least 2 mm.

Ss_15_30_17/650 Testing and observation of repair works

- 1. **Tests and observations**
 - 1.1. **Test parameters:** Thickness of overlay.
 - 1.2. **Location:** As concrete repair schedule.

Ss_15_30_17/700 Executing concrete repair and protection generally

- 1. **Standards:** To [BS EN 206](#), [BS EN 13670](#) and the relevant parts of BS EN 1504.
- 2. **Method statement:** Required.
- 3. **Extent:** As concrete repair schedule.
- 4. **Operatives' skill and experience**
 - 4.1. **Requirement:** Minimum of 5 years experience.
 - 4.2. **Evidence:** Submit.

Ss_15_30_17/730 Curing of concrete and mortar repairs

- 1. **Requirement:** Keep surface layers of concrete and mortar moist throughout curing period, including perimeters and abutments.
- 2. **Surfaces covered by formwork:** Retain formwork in position and, where necessary to satisfy curing period, cover surfaces immediately after striking.
- 3. **Top surfaces:** If covering is removed for finishing operations, replace it immediately afterwards.

System completion

Ss_15_30_17/810 Photographic records

1. **Content:** Comprehensive record of repair or remedial works showing location, date and time of each instance.
2. **Presentation format:** Digital record, filename to identify position.
3. **Photograph details**
 - 3.1. **Size:** A5.

Ss_15_30_17/840 Record of location and extent of repairs

1. **Records**
 - 1.1. **Content:** Unique repair reference number for cross-referencing to record drawings.
 - 1.2. **Copies:** Two.
 - 1.3. **Format:** Electronic.
2. **Record drawings:** Mark up contract drawings.

Ω End of System

Ss_15_30_50_55

Mortar repointing systems

Systems

Ss_15_30_50_55 Mortar repointing systems

1. Description: Rake out and repoint mortar.
2. Pre-tender survey
 - 2.1. Survey report: None carried out.
3. Contract survey: Required.
4. Pointing mortar: To match existing.
5. Deep void treatment
 - 5.1. Grouting method: Hand grout.
 - 5.2. Grouting material: To match existing.
6. Execution: [Ss_15_30_50/690 Survey for repointing works](#); [Ss_15_30_50/611 Site inspection](#)
7. System completion: [Ss_15_30_50/811 Record of work](#)

Execution

Ss_15_30_50/611 Site inspection

1. Purpose: To confirm type and extent of repair, renovation/ conservation work.
2. Parties involved: Contract administrator. Contractor's representative.
3. Timing: Minimum two working days before starting each section of work.
4. Instructions issued during inspection: Instructions to be issued in writing by CA following inspection.

Ss_15_30_50/690 Survey for repointing works

1. Survey generally
 - 1.1. Purpose: To ascertain nature and extent of remedial work.
 - 1.2. Timing: Carry out before starting repointing work.
 - 1.3. Report: Submit.
2. Survey report content
 - 2.1. Proposals: Nature and extent of repointing work.
 - 2.2. Associated work: Schedule of services, fixtures and finishes requiring removal to facilitate repointing work.
 - 2.3. Other information: Any considered relevant.

System completion

Ss_15_30_50/811 Record of work

1. Work carried out to masonry: Record clearly and accurately using written descriptions, sketches, drawings and photographs, as necessary.
2. Documentation
 - 2.1. Timing: Submit on completion of the work.
 - 2.2. Number of sets: One.

Ω End of System

Ss_25_30_20_25 Doorset systems

Systems

Ss_25_30_20_25 Doorset systems

1. Description: New External Aluminium Doors
2. System performance: [Ss_25_30_20/205 Design submittals](#); [Ss_25_30_20/210 Performance requirements generally](#); [Ss_25_30_20/225 Weathertightness performance](#); [Ss_25_30_20/230 Resistance to wind load](#); [Ss_25_30_20/235 Air permeability](#); [Ss_25_30_20/250 Mechanical strength requirements](#); [Ss_25_30_20/265 Inclusive design](#); [Ss_25_30_20/290 Compliance with performance requirements](#)
3. System manufacturer: [Comar Architectural Aluminium Systems](#)
4. Contact details
 - 4.1. Address: TPG - The Parkside Group Ltd
The Willow Centre
17 Willow Lane
Mitcham
Surrey
CR4 4NX
 - 4.2. Telephone: [+44 \(0\)20 8685 9685](tel:+44202086859685)
 - 4.3. Web: www.comar-alu.co.uk
 - 4.4. Email: projects@parksidegroup.co.uk
5. Product reference: [Comar 7Pi CD Commercial Swing Door](#)
6. Size: Double
7. Doorset
 - 7.1. Glazing: Insulating glass units all ground floor and easily accessible glazing must incorporate one pane of laminate glass to be a minimum thickness of 6.4mm or be successfully tested to BS EN 356:2000 P1A
8. Execution: [Ss_25_30_20/610 Pre-construction survey](#); [Ss_25_30_20/642 Installing external doorsets or frames](#); [Ss_25_30_20/675 Installation of emergency and panic exit devices](#); [Ss_25_30_20/680 Frame sealant joints](#); [Ss_25_30_20/695 Protection of components](#)

System performance

Ss_25_30_20/205 Design submittals

1. Purpose: To demonstrate compliance with performance requirements
2. Design submittals: Typical plan, elevational and section drawings at suitable scales.
3. Validation submittals: Test certification for doors/ assemblies to show proposals for meeting performance requirements.
4. Timing: Prior to placing manufacturing order
5. Format: Electronic

Ss_25_30_20/210 Performance requirements generally

1. Requirement: Complete the design of the system to [BS EN 1634-1](#).

Ss_25_30_20/225 Weathertightness performance

1. Standard: [BS 6375-1](#)

2. **Door performance:** Fulfil classification parameters given in [BS 6375-1](#) for weathertightness relating to specified UK exposure category.

Ss_25_30_20/230 Resistance to wind load

1. Resistance to wind load: To [BS EN 12210](#), Class 3.

Ss_25_30_20/235 Air permeability

1. Air permeability: To [BS EN 12207](#), Class 2.

Ss_25_30_20/250 Mechanical strength requirements

1. Standard: To [BS EN 1192](#).
2. Category of duty: Class 1.

Ss_25_30_20/265 Inclusive design

1. Design standards: Building Regulations – [England Approved Document M1](#) and [M2](#)
2. Design considerations
 - 2.1. Occupancy: As Access Statement.
 - 2.2. Additional requirements: As Access Statement.
3. Risk assessment
4. Best practice design
 - 4.1. **Manifestation of glazing:** Provide two zones: 850 – 1000 mm and 1400 – 1600 mm from finished floor level. Manifestation to cover 10% of each zone and to contrast visually with background under both natural and artificial lighting.
 - 4.2. Door furniture
 - 4.2.1. Operability: Knobs not permitted. Operable with clenched fist.
 - 4.2.2. Projection: 70 mm maximum.
 - 4.2.3. Maximum torque: Oval cross-section handle: 8 N m to depress and 5.5 N m to lift.

Ss_25_30_20/290 Compliance with performance requirements

1. Purpose: Proof of compliance with specified performance.
2. General requirements: Include details of performance related to the particular elements of construction.

Execution

Ss_25_30_20/610 Pre-construction survey

1. Procedure: Before starting work on designated items, take the site dimensions, record them on shop drawings and use them to ensure accurate fabrication.
2. Primary support structure: Survey sufficiently to verify that the required accuracy and security of erection can be achieved.
3. Timing: Before fabrication.

Ss_25_30_20/642 Installing external doorsets or frames

1. Standard: In accordance with [BS 8213-4](#).

Ss_25_30_20/675 Installation of emergency and panic exit devices

1. Installation: Emergency exit devices in accordance with [BS EN 179](#). Panic exit devices in accordance with [BS EN 1125](#).

Ss_25_30_20/680 Frame sealant joints

1. **Application:** Prepare joints. Form triangular fillets finished to a flat or slightly convex profile.

Ss_25_30_20/695 Protection of components

1. **General:** Do not deliver to site components that cannot be installed immediately or placed in clean, dry, floored and covered storage.
2. **Stored components:** Stack on level bearers, separate with spacers to prevent damage by and to projecting hardware, beads, etc.

Ω End of System

Ss_25_30_95_26 External window systems

Systems

Ss_25_30_95_26 External window systems

1. Description: New Aluminium Windows in Accordance with Appendix B
2. System performance: [Ss_25_30_95/211 Weathertightness by UK exposure category](#); [Ss_25_30_95/220 Thermal transmittance \(U-value\)](#); [Ss_25_30_95/224 Solar energy transmittance \(Solar factor\)](#); [Ss_25_30_95/222 Window energy rating \(WER\)](#); [Ss_25_30_95/230 Daylight performance](#); [Ss_25_30_95/236 Natural ventilation](#); [Ss_25_30_95/270 Acoustic performance – weighted sound reduction index](#); [Ss_25_30_95/275 Safety in use](#)
3. System manufacturer: Comar Architectural Aluminium Systems
4. Sub-frame
 - 4.1. Fixings: Manufacturers standard.
5. Window units
 - 5.1. Material: [Pr_30_59_98_02 Aluminium window units](#)
 - 5.2. Fixings: Manufacturers standard.
6. Joint components
 - 6.1. Filler: [Pr_30_31_76_41 Intumescent foam fillers](#)
 - 6.2. Sealant: [Pr_30_31_76_77 Silicone construction joint sealants](#)
7. Additional features
 - 7.1. Finishing trims: [Pr_35_90_28_52 Metal finishing trims](#)
 - 7.2. Weatherstripping: [Pr_35_90_33_22 Door and window weatherstrips and seals](#)
8. Execution: [Ss_25_30_95/615 Workmanship generally](#); [Ss_25_30_95/620 Removal of existing subframes and windows](#); [Ss_25_30_95/625 Preparation](#); [Ss_25_30_95/630 Protection of components](#); [Ss_25_30_95/655 Window installation generally](#); [Ss_25_30_95/700 Frame sealant joints](#); [Ss_25_30_95/705 Fixing window hardware](#)
9. System completion: Documentation relating to windows systems

System performance

Ss_25_30_95/211 Weathertightness by UK exposure category

1. Window performance: Fulfil classification parameters given in [BS 6375-1](#) for weathertightness relating to specified UK exposure category.

Ss_25_30_95/220 Thermal transmittance (U-value)

1. Standards
 - 1.1. Calculation: In accordance with [BRE Report 443](#). In accordance with [BS EN 673](#).
 - 1.2. Measurement: In accordance with [BS EN ISO 8990](#). In accordance with [BS EN ISO 12567-1](#). In accordance with [BS EN ISO 12567-2](#).

Ss_25_30_95/222 Window energy rating (WER)

1. Standard
 - 1.1. Calculation: In accordance with [GGF](#) Guidance Note 'BFRC rating calculations'.
 - 1.2. Verification: [BFRC](#) approved Independent Agency.
2. Window energy rating
 - 2.1. Band (minimum): B.

Ss_25_30_95/224 Solar energy transmittance (Solar factor)

1. Standard: To [BS EN 410](#).
2. Solar factor, g (maximum): In line for performance specification in Appendix B

Ss_25_30_95/230 Daylight performance

1. Daylight calculations: In accordance with [BS EN 17037](#), [Lighting Guide LG10 \(CIBSE\)](#) and [Information Paper 22/12 \(BRE\)](#).
2. Submit the following information: In line for performance specification in Appendix B
3. Submit the following calculations: In line for performance specification in Appendix B

Ss_25_30_95/236 Natural ventilation

1. Submit design plan and elevation drawings, and calculations confirming the following: Locations of openings. Types of windows/ ventilators and total openable areas.
2. Location of openable windows: Over 10 m from sources of external pollution.

Ss_25_30_95/270 Acoustic performance – weighted sound reduction index

1. Standards: Laboratory tested in accordance with [BS EN ISO 10140-2](#) and rated in accordance with [BS EN ISO 717-1](#).
2. Testing company: [UKAS](#) accredited (or European equivalent).
3. Weighted sound reduction index, R_w (minimum): In line for performance specification in Appendix B

Ss_25_30_95/275 Safety in use

1. Standard: In accordance with [BS 8213-1](#).
2. Risk assessment: Highlight any conflicts with fire prevention, inclusive design and egress measures. Submit for agreement.

Products

Pr_30_31_76_41 Intumescent foam fillers

1. Manufacturer: Everbuild Fire Foam B1 EVFIRE
2. Colour: Manufacturers Standard
3. Execution: [Pr_30_31_76/610 Suitability of joints for sealant application](#); [Pr_30_31_76/620 Joint preparation for sealant application](#)

Pr_30_31_76_77 Silicone construction joint sealants

1. Manufacturer: Contractors choice
2. Standard: To [BS EN ISO 11600](#).
3. Material: Neutral cure.
4. Class: To suit anticipated moisture and thermal movement.
5. Colour: To match windows
6. Fire performance : Required. Submit relevant third party certified BS 476-20 test results.
7. Fungicide: Required.
8. Execution: [Pr_30_31_76/620 Joint preparation for sealant application](#); [Pr_30_31_76/630 Applying joint sealants Type A](#); [Pr_30_31_76/610 Suitability of joints for sealant application](#)

Pr_30_59_98_02 Aluminium window units

1. Description: New double glazed aluminium windows

2. Manufacturer: [Comar Architectural Aluminium Systems](#)
3. Contact details
 - 3.1. Address: TPG - The Parkside Group Ltd
The Willow Centre
17 Willow Lane
Mitcham
Surrey
CR4 4NX
 - 3.2. Telephone: [+44 \(0\)20 8685 9685](tel:+44202086859685)
 - 3.3. Web: www.comar-alu.co.uk
 - 3.4. Email: projects@parksidegroup.co.uk
4. Product reference: [Comar 5P.i Advanced](#)
5. Standard: Manufacturers Standard
6. Third-party certification: Manufacturers Standard
7. Dimensions and configurations: As per tender drawings in Appendix A
8. Product performance
 - 8.1. Fire performance
 - 8.1.1. Fire resistance: Manufacturers Standard
 - 8.1.2. Fire egress: Manufacturers Standard
 - 8.2. Weather performance
 - 8.2.1. UK exposure category: To [BS 6375-1](#), 2000 Pa.
 - 8.2.2. Air permeability: To [BS 6375-1](#), Class 3.
 - 8.2.3. Watertightness: To [BS 6375-1](#), Class 3A.
 - 8.2.4. Resistance to wind load: To [BS 6375-1](#), Class A3.
 - 8.3. Durability
 - 8.3.1. Operation and strength characteristics: To [BS 6375-2](#).
 - 8.3.2. Load bearing capacity of safety devices: In accordance with [BS EN 14351-1](#).
 - 8.4. Safety
 - 8.4.1. Anti-ligature standard : In accordance with [DHF TS001](#), Grade 1.
 - 8.4.2. Security level: Manufacturers Standard
 - 8.5. Environmental
 - 8.5.1. Frame to glazing ratio (maximum): To match existing
 - 8.5.2. Acoustic performance rating: Manufacturers Standard
 - 8.6. Thermal
 - 8.6.1. Whole window U-value: Manufacturers Standard
9. Frame
 - 9.1. Profile: To match existing
 - 9.2. Finish as delivered
 - 9.2.1. Coating: Powder coating to [BS EN 12206-1](#).
 - 9.2.2. Colour: White
 - 9.2.3. Film thickness (minimum): Manufacturers Standard
 - 9.3. Ventilator: Manufacturers Standard
10. Glazing or infill
 - 10.1. Requirements: As per performance specification in Appendix B
11. Hardware: As per performance specification in Appendix B

12. Operation
 - 12.1. Type: Manufacturers Standard
13. Fixing features: Manufacturers Standard
14. Execution: [Pr_30_59_98/635 Fixing of aluminium frames](#)

Pr_35_90_28_52 Metal finishing trims

1. Manufacturer: Contractors choice.
2. Material: Aluminium.
3. Finish
 - 3.1. Coating: Powder coating to [BS 6496](#). Powder coating to [BS EN 12206-1](#).
 - 3.2. Colour: To match existing windows
 - 3.3. Texture: Matt.
4. Profiles: Contractors choice.
5. Size: As per tender drawings

Pr_35_90_33_22 Door and window weatherstrips and seals

1. Manufacturer: Contractors choice.
2. Standard: To [BS EN 12365-1](#).
3. Third party certification: Manufacturers standard
4. Functions: Weather seals.
5. Classification grades (minimum)
 - 5.1. Category of use: Type G. Type W.
 - 5.2. Working range: Grade 2.
 - 5.3. Linear compression force: Grade 2.
 - 5.4. Working temperature range: Grade 2.
 - 5.5. Deflection recovery: Manufacturers standard
 - 5.6. Recovery after ageing: Manufacturers standard
6. Seal type: Manufacturers standard
7. Size: To suit doors. To suit windows. To suit performance requirements.
8. Materials
 - 8.1. Seals: Manufacturers standard
9. Colour: Manufacturers standard
10. Execution: [Pr_35_90_33/610 Installing weatherstripping or seals](#)

Execution

Pr_30_31_76/610 Suitability of joints for sealant application

Shared by: [Pr_30_31_76_02 Acrylic construction joint sealants](#)

1. Joint dimensions: Within limits specified for the sealant.
2. Substrate quality: Surfaces regular, undamaged and stable.
3. Joints not fit to receive sealant: Submit proposals for rectification.

Pr_30_31_76/620 Joint preparation for sealant application

Shared by: [Pr_30_31_76_02 Acrylic construction joint sealants](#)

1. **Surfaces to which sealant must adhere:** Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
2. **Cleaning:** Use materials and methods recommended by sealant manufacturer.
3. **Vulnerable surfaces adjacent to joints:** Mask.

Pr_30_31_76/630 Applying joint sealants Type A

1. **Substrate:** As recommended by sealant manufacturer.
2. **Environmental conditions:** Do not dry or raise temperature of joints by heating.
3. **Sealant application:** Completely and neatly fill joints. Provide firm adhesion to substrates.
4. **Sealant profiles**
 - 4.1. **Butt and lap joints:** Slightly concave.
 - 4.2. **Fillet joints:** Slightly convex.
5. **Protection:** Do not contaminate or damage finished joints.

Pr_30_59_98/635 Fixing of aluminium frames

1. **Fasteners**
 - 1.1. **Type:** Manufacturers Standard
 - 1.2. **Spacings:** Manufacturers Standard

Pr_35_90_33/610 Installing weatherstripping or seals

1. **Fixing method:** Manufacturers standard
2. **Fitting:** Manufacturers standard
3. **Continuity:** Form weatherstripping or seals in a complete frame with sealed joints.

Ss_25_30_95/615 Workmanship generally

1. **Standard:** In accordance with [BS 8000-7](#) generally.
2. **Integrity:** Window opening system installations must be wind and watertight under all conditions with full allowance made for deflections and other movements.
3. **Materials**
 - 3.1. **Compatibility:** No contact between glazing panes and/ or units and alkaline materials such as cement and lime.
 - 3.2. **Protection:** Materials dry until fixed. Protect insulating glass units and plastics glazing units from the sun and other heat sources.

Ss_25_30_95/620 Removal of existing subframes and windows

1. **Removal of existing windows and/ or subframes:** Window unit and subframe.
2. **Existing subframe and windows to be replaced:** Remove carefully and safely, avoiding damage to frame. Leave clean, smooth rebates free from obstructions and debris.

Ensure that all precautions identified in lead-based paint survey are taken.

3. **Deterioration of subframes, opening fabric, and windows for reuse**
 - 3.1. **Report:** Submit, itemizing defects revealed by removal of windows and subframes where applicable.
 - 3.2. **Affected areas:** Do not refit windows or install new windows or subframes until instructed.
4. **Reusable materials:** Safely clean windows, glass or plastics, beads and other components that are to be reused.

Ss_25_30_95/625 Preparation

1. **Surrounds, rebates, grooves and beads:** Clean and prepare safely before installing subframe or window units. Take necessary precautions for minimizing exposure where lead-based paint is present and execute work in accordance with method statements.
2. **Dpc position:** Ensure correct positioning in relation to window frames.
3. **Surfaces inaccessible after installation:** Prime or seal before fixing components.

Ss_25_30_95/630 Protection of components

1. **Requirement:** In accordance with any product or installer warranties, and under conditions to prevent warp, twist, damage to component structure, fittings and surfaces, including damage caused by exposure to temperature extremes and contact with deleterious materials.
2. **Plastics, metal and board glazing sheet protection**
 - 2.1. **Condition:** Free from scratches, edge splits and other defects.
 - 2.2. **Preparation for use:** Peel protective coverings carefully back from edges and trim off to facilitate glazing. Retain remainder in place until completion.
3. **Corrosion protection**
 - 3.1. **Surfaces to be protected:** Aluminium alloy components in contact with preservative-treated timber.
 - 3.2. **Protective coating:** Two coats of bitumen solution, or a mastic-impregnated tape.
 - 3.3. **Timing of application:** Before fixing components.

Ss_25_30_95/655 Window installation generally

1. **Installation:** Into prepared openings.
2. **Standard**
 - 2.1. **All windows:** In accordance with [BS 8213-4](#).
3. **Gap between frame edge and surrounding construction**
 - 3.1. **Minimum:** In line for performance specification in Appendix B
 - 3.2. **Maximum:** In line for performance specification in Appendix B
4. **Filler:** Between subframe and reveal.
5. **Distortion:** Windows installed without twist or diagonal racking.

Ss_25_30_95/700 Frame sealant joints

1. **Siting:** To perimeter of internal frame.
2. **Application:** Finish triangular fillets to a flat or slightly convex profile.

Ss_25_30_95/705 Fixing window hardware

1. **Fixing:** Assemble and fix carefully and accurately using recommended fasteners and methods. Do not damage hardware and adjacent surfaces.

Ω End of System

Ss_32_46_65_55

Multicoat plaster systems

Systems

Ss_32_46_65_55 Multicoat plaster systems

1. Description: For plaster repairs
2. System manufacturer: British Gypsum
3. Substrate preparation: [Ss_32_46_65/622 Removing defective existing plaster](#).
4. Lathing: Existing .
5. First undercoat
 - 5.1. Material: [Pr_35_31_64_08 Bonding plasters](#).
6. Final coat
 - 6.1. Material: [Pr_35_31_64_32 Finish plasters](#).
7. Beads: [Pr_35_90_07_63 Plaster beads](#).

Products

Pr_35_31_64_08 Bonding plasters

1. Manufacturer: British Gypsum
2. Product reference: Thistle Board Finish
3. Standard: To [BS EN 13279-1](#).
4. Execution: [Pr_35_31_64/685 Plaster thickness](#).

Pr_35_31_64_32 Finish plasters

1. Manufacturer: British Gypsum
2. Product reference: Thistle Multi Finish
3. Standard: To [BS EN 13279-1](#).
4. Execution: [Pr_35_31_64/685 Plaster thickness](#) and [Pr_35_31_64/620 Preparation for thin coat plaster](#).

Pr_35_90_07_63 Plaster beads

1. Manufacturer: British Gypsum
2. Product reference: Thistle Plaster Stop Bead
3. Execution: [Pr_35_90_07/650 Installing beads](#).

Execution

Pr_35_31_64/620 Preparation for thin coat plaster

1. Preparation for plasters less than 2 mm thick: Fill holes, scratches and voids with finishing plaster.

Pr_35_31_64/685 Plaster thickness

1. Undercoats (excluding dubbing out and keys): 10 mm (maximum) overall from face of lathing.
2. Final coat: 2-5 mm.

Pr_35_90_07/650 Installing beads

1. Cutting: Neatly using mitres at return angles.

2. **Fixing:** Securely using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.
3. **Finishing:** After joint compounds/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

Ss_32_46_65/622 Removing defective existing plaster

1. **Plaster to be removed:** Detached, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.
2. **Removing defective plaster**
 - 2.1. **Finish:** Cut back to a square, sound edge.
 - 2.2. **Extent:** Minimize
3. **Faults in substrate (structural deficiencies, damp, etc.):** Notify the Contract Administrator immediately
4. **Cracks**
 - 4.1. **Fine hairline cracking and crazing:** Leave.
 - 4.2. **Other cracks:** Cut out to a width of 75 mm (minimum).
5. **Dust and loose material:** Remove from exposed substrates and edges.

Ω End of System

Ss_40_90_60_95

Waterborne paint systems

Systems

Ss_40_90_60_95 Waterborne paint systems

1. Description: Decoration to walls
2. System manufacturer: Dulux.
3. Preparation: To manufacturers recommendations.
4. Initial coats: To manufacturers recommendations.
5. Undercoats: To manufacturers recommendations.
6. Finishing coats: [45-35-84/320 Water-borne matt or flat finishes](#).
7. Sealing of internal movement joints: [Pr_30_31_76_02 Acrylic construction joint sealants](#)
8. External pointing to existing frames: [Pr_30_31_76_02 Acrylic construction joint sealants](#)
9. Execution: [Ss_40_90_60/677 Previously painted plaster](#).

Products

45-35-84/320 Water-borne matt or flat finishes

1. Manufacturer: Dulux Trade, brand of AkzoNobel.
2. Product reference: Diamond Matt.
3. Composition: Manufacturer's standard .
4. System code: Submit proposals .
5. Colour: TBC
6. Sheen: Manufacturer's standard .

Pr_30_31_76_02 Acrylic construction joint sealants

1. Manufacturer: ROCKWOOL Ltd
2. Product reference: ROCKWOOL FIREPRO Acoustic Intumescent Sealant
3. Colour: White
4. Size: 310 ml cartridge
5. Standard: To [BS EN ISO 11600](#).
6. Execution: [Pr_30_31_76/630 Applying joint sealants](#); [Pr_30_31_76/620 Joint preparation for sealant application](#); [Pr_30_31_76/610 Suitability of joints for sealant application](#)

Execution

See [Pr_30_31_76/610 Suitability of joints for sealant application](#) in [Ss_25_30_95_26 External window systems](#)

See [Pr_30_31_76/620 Joint preparation for sealant application](#) in [Ss_25_30_95_26 External window systems](#)

Pr_30_31_76/630 Applying joint sealants

1. Substrate: As recommended by sealant manufacturer.
2. Environmental conditions: Do not dry or raise temperature of joints by heating.
3. Sealant application: Completely and neatly fill joints. Provide firm adhesion to substrates.
4. Sealant profiles

- 4.1. Butt and lap joints: Slightly concave.
- 4.2. Fillet joints: Flat.
- 5. Protection: Do not contaminate or damage finished joints.

Ss_40_90_60/630 Previously coated surfaces generally

- 1. Preparation: In accordance with [BS 6150](#), clause 11.5.
- 2. Contaminated or hazardous surfaces
 - 2.1. Coatings suspected of containing lead: Give notice.
 - 2.2. Substrates suspected of containing asbestos: Give notice.
 - 2.3. Significant rot, corrosion or other degradation of substrates: Give notice.
- 3. Risk assessments and method statements for suspected existing hazardous materials: Submit. Obtain approval before commencing work.
- 4. Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- 5. Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- 6. Alkali affected coatings: Completely remove.
- 7. Retained coatings: Thoroughly clean to remove dirt, grease and contaminants. Provide key on gloss coated surfaces
- 8. Partly removed coatings: Apply additional preparatory coats to restore original coating thicknesses, with flush surface a junctions.
- 9. Completely stripped surfaces: Prepare as for uncoated surfaces.

Ss_40_90_60/677 Previously painted plaster

- 1. General requirements: [Ss_40_90_60/630 Previously coated surfaces generally](#) .
- 2. Loose or otherwise defective material: Remove.
- 3. Surface defects: Fill with plaster or other suitable filler and abrade to a smooth surface.

Ω End of System

Ac_10_10_20/110 Deconstruction

Activities

Ac_10_10_20/110 Deconstruction

1. Description: Removal of existing doors and windows
2. System performance: [Ac_10_10_20/210 Demolition and deconstruction objectives](#)
3. Contract survey
 - 3.1. Scope of contract survey: Whole building.
 - 3.2. Type of survey: Asbestos survey system. Building survey system.
 - 3.3. Survey limitations: None.
 - 3.4. Timing: Before starting work.
4. Execution: [Ac_10_10_20/615 Demolition generally](#); [Ac_10_10_20/630 Location and marking of existing services](#); [Ac_10_10_20/635 Disconnection of services](#); [Ac_10_10_20/670 Dust control](#); [Ac_10_10_20/675 Removal of asbestos-containing materials](#); [Ac_10_10_20/680 Unforeseen hazards](#); [Ac_10_10_20/715 Components and materials arising from demolition](#)
5. System completion: [Ac_10_10_20/810 Condition of services on completion](#)

System performance

Ac_10_10_20/210 Demolition and deconstruction objectives

1. Description: Removal of Existing Doors and Windows
2. Scope of the demolition works: See Tender Drawings in Appendix A

Execution

Ac_10_10_20/615 Demolition generally

1. Description: Removal of Existing Windows and Doors
2. Standard: To [BS 6187](#).

Ac_10_10_20/630 Location and marking of existing services

1. Description: To all services within the works areas
2. Services affected by the Works: Locate and mark positions.
3. Mains services: Arrange with the appropriate authorities for location and marking of positions.
4. Marking: Mark services in accordance with National Joint Utilities Group (NJUG) [Volume 1. NJUG guidelines on the positioning and colour coding of underground utilities' apparatus](#) .

Ac_10_10_20/635 Disconnection of services

1. Description: To all services within the works areas
2. Disconnection of supplies and removal of fittings and equipment : Arrange with the appropriate authorities and responsible private organizations. Remove fittings and equipment where agreed.
3. Drains: Locate, disconnect and seal disused drain connections. Agree where drains are to be sealed.
4. Person or organization responsible for arranging disconnection of supplies with appropriate authorities: Contractor, where relevant utilising the Employer's preferred Contractor.
5. Timing: Before demolition works starts.

Ac_10_10_20/670 Dust control

1. Requirement: Minimize airborne dust. Keep public roadways and footpaths clear of mud and debris.

Ac_10_10_20/675 Removal of asbestos-containing materials

1. Recorded asbestos
 - 1.1. Position of asbestos: To be ascertained following R&D Survey (To be undertaken by the Contractor)
 - 1.2. Requirement: Submit method statement
 - 1.3. Timing: No later than 2 weeks before commencement of works
2. Discovered asbestos
 - 2.1. Requirement: Give notice immediately. Do not disturb.
3. Managing personnel or organization: A contractor licensed by the Health and Safety Executive.
4. Timing: Before other works start in these locations. Following a statutory risk assessment.

Ac_10_10_20/680 Unforeseen hazards

1. Unrecorded voids, tanks, chemicals, etc. discovered during demolition: Give notice immediately.

Ac_10_10_20/715 Components and materials arising from demolition

1. Description: Spoil following removal of existing door sets
2. Components and materials arising from demolition work: Property of the Contractor, except for designated items which remain the property of the Employer.
3. Employer's property
4. Contractor's property: Remove from site as work proceeds where not to be reused or recycled for site use.

System completion

Ac_10_10_20/810 Condition of services on completion

1. Condition of services: Clean and in working order.

Ω End of Activity

Ac_15_40/120 Hazardous material surveying

Activities

Ac_15_40/120 Hazardous material surveying

1. Description: Refurbishment & Demolition (R&D) Survey
2. System performance: [Ac_15_40/220 Parameters for deleterious materials surveys](#)
3. Risk assessment and method statement: Required.
4. Survey techniques: [Ac_15_40/710 Survey and testing for asbestos containing materials](#)
5. Submittals: [Ac_15_50_10/810 Survey report](#)
6. Supplementary requirements: Access requirements.
7. Execution: [Ac_15_50_10/740 Unforeseen hazards during survey](#); [Ac_15_50_10/605 Special access considerations](#)

System performance

Ac_15_40/220 Parameters for deleterious materials surveys

1. Survey purpose: Identify ACMs that need to be removed before commencement of scheduled refurbishment or demolition works.
2. Survey scope: Building fabric. Building finishes. Building structure.
3. Limitations to survey: The survey will be limited to the areas within the scope of works within.
4. Access considerations: Contractor's choice.

Execution

Ac_15_40/710 Survey and testing for asbestos containing materials

1. Qualifications and experience of surveyors: Member of Asbestos Removal Contractors Association (ARCA)
2. Extent of survey: All areas affected by window and fire door replacement work.
3. Survey type: Refurbishment and Demolition survey.
4. Permissible survey techniques: Documentary research. Sampling. Visual inspection.
5. Reporting
 - 5.1. Testing or assessment reports: Submit evidence of testing by a UKAS accredited laboratory.
 - 5.2. Supplementary requirements: Report the survey in a format that can be used to prepare an asbestos register and building plan. Inform the client that his responsibility in managing asbestos is ongoing and that the preparation of the survey does not discharge these responsibilities.

Ac_15_50_10/605 Special access considerations

1. Restricted areas: None.
2. Requirements
 - 2.1. Special training for access: Submit evidence.
 - 2.2. Lone working: Prohibited

Ac_15_50_10/740 Unforeseen hazards during survey

1. Requirement: Give notice when unrecorded hazards or hazardous materials are found. Do not disturb.

System completion

Ac_15_50_10/810 Survey report

1. General requirements: [Ac_15_50_10/820 Survey documentation - electronic](#); [Ac_15_50_10/830 Survey documentation - paper](#)
2. General format: Electronic. Paper.
3. Scope for report: Description of investigation methods. Laboratory results identifying defective areas. Photographic record of extent of defective areas. Plan and section drawings or annotated photographs, defining extent of defective areas.
4. Report content
 - 4.1. Sections to be included: Executive summary. Introduction. Main report. Observations. Discussion. Conclusions and recommendations. Appendices.
 - 4.2. Charts, diagrams and tabulated data: Required.
 - 4.3. Photographs: Required.
 - 4.4. Drawings: Required.
 - 4.5. Test results: Required.
5. Additional requirements: Give notice of location of suspected deleterious materials or safety hazards.
6. Proposals for remedial actions: Required.
7. Qualifications and caveats: Identify areas where a full survey could not be carried out and Identify problematic site conditions and restrictions, including the presence of bats, barn owls, other protected species or breeding birds.

Ac_15_50_10/820 Survey documentation - electronic

1. Data transfer
 - 1.1. Medium: By email.
 - 1.2. Data compression: Zip if file compression is necessary.
2. Data type
 - 2.1. Text : Adobe portable document format (.pdf).
 - 2.2. Charts: Adobe portable document format (.pdf).
 - 2.3. Diagrams: Adobe portable document format (.pdf).
 - 2.4. Tabulated data: Adobe portable document format (.pdf).
 - 2.5. Images
 - 2.5.1.Data: Adobe portable document format (.pdf).
 - 2.5.2.Resolution: Camera output 12 million pixels (minimum), ISO 100 (maximum).
 - 2.6. CAD data
 - 2.6.1.Data: PDF (Adobe).
 - 2.6.2.Layering system: To comply with [BS 1192](#). Different features to be placed on separate layers.
 - 2.6.3.Presentation: 2D.
 - 2.6.4.Data sources: When multiple data sources are used, the finished data is be verified on site prior to issue of the completed survey to ensure a consistent quality and accuracy of information in terms of tolerances of scale and degree of completion.

Ac_15_50_10/830 Survey documentation - paper

1. General format: Comb bound, size A4, clear cover sheet.
2. Charts and diagrams and tabulated data: In appendices.

3. Photographs
 - 3.1. Format: Prints in appendix in clear pockets, fully labelled.
 - 3.2. Post camera modifications: Not permitted.
4. Drawings
 - 4.1. Format: As appendices, fold out.
5. Copies: Two.

Ω End of Activity

Pr_35_31_64_12 Cementitious renders

Products

Pr_35_31_64_12 Cementitious renders

1. Description: New render to courtyard elevations
2. Manufacturer: Member of Mortar Industry Association.
3. Components: Masonry cement.
4. Mix: Submit proposals
5. Execution: [Pr_35_31_64/610 Applying renders generally](#); [Pr_35_31_64/725 Finish to roughcast](#)

Execution

Pr_35_31_64/610 Applying renders generally

1. Application of coatings: Firmly and in one continuous operation between angles and joints. Achieve good adhesion.
2. Undercoats on metal lathing: Work well into interstices to obtain maximum key.
3. Continuity of coats: Continuous, without putlog holes and other breaks.
4. Appearance of finished surfaces: Even and consistent. Free from rippling, hollows, ridges, cracks and crazing.
5. Accuracy of finish coat: Finish to a true plane, to correct line and level, with angles and corners to a right angle unless specified otherwise, and with walls and reveals plumb and square.
6. Drying: Prevent excessively rapid or localized drying out.
7. Undercoats gauged with Portland cement: Do not apply next coat until drying shrinkage is substantially complete.

Pr_35_31_64/725 Finish to roughcast

1. Finish: As cast with an even thickness and texture.

Ω End of Product

Pr_35_90_50_64

Plastics cavity closers

Products

Pr_35_90_50_64 Plastics cavity closers

1. Description: new cavity closers to the perimeter of all windows and doors where the edge of the window abuts a cavity wall
2. Manufacturer: Kingspan Thermabate Cavity Closer
3. To fit cavity width: Existing
4. Length (effective): Existing Perimeter of windows
5. Execution: [Pr_25_57_21/605 Installing vertical dpcs generally](#); [Pr_25_57_21/665 Installing jamb dpcs at openings](#)

Execution

Pr_25_57_21/605 Installing vertical dpcs generally

1. Form: In one piece wherever possible.
2. Joints: Upper part overlapping lower at least 100 mm.

Pr_25_57_21/665 Installing jamb dpcs at openings

1. Joint with cavity tray: Full underlap.
2. Joint with lintel at head: Full underlap.
3. Joint with sill: Full overlap.
4. Joint with horizontal dpc at base: Full overlap.
5. Projection into cavity (minimum): 25 mm.
6. Relationship with frame: In full contact.

Ω End of Product

Pr_60_60_84_14 Clean steam generators

Products

Pr_60_60_84_14 Clean steam generators

1. Description: Light DOFF wash to all elevations and levels
2. Manufacturer: [Stonehealth Ltd](#)
3. Contact details
 - 3.1. Address: G4/5 Draycott Business Park
Cam
Dursley
Gloucestershire
GL11 5DQ
 - 3.2. Telephone: [+44 \(0\)1453 540600](tel:+44(0)1453540600)
 - 3.3. Web: www.stonehealth.com
 - 3.4. Email: info@stonehealth.com
4. Product reference: [DOFF Super Heated Steam Cleaning System](#)
5. Input water temperature: 30°C.
6. WaterConsumption: 3—5 L/minute.
7. Operating pressure (maximum): 100 bar (1450 psi).
8. TemperatureRange: 30°C–150°C.
9. Dry weight: 123.5 kg.
10. Pump: 500 x 282 x 310 mm.
11. Box size: 680 x 630 x 1030 mm.
12. Execution: [Pr_60_60_84/680 Installing packaged clean steam generators](#)

Execution

Pr_60_60_84/680 Installing packaged clean steam generators

1. Position: Indoor.
2. Clearance: One metre clearance at the front and rear, and 500 mm above the unit.
3. Surface: Level surface, no more than one-half degree ($\frac{1}{2}^\circ$) of slope, capable of supporting the total weight of the unit when filled to capacity.

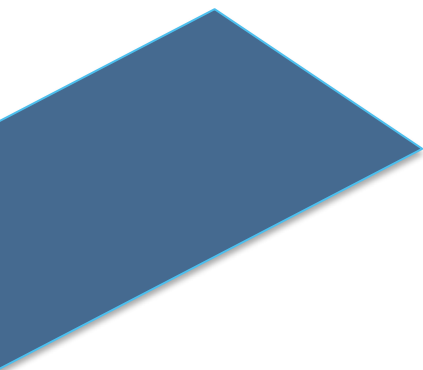
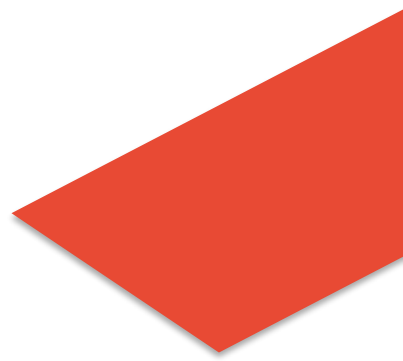
Ω End of Product



Specification created using NBS Chorus

SECTION 3

GENERAL CONDITIONS



Croydon College Facade Improvement Works

Section 3: General Conditions & Access Provisions

3.1 General

3.1.1 The works comprise façade enhancements to Croydon College including replacement of pressed steel windows, stone repairs and cleaning, concrete repair and cleaning and new render finishes.

3.2 Protection

3.2.1 The contractor's attention is drawn to the fact that the college will remain occupied. They are to take all steps necessary to ensure that the college users and the public are efficiently protected against injury or shock.

3.2.2 Barriers and warning tapes or similar are to be provided to scaffolds, cradles and towers.

3.2.3 Ladders shall be padded to prevent damage to exterior and interior of the buildings and window cills. All damage carried out shall be made good by the contractor at his own expense.

3.2.4 Where materials are stored overnight or left in cradles – i.e. tins of paint, these items should be securely located within the Contractors compound. When not in use, ensure all paint containers have lids on and are sealed to avoid spillage.

3.2.5 No surplus or defective paint or other liquids shall be disposed of by pouring down gullies, WC's, sinks etc, but shall be carted away from site with any surplus materials etc.

3.3 Enhanced DBS Checks

3.3.1 Prior to the commencement of works on site, the Contractor is to provide evidence of **Enhanced DBS Certificates for all operatives** who are to have a presence on site. This is applicable for all Contractor and sub-contractor staff throughout the contract period.

3.3.2 Non-compliance with this condition will result in the non-admittance or removal of individuals from site. No claims for an Extension of Time or additional costs incurred as a result of the above or any consequential delays will be accepted. It is the Contractors responsibility to ensure this does not impede the progress of the project, and appropriate certification is obtained in advance of the commencement of works on site.

3.3.3 All site personnel including sub-contractors may be issued with security passes/visitor badges, which must be worn alongside PPE at all times whilst working on site.

Croydon College Facade Improvement Works

3.4 Out of Hours Working

- 3.4.1 In order to complete certain elements of work, the Contractor may be required to work at times outside of typical college hours (8:30am – 16:00pm), including weekends and college holiday periods.
- 3.4.2 The contractor's price is to include for weekend and evening working where required, which is to be instructed at the discretion of the CA following consultation with the successful contractor and client.
- 3.4.3 No further cost is to be valued by the CA following the appointment of the successful contractor for time spent or disruption seen by the contractor associated with completion of works during such periods.

3.5 Quality Control

- 3.5.1 No repairs shall be applied to surfaces, which are structurally or superficially damp. All surfaces shall be free from condensation, oil, grease, dirt etc. before the application of each stage of repair, and care shall be taken to avoid the presence of dirt on the new surfaces until the repairs have dried.
- 3.5.2 No finishing coat shall be applied until previous coat is completely dry and each stage of the preparation will be inspected and agreed by the Contract administrator.
- 3.5.3 Make arrangements with the Contract Administrator for inspection of each applied coat before application of any subsequent coat. Each coat shall differ in tint from previous coats.
- 3.5.4 Permit coating manufacturers to inspect the work in progress and take samples of their products from site if requested.
- 3.5.5 The Contract Administrator may take samples of materials, at his discretion.
- 3.5.6 Contractor will be responsible for informing the Contract Administrator of work available for inspection giving at least 72 hours notice.
- 3.5.7 Stage approval of works by the Contract Administrator, prior to commencement of the next stage, would be as follows:
 Stage 1. - Scoping of repairs following erection of safe access.
 Stage 2. - On completion of test sample area for repairs/cleaning of façade.
 Stage 3. - On completion repairs and/or preparation, making good and spot priming and window installation.
 Stage 4. - On completion of undercoating and top coat.
 Stage 5. - On completion of all works associated with window installation.

Croydon College Facade Improvement Works

3.5.8 The contractor shall be responsible for the overall quality control for the duration of works.

3.6 Costs Deemed to be Included

3.6.1 The contractor is responsible for the design and cost to facilitate safe access to undertake the works. The contractor is expected to include the following when pricing:

3.6.2 All means of safe height elevation for access to facilitate the works are deemed included. This includes for the potential requirement for cradle access for concrete repair and rendering in the courtyard.

3.6.3 The renewal of cracked, loose, failed and missing sealant around the perimeter joints of windows.

3.6.4 Taking off all window furniture and fittings etc along with any notice boards, signs furniture etc, prior to any re-decoration, and fitting securely back in the exact position from where they were removed.

3.6.5 Windows must operate satisfactorily after installation and all catches, locks etc. function correctly.

3.6.6 All necessary internal decoration to be touched in where damage is incurred due to external window installation.

3.6.7 Contractor shall include for removing all blinds, curtains, etc. in order to facilitate the works and refix on completion unless specifically stated by the CA. Include for any necessary temporary storage and labelling to ensure the element is returned and fitted to the correct location.

3.6.8 All IT hardware is to be disconnected and removed directly by college staff in advance of works commencing to those associated areas. The contractor is to provide minimum 1 week notice prior to program commencement of works.

3.6.9 The Contractor is deemed to include for sweeping and deep-cleaning all areas internally and externally where dirt, debris and detritus deriving from the works have accumulated.

3.6.10 No exterior or exposed painting shall be carried out under adverse weather conditions, such as extremes of temperatures or during rain, fog etc.

3.6.11 All costs in conjunction with materials, plant and labour will be deemed to have been included in the tender price. Prices indicated for external decorations to be inclusive of the following:

- All necessary access equipment in order to carry out the works in accordance with the Health and Safety at Work Act 1974 and The Work at Height Regulations 2005 Act.

Croydon College Facade Improvement Works

- The contractor is required to forward their Method Statement with the Form of Tender / Specification as part of the tender documentation.
- This document is to include all relevant safe working practices etc. relevant to the scope of the work, as detailed within Appendix Item 16 of the contract to the properties listed on the Works Order, in accordance with Health and Safety at Work Act 1974.
- Implementing a system of sign posting to warn occupiers and the public of dangerous operations and freshly applied materials.
- All safety signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 which involves the use of pictograms in four distinctive colours and shapes. These include warning signs, which incorporate a pictogram in black on a yellow background inside a black-boarded triangle.

3.7 Schedule of Works and Pricing

3.7.1 This Works section (Section 4) is to be read in conjunction with the Preliminaries (Section 1), Materials and Workmanship (Section 2) and the Works Sections (Sections 3-4) of this Specification of Works, including attached drawings and any appendices thereto. Any discrepancies shall be reported to the Contract Administrator as soon as possible after discovery.

3.7.2 The Contractor is to price works in occupation and assume that neighbouring buildings will also remain in occupation for the duration of the works, unless where specifically referred in in this section. Access to the building is to remain unhindered for the duration of works. Include for all necessary dustsheets, temporary protection, the moving and reinstatement of all services and fittings as necessary and for leaving all areas free of debris and functional at the end of each day.

3.7.3 The tenderers are to check all dimensions prior to ordering any materials. All materials must be installed / fixed in accordance with manufacturer's instructions and BS Codes of Practice.

3.7.4 The amount entered against each item within the Specification of Work are to include for all labour, plant, materials, overheads and profit and not included elsewhere so that the sum of all figures recorded shall be the total fixed price for the tender taking into account all site conditions.

3.7.5 It is a condition that a fully priced specification is returned showing individually priced items in the correct pricing column. Failure to comply may result in your tender being invalid.

Croydon College Facade Improvement Works

- 3.7.6 Where items are identified as provisional sums, these may or may not be used. In the event of proceeding, they will be paid for at the rates entered against each item. Should these items be omitted the amount of items will be deducted from the contract sum and no allowance will be made for any consequential loss and expense or alteration to the Contract Preliminaries or Materials and Workmanship.
- 3.7.7 At such time as when the Contract Administrator is advised of any changes to the works, he/she shall notify the contractor accordingly and vary the contract by issue of contract instructions. However, the contractor shall be aware that no loss or expense claims brought to bear by the reduction in work shall be entertained by the Employer.
- 3.7.8 You are advised to visit the site prior to submitting your tender price.
- 3.8 **Plans**
- 3.8.1 The specification, tender documentation and information provided should be read in conjunction with the drawings within Appendix A.
- 3.8.2 Any discrepancies are to be raised to the CA as soon as discovered during the tender period, for clarification to be provided.
- 3.9 **Principal Contractor**
- 3.9.1 The Principal Contractor is responsible for the co-ordination, organisation, provision and deployment of all services and sub-contract labour. Together with their liaison in general with college and members of the Project Team in association with the execution of these works.
- As Principal Contractor all costs shall be deemed included for liaison, coordinating and programming the works.
- 3.10 **Removal of Waste**
- 3.10.1 The Contractor is to provide all necessary skips and obtain necessary licences to remove all spoil associated with the works from site.
- Skips are to be located in the Contractor's compound, the indicative location of which is shown within the tender drawings however to be agreed with the college/CA prior to the commencement of works.
- 3.11 **Site Administration and Storage**
- 3.11.1 Prior to undertaking any works in each phase, the site accommodation shall be set up and operational as preliminary clauses A36 with proposals submitted by the Contractor to the CA for approval.

Croydon College Facade Improvement Works

- 3.11.2 The Contractor shall allow for all portable and temporary administration and storage facilities together with those washing and toilet requirements for welfare as detailed in the preliminaries section of this document and in conjunction with the CDM Co-ordinator's PCIP. These shall be located in consultation with the Contract Administrator (to be referred to as CA herein). All approvals and costs related to those in accordance with the Local Authority and other statutory requirements shall be deemed included.
- 3.11.3 The Contractor shall be held responsible for the maintaining of any such facilities in a satisfactory condition, including their security. The contractor is referred to preliminaries clause A36/420 in respect of electricity and lighting for the Works.
- 3.11.4 The Contractor is to ensure that all stored materials and/or rubbish deriving from the work do not interfere with any entrances or exits. Under no circumstances will it be permitted to store any materials outside any pre agreed compound area without first obtaining permission from the College. The location of the compound area shall be agreed with the Contract Administrator and Site Manager in consideration with the CDM Co-ordinator's comments.
- 3.11.5 The Contractor must contain all working activities and storage of materials within designated working areas, as the remainder of the building will be in use throughout the duration of the contract.
- 3.11.6 Materials/equipment must not be left so as to cause trip hazards for staff, pupils or visitors and that they are out of sight to prevent weapons or missiles being used from any materials arising during the works.
- 3.12 **Photographic Schedule of Condition**
- 3.12.1 The Contractor shall carry out a full photographic schedule of condition of all areas of the site likely to be directly or indirectly affected by the works, including the delivery and storage of materials and the removal of waste from or access to work areas.
- 3.12.2 The Contractor to specifically include communal areas, blocking up of doors, existing exposed or concealed partitions, ceilings/soffits and floors and external elevations and to positions of new window installations.
- 3.13 **Cleanliness**
- 3.13.1 Although the nature of the project means that the Contractor will be working in an occupied college, therefore, the contractor shall have care and consideration for the building, the users and their belongings and personal effects.
- 3.13.2 The Contractor is to remove all items of furniture and items located or stored within the working areas to execute the safe removal and installation of new fixtures and fittings, particularly the new windows and associated fixtures and fittings.

Croydon College Facade Improvement Works

- 3.13.3 At the end of each working day, the Contractor is to ensure that the building is left in the condition and layout found, with no health and safety issues present. Furniture and any fixtures and fittings shall be reinstated as found. The Contractor is to ensure that each area is left in a habitable and clean condition.
- 3.13.4 Generally, the Contractor is to clear all rubbish, debris, building materials and tools together with plant at the end of each working day. Under no circumstances are any items to be left within the building unless secured safely within a locked working area.
- 3.14 **Management of the Works**
- 3.14.1 The Contractor shall devote very specific levels of personnel and supervisors in order to execute the project to the requirements and satisfaction of the Contract Administrator and Client and detailed within this schedule.
- 3.14.2 The Contractor is to allow for a full time Site Manager. The Manager may work on the project however, must be suitably experienced to discuss drawings, programme, variations, materials and labour. The Manager must also remain a constant point of contact throughout the project for all parties.
- 3.14.3 The Contractor shall provide all adequate staff, together with permanent Site Foreman and Supervisors to coordinate the site labour.
- 3.14.4 The Contract Administrator reserves the right to request replacement of any member of the Contractor's Management Team, whereby a cause for their removal shall be given. Furthermore, the Contract Administrator reserves the right to request the removal of any individual or group of individuals from the site or management where due cause for their removal shall also be given. Any requests for claims for cost or time with regard to the above will not be entertained and all items and costs shall be deemed included.
- 3.14.5 All site personnel including sub-contractors may be issued with security passes which must be worn at all times whilst working on site. Non compliance with this condition will result in the non admittance or removal of individuals from site. Contractors may be requested to ensure that all operatives have DBS checks. As a minimum the Site Agent must hold a current DBS certificate.
- 3.14.6 The Contractor is to note that a high standard of workmanship will be expected. Therefore it will be the responsibility of the Contracts Manager/Site Agent to inspect all the works prior to the Contract Administrator's inspection. Where necessary, unsatisfactory work shall be reproduced at the Contractor's own expense.
- 3.14.7 The Site Foreman must report to the Principal Contractor on a regular basis to inform and discuss issues and programming.

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3.14.8 Contractor to allow for liaison with the college. This is to include liaising with the premises manager and teachers regarding works to various areas of the college which require access during the course of the works.

3.15 **Parking, Deliveries and Security**

3.15.1 The Contractor shall make all allowances for the safe storage of all materials and plant delivered to site for the execution of the works.

3.15.2 The Contractor is deemed to include for securing all goods and belongings and therefore any loss will not be the subject of any additional claims.

3.15.3 The Contractor is to make due allowance and be diligent in executing the works to maintain the security of the buildings and the security and safe well-being of others who may be visiting the properties.

3.15.4 Weekday deliveries to the site are limited to the following:

- 06.30 - 08.00
- 15.45 – 17.30

Saturday deliveries to the site are limited between the hours of 08.00 – 12.00noon.

3.15.5 The Contractor shall notify the College's reception and business manager to inform them of all scheduled deliveries and provide at least 24 hours notice. Failure to provide the college reception and business manager 24 hours notice may result in postponement of the scheduled delivery due to health and safety concerns, in this event the Contractor will not be able to claim additional cost or time reimbursements associated with such delay.

3.15.6 Parking will be permitted on site, however, it is very limited and must be discussed and agreed with the Premises Manager.

3.15.7 Whilst the works are being carried out, all adjacent areas should be properly protected by providing all temporary protection e.g. the construction of temporary hoarding/screens/Heras fencing to segregate staff and/or pupils from the working areas.

3.16 **Health & Safety Implications**

3.16.1 The Contractors attention is particularly drawn to the contents of the Pre-Construction Information Pack for this project.

3.16.2 Provide a visitor's book and ensure all visitors to the site sign and date. This is to include representatives from the Employer, Contract Administrator, Quality Control Inspector, Building Control, Planning Department, Highways, Public Health, Statutory Bodies and the like.

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- 3.16.3 Provide an A4 size site diary, divided into one full page per day. Comments and/or observations from the client or Contract Administrator will be noted within the site diary and raised by the Contract Administrator at subsequent site meetings.
- 3.16.4 The Contractor shall note this project is notifiable to the HSE. The information provided by the Principle Designer (PD) is to be taken into consideration when programming and planning the works and associated costs inclusive within the tender price.
- 3.16.5 The Contractor shall be responsible for providing a Construction Phase Health & Safety Plan inclusive of risk assessments and method statements (RAMS) and this is to be checked and agreed with the Principle Designer (PD).
- 3.16.6 Provide all suitable safety and security signs for distribution around the site during the course of the works.
- 3.17 **Covid-19 and Social Distancing Measures**
- 3.17.1 The Contractor shall comply with all government guidance in respect to Covid-19 and the application of social distancing measures and sanitation facilities whilst on site. All RAMS are to be reviewed and updated to reflect the latest version of the 'CLC Site Operating Procedures', published as of the date of commencement of works on site. Any costs arising relating to the application of procedures, safety measures and social distancing measures on site shall be deemed included.
- 3.18 **Programme**
- 3.18.1 The Contractor shall provide the Contract Administrator with a project specific programme, detailing lead in times, site set up periods and site activities, throughout the contract period.
- 3.18.2 The contractor is advised that it is proposed to commence the majority of work during the period of the summer vacation period. However it is planned that access will be made available prior to the college vacations from May 2023 with all work to be complete before September 2023.
- 3.18.3 The contractor may by arrangement with the college begin the erection of scaffolding at agreed locations, subject to the needs of the college, to facilitate a prompt start on the works once the college is closed to pupils.
- 3.18.4 Where any work is required to be completed from September onwards the contractor will need to liaise with the college and Baily Garner to confirm the locations and priority for such work to enable the college to organise alternative locations for lessons etc preserving separation between the work and staff and pupils.

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- 3.18.5 It shall be the Contractor's responsibility to submit and revise any such programme during the course of the works and bring in attendance at all progress meetings for assessment of the overall works. A copy of this programme must be submitted within the tender return, failure to do so may invalidate your tender.
- 3.18.6 As described above, the Contractor's programme is required to deliver completion during the college vacation period.
- 3.18.7 The Contractor is required to include in his price for work to be carried out to multiple areas of the premises simultaneously, and this will need to be reflected in the Contractors programme.
- 3.19 **Meetings**
- 3.19.1 The Contractor shall allow for attending, and where appropriate, organise all meetings necessary to comply with the requirements of this Specification as detailed within the relevant preliminaries section of this document.
- 3.19.2 Regular progress meetings will be held where the Contracts Manager and Site Manager will be requested as a minimum to attend and consult with the Contract Administrator. In addition, a representative of the college premises team will be invited to attend to ensure adequate liaison and communication with the college.
- 3.20 **Communication and Identification**
- 3.20.1 Ensure all workers, including any Sub-Contractors permanently display at all times whilst on site, a suitable numbered identification badge including their photograph.
- 3.21 **Licenses**
- 3.21.1 Where necessary, the Contractor shall be responsible for obtaining all necessary permissions from adjoining owners or the Local Authority where plant/materials, scaffolding or any other such items, shall be required to be located and stored or works undertaken.
- 3.21.2 Any license or bill of fare will be deemed the responsibility of the Principle Contractor and all costs associated shall be included in the tender offer.
- 3.22 **Making Good**
- 3.22.1 Make good any damage caused by the Contractors works to services, buildings, structures and services to the Contract Administrator's satisfaction. This relates to all the above items mentioned within the specification and includes items where they have been removed, replaced or reinstated.

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3.23 Quality Check and Site Clearance

3.23.1 Allow to check the finished works for quality, ensuring that no hard surfaces or structures have any play in them, that there are no nails or screws proud (unless otherwise specified) of any material and there are no trip hazards.

3.23.2 The Contractor shall remove all rubbish or rubble at their expense and clear tools and equipment from the site so that it is clean, safe and tidy.

3.24 Scaffolding

3.24.1 The contractor is responsible for the full design, installation and maintenance of scaffolding and access equipment generally. The contractor is also responsible for site inspection at tender stage by relevant specialists in connection with their scaffold design.

3.24.2 The contractor is to allow for sufficient access to the buildings in order to carry out the works in accordance with current health and safety legislation including CDM Regulations 2015.

3.24.3 The contractor will ensure access to the building for building users is maintained throughout the contract period. Entrances will be suitably protected with scaffold fans etc. with double boarding and polythene sheeting installed over entrance and access ways.

3.24.4 The contractor is to ensure safe means of access by whichever means deemed appropriate. Should the Contractor wish to erect scaffold as a means of safe access to deliver the works, they must ensure compliance with clauses 3.24, 3.25 and 3.26 inclusive.

3.24.5 The contractor is to ensure site inspection is carried out to make themselves aware of areas with restricted access due to adjacent buildings, roofs, and where specialist methods of access are requirement and structural engineers need to be involved. The contractor is to note the Roof located within the courtyard is reported to be unfit for scaffold and therefore will be responsible for ensuring safe access is provided on the appointment and input of specialist engineers required in the design of such access.

3.25 Erection of Scaffold Generally

3.25.1 Provide and erect tubular scaffolding in accordance with BS EN 12811-1:2003 to the full required height of the building as necessary to provide a satisfactory working platform for the full and proper execution of the works, and inspection by the Contract Administrator.

3.25.2 Provide suitable suspended access equipment with BS:2830 to the required areas of the buildings with a satisfactory working platform for the full execution of works, and inspection by the Contract Administrator.

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- 3.25.3 The scaffold must be designed and constructed without the use of raking props unless otherwise agreed by the Contract Administrator.
- 3.25.4 The contractor should allow for tying the scaffold to the main structure with the use of HILTI, or other proprietary anchors to the approval of the Contract Administrator.
- 3.25.5 The contractor is to ensure all scaffold operatives wear harnesses when working above 2 metres whilst erecting and dismantling the scaffold.
- 3.25.6 The contractor is to allow to provide all necessary fans and other temporary protection to ensure the complete safety of the building occupiers and public at large during the works. He is also to include toe boards to the inner face of the scaffold over window openings as well as the external faces and weld mesh infill panels etc.
- 3.25.7 All poles at ground floor level are to be painted white or red and white sleeves to be provided and the contractor is to provide PIR sensor lighting whilst the site is not manned and is to ensure complete coverage of the building perimeter and external doors.
- 3.25.8 The scaffold is to be erected so as not to obstruct any door or window openings or inhibit the progress of the works and is to include for the provision, installation, adaptation, maintenance and removal of any necessary electric hoists, ladders, staging, double board fan over door openings, tarpaulins, tools and other plant, mechanical or otherwise which may be considered necessary for the proper execution of the works.
- 3.25.9 The contractor shall take down and safely store at the conclusion of each days work, all ladders used in connection with the works and shall render scaffolding, plant etc. inaccessible to unauthorised persons during non-working hours.
- 3.25.10 Contractor to ensure adequate protection is provided to ground floor to ensure no unauthorised access is gained to the scaffold, or below the scaffold, by pupils, visitors and staff.
- 3.25.11 The contractor is to provide adequate sheeting to the scaffold to prevent the risk of dirt and debris falling to areas below.
- 3.25.12 Suitable debris netting is to be installed to the scaffolding in accordance with BS 8093 and BS 7955. Netting to be provided to all elevations, and Monoflex below each lift to prevent dirt and debris falling to areas below.
- 3.25.13 The contractor is to ensure that all scaffold poles are cut back neatly and safely and are kept behind the netting and contained within the boundary lines of the building.

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3.25.14 A temporary CA, Contractor and Client sign is to be provided. A sample sign is to be issued for approval by all parties before erection.

3.26 Scaffold Alarms

3.26.1 Provide and install scaffold alarm to entire scaffold. Sensors are to be located on the scaffold to create a harmless volumetric beam detection zone, to ensure that any intruder entering the zone immediately sets off the alarm. Alarm to be taken back to a central monitoring station to alert a nominated key holder (Contractor).

3.26.2 Sensors to be operated by a mains powered console with sensors integrated to ensure that when the system is suspended during working hours, a tamper system is active which triggers the alarm if cables are cut, disconnected or the console interfered with.

3.26.3 Scaffold alarm to have its own back-up power supply. Scaffold alarm to be provided by Permanex Security (telephone: 0845 069 5555) or other equal and approved.

3.27 Striking of Scaffold

3.27.1 The contractor is to strike the scaffold upon completion as directed and clear away from site. All surfaces are to be made good upon completion of the works to match existing. All damaged bricks are to be repaired using full bricks to match the existing (coloured mortar repairs or otherwise will not be acceptable).

3.27.2 Reinstate all paths, paving, planted areas, turfing, etc. affected by the erection of the scaffold to the satisfaction of the Contract Administrator upon completion to match existing.

3.28 Practical Completion and Handover

3.28.1 Two weeks prior to the anticipated practical completion date, the Principal Contractor must provide the following documentation where applicable and hand to the Contract Administrator:

3.28.2

- O&M Manual in accordance with the relevant sections of this Specification. The contractor shall provide confirmation that all relevant information has been submitted to the PD for inclusion within the Health & Safety File, otherwise this may result in delay to the certified date of Practical Completion.

3.28.3

- Building Regulations Completion certificate where necessary.

3.28.4

- All guarantees, warranties, commissioning and completion certificates in relation to products and systems installed.

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- 3.28.5
- Where electrical items have had to be re-sited, or set aside and refitted as part of the Works, electrical installation certificates shall be provided. The Employer will require confirmation that the tests prescribed in the current IEE wiring regulations have been carried out and the results recorded.
- 3.28.6
- Certificates for waste disposal in relation to materials removed from site
- 3.28.7
- Those elements that comply with Secured by Design requirements. In this respect, the contractor shall supply certificate and Approved Design number, if applicable.
- 3.28.8
- Practical Completion will not be certified in the absence any of the above mentioned items are not provided and no claims will be considered in this respect.**

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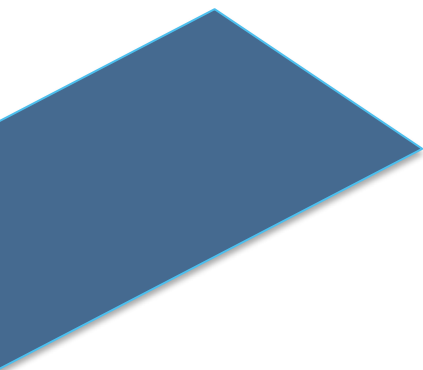
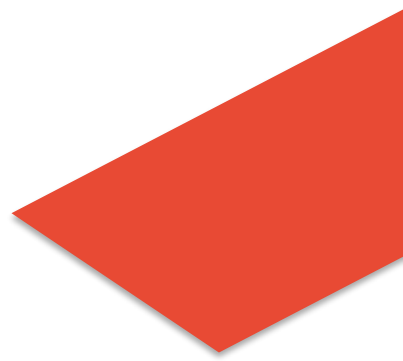
Section 3: General Conditions

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SECTION 4

SCHEDULE OF WORKS



Croydon College Facade Improvement Works

Section 4 – Schedule of Works

Croydon College

General

4.1 Description of the Works

4.1.1 The works comprise the replacement of windows and external doors, concrete repairs and stone cleaning at Croydon College respectively. The works are to include associated making good to adjacent finishes and associated M&E and builders works in connection. All works to be undertaken as per the specification generally, and as identified within drawings and details provided.

4.1.2 In the event of questions concerning this specification of work or the project generally, the contractor should contact the following Contract Administrator (CA) representatives:

Sam French and Rhiannon Thornton Tel: 0208 294 1000

4.2 Drawings

4.2.1 References to contract drawings relate to drawings contained at Appendix A, ref 01 – 08

4.3 Statutory Approvals

4.3.1 The contractor will be responsible for obtaining Building Control approval for the works.

4.4 Contractors Design Responsibilities

4.4.1 The contractor shall be responsible for the design, procurement and installation of the following items;

1. Replacement of existing windows and doors where defined on drawings in Appendix A.
2. Concrete and stone repairs to the façade.
3. Full clean of the stonework to the façade.
4. Full access provision, including all associated specialist (i.e. Structural Engineer)

4.4.2 The contractors tender shall fully comply with specification requirements. The contractor may offer alternative products and manufacturers however full technical submittal is required alongside the tender submission. The submittal shall include full technical details, calculations etc. to enable a detailed comparison to be undertaken.

4.4.3 The contractor shall retain full design responsibility for all works as above. No design responsibility sit with any other party.

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4.5 Contractor Access

- 4.5.1 The contractor will agree in advance of the work the locations for compound, storage and welfare facilities with the CA and the College.
- 4.5.2 The contractor will agree vehicular access and egress from site with the CA and the College prior to the commencement of works.
- 4.5.3 It is the contractor's responsibility to design the safe removal of any asbestos containing materials to any areas affected by the works.
- 4.5.4 On completion of the work, the contractor will be required to remove all protective measures compounds etc. and any damage to the buildings, access roads and pathways, grassed or planted areas will be required to be made good by the contractor at their own expense

4.6 Builders Work

- 4.6.1 The Contractor is to undertake all associated Builders work in conjunction with the replacement of the new doorsets and windows, alongside the render, concrete repairs and stone cleaning.

4.7 Relocation of Furniture

- 4.7.1 Prior to the commencement of works, the Contractor is to assist the Client so far as practically possible with the relocation of furniture/fittings within the works areas to facilitate the works.
- 4.7.2 The Contractor is to include any items to be relocated as part of the works within their Schedule of Condition and Photographic Schedule.

4.8 Asbestos Survey & Removal

- 4.8.1 Prior to the commencement of works, the contractor is to undertake a refurbishment and demolition survey to all works areas and provide a copy of the report to the Contract Administrator.
- 4.8.2 In connection with potential findings associated with the above, **allow a Provisional Sum of £25,000.00 for the removal of asbestos containing materials**
- 4.8.3 Undertake asbestos removal work in strict accordance with the Control of Asbestos Regulations 2012 and the Approved Code of Practice published by the HSE titled "Managing and working with asbestos – L143 – Second Edition)".
- 4.8.4 All asbestos removals must be undertaken by a UKAS accredited, HSE licensed asbestos removal contractor to remove any asbestos from the work areas in accordance with the guidance of the asbestos consultant
- 4.8.5 The Contractor is responsible for notifying the appropriate enforcing authority under Regulation 9 whether the work is licensable or non-notifiable licensed work.

Prov.

£

25,000 00

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4.9 Enabling Works

- 4.9.1 Allow to remove all existing cables and services within the vicinity of the works and carefully set aside to enable the works to be undertaken. Prior to the commencement of works, allow to test and remove where applicable all redundant fittings.
- 4.9.2 Allow to remove all mechanical ducting where it penetrates the existing fabric of the building. All ducting is to be set aside and reinstated on completion and tested prior to practical completion.
- 4.9.3 Allow to remove all roller shutters within the vicinity of the works and carefully set aside to be instated following completion of the works. Prior to the commencement of works, allow to test and remove where applicable all redundant fittings.
- 4.9.4 On completion of the specified works, allow to re-site all cables to the external façade, securely fixed at a minimum of 250mm intervals, and ensure all services are in full working order at completion of the works.
- 4.9.5 Ensure that arisings do not block gullies or other drainage installations and the Contractor is to include the carting away of all debris from site. Care should be taken to ensure that dirt and debris from this exercise does not stain the walls or damage any building surfaces or roof below, if it does then it should be cleaned off in its entirety or repaired by the contractor at no additional cost to the college

4.10 High Level Access and Lifting Equipment

- 4.10.1 The Contractor is to provide and maintain full access provisions as required for the works prescribed in this section and as identified within the subsequent clauses of the specification. All access provisions including the use of towers, scaffolding and suspended work platforms is to be in accordance with Section 3.
- 4.10.2 Where scaffolding is erected, it shall be in full accordance with relevant clauses of this specification. All adaptations and striking of scaffolding upon completion of works is deemed to be included within the Contractor's price.
- 4.10.3 The Contractor is to provide and maintain appropriate lifting equipment to allow for the safe removal and installation of the new windows and fascia board, render, stone and concrete repairs and cleaning as identified within the subsequent clauses of the specification.

4.11 Relocation of Furniture

- 4.11.1 The contractor shall allow to remove and temporarily relocate any furniture or fittings from both internal and external areas where necessary for the execution of the works. All furniture and fittings shall be stored in a safe place for the duration of the works, suitably protected and reinstated upon completion.

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- 4.11.2 The contractor shall include furniture and fittings within their photographic schedule of condition to prevent claims of damage to property.
- 4.12 **Removal of Blinds and Curtains**
- 4.12.1 Allow to carefully remove blinds, curtains and the like prior to removal of existing doors and windows, store in a safe place for the duration of the works and re-instate upon completion of the newly installed units.
- 4.13 **Window and Door Replacement Generally**
- 4.13.1 Fabrication drawings are to be provided by the Contractor for CA approval prior to order and manufacture. The CA will review drawings to ensure they are of desired configuration; the CA will not be liable for any dimensional discrepancies of the Contractor's submitted drawings.
- 4.13.2 The windows are to be supplied and installed in accordance with 30_59_98_02 and in accordance with the manufacturer's performance specification and datasheets contained within Appendix B. The contractor is responsible for the design of the new windows and subsequently invited to use equal and approved alternatives. The contractor retains full design responsibility for this item of works.
- 4.13.3 The window and door schedules and drawings provide indicative dimensions per window type for pricing purposes, however, it shall be the responsibility of the contractor for checking all dimensions on site and no responsibility for errors in these dimensions will be accepted by the CA.
- 4.13.4 The window and door manufacturer product which is to be installed must be provided with Certification of Performance for each archetype to prove compliance with the requirements of all relevant Approved Documents of the Building Regulations. All documentation is to be presented at Practical Completion and included within the O&M Manual. Practical Completion will not be awarded should this documentation not be received.
- 4.13.5 The Contractor is to allow to remove all capping trims and plaster to the perimeter of window and external door reveals where necessary to facilitate the removal of the existing window and door units. Where the walls have been dry lined, allow to cut back as necessary to allow for the removal of existing and subsequent installation of new window and door units, allowing to reinstate substrate and finishes as existing, in accordance with Section 2 clause 35_31_64_32.
- 4.13.6 Within WC's, kitchens and the like, the Contractor is to allow for hacking off glazed wall or cill tiles and render, plaster or dry lining substrate in order to gain access for window removal as necessary. Upon completion, the Contractor is to allow for their renewal to match the existing.

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- 4.13.7 Built in ties or straps that cannot be removed from the structure without causing severe damage, where exposed, are to be cut back and prepared and painted two coats of cold galvanising solution prior to installation of new window or external door units.
- 4.13.8 If the Contractor discovers structural components or items that cannot be removed but are hindering the installation of the new windows, the Contractor shall notify the CA immediately.
- 4.13.9 The Contractor will allow for the protection and retention of existing timber or tiled window sills or boards throughout the works.
- 4.13.10 Window and door removal works, generally, are to include for the removal of mastic sealing any head drips and joining sections where present to provide a clean reveal for the installation of the new units.
- 4.13.11 The Contractor is to prepare reveals to receive new units ensuring all remnants of existing frames, sub frames, cills, mastic and boards have been removed. No cill jointing strips will be permitted.
- 4.13.12 To internal reveals of new units, supply and install internal perimeter cover profile (architrave) between frame and adjacent plaster work to cover any damage left by the removal of the existing units. The Contractor shall ensure that all cavities are appropriately closed off prior to the installation of windows.
- 4.13.13 Neatly apply a sealant joint to perimeter of windows and doors, both internally and externally.
- 4.13.14 Following completion of the window and door installations, allow to undertake all making good to damaged plasterwork and decorations accordance with 40_90_60_95 and 35_31_64_32.
- 4.14 **Concrete Repairs**
- 4.14.1 The contractor is responsible for design, scheduling and undertaking the repairs required to existing concrete finishes to the facade.
- 4.14.2 To concrete repairs to the building, the Contractor will allow for correct disposal of existing concrete once removed.
- 4.14.3 The responsibility of the contractor is to be checking all dimensions on site and no responsibility for errors in these dimensions will be accepted by the CA.
- 4.14.4 If the Contractor discovers structural components or items that consequently means the render cannot be removed, the Contractor shall notify the CA immediately.
- 4.14.5 Repairs to the concrete must be undertaken by a contractor approved by the proposed manufacturer of repair method, such as SIKA.

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4.14.6	Undertake hammer testing to concrete, undertake cover meter test to ascertain reinforcement cover depths and undertake concrete carbonation test using phenolphthalein. Provide results of these to the Contract Administrator.		
4.14.7	The contractor is to undertake a full survey of all elevations and levels of the building. The contractor is to provide a full itemised schedule of repairs. This is to include both written schedule and annotated drawings, with each individual repair provided with a unique reference number.		
4.14.8	Hack off loose areas of concrete surrounds back to a sound surface. Coat reinforcement with Sika MonoTop-610 in accordance with manufacturer's specification included in Appendix B. Rebuild concrete profile using Sika MonoTop 615/614F in accordance with 10-70-20/130. As the contractor is responsible for the design, equal and approved alternatives are permitted, in which instances all works are to be undertaken in accordance with the manufacturers specification and guidance.		
4.14.9	The contractor is to allow for the below provisional quantities, for pricing purposes only (length x width x height);		
4.14.10	Repair Type 1 – 0-100 x 80 x 50 – 40 no.	Prov	£
4.14.11	Repair Type 2 - 150 x 80 x 50 – 20 no.	Prov.	£
4.14.12	Repair Type 3 - 300 x 80 x 100 – 15 no.	Prov.	£
4.14.13	Repair Type 4 - 450 x 80 x 50 – 20 no.	Prov.	£
4.14.14	Repair Type 5 - 600 x 80 x 100 – 15 no.	Prov.	£
4.14.15	Following production of the itemised schedule of all elevations of the facade, all repairs will be priced through the above provisional quantities on a pro-rata basis. No claim for additional costs will be accepted.		
4.15	Stone Cleaning		
4.15.1	The contractor is responsible for the full design, procurement of cleaning of the stonework and specialist contractor appointment to undertake the works.		
4.15.2	As clause Pr_60_60_84_14, the contractor is to undertake a light DOFF wash to ALL elevations and at all levels to the stone finishes of the building. The contractor shall also be aware of the principles set out in the BRE document "Conservation and cleaning of masonry" Part 1: Stonework (DG 508:01)		
4.15.3	In the majority of cases, the best cleaning method will be achieved using a double-pass technique, which shall be allowed for. The first pass should be at lower pressure and will soften the soiling. The second pass will normally be after a period of up to a few hours, to allow the softening to happen. This second pass will allow the		

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soiling to be removed more completely and without the need for the nozzle to be held close to the surface.

- 4.15.4 In all cases, liaising with the CA, the contractor is to carry out trials, in obscure areas to cover all the different finishes, to ascertain the optimum parameters, including pressure, temperature and nozzle type, that best suit the condition of substrate and the type of soiling.

4.16 Roofline Goods

- 4.16.1 To the Southern Courtyard Elevation, the contractor is to supply and install new white uPVC fascia board to missing section identified within the photo schedule and Appendix A, T06.
- 4.16.2 Secure all fascia boards to existing rafters at a maximum of 600mm centres with 2 x 65mm stainless steel fixing nails per rafter. Ensure fascia boards are level and butt jointed with adjacent boards.

4.17 Render Renewal

- 4.17.1 The Contractor is to hack off all existing render to each of the bands within the East Courtyard at first and second floor level and make good surfaces ready to receive new rendered finish, in accordance with 35_31_64_12.
- 4.17.2 Contractor is to supply and install new render finish, price to include for all angle and stop beads and any other ancillary items required to complete the installation in accordance with manufacturer's instructions.
- 4.17.3 Texture of finish to match existing render. Provide a sample panel for inspection by the Contract Administrator and Client for the purpose of agreeing on texture of the finished render. The contract works are not to commence until written confirmation is received from the Contract Administrator.

4.18 Removal of Existing Doors and Windows

- 4.18.1 The Contractor is to remove each existing windows and doors as shown on drawings within Appendix A, including any sub-frames and prepare openings to receive new units, in accordance with 10_10_20/110.
- 4.18.2 The Contractor is to only remove those units which are to be replaced the same day, in order to maintain security and prevent exposure of the building fabric to the elements. The Contractor is to ensure that the building is left secure at the end of each working day.
- 4.18.3 Each unit shall be carefully removed as to minimise the damage to fabric of the building, existing finishes and the surfaces. Making good any damage caused during the installation will be the responsibility of the Contractor and is deemed to be included within the tender price.

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4.18.4 The Contractor is to allow to cover and protect all floor all wall finishes where the doors are to be removed to prevent damage and spread of dust and detritus into the internal areas of the building.

4.18.5 **The Contractor is to price here** for the removal of all windows and doors as identified on the tender drawings located in appendix A.

4.19 Provision of New Windows

4.19.1 Following the removal of existing doors, supply and install new Comar Aluminium Window units 5Pi Advanced windows or equal and approved as per the specification in Appendix B.

4.19.2 The contractor is responsible for the design, procurement and installation of new windows to the building. A performance specification has been provided, however the Contractor is invited to present equal and approved alternative suppliers as part of their design responsibilities.

4.19.3 The window renewal is to allow for supplying and fixing of new aluminium windows as shown on the drawings in Appendix A. All windows are to be fixed to masonry with non-corrosive fixings, hinges, beading, white silicone mastic and finishing trims. All window handles to include a secondary locking mechanism. All windows to be equipped with restrictors

4.19.4 Each individual reveal opening is to be carefully measured by the Contractor and final window measurement is the responsibility of the contractor.

4.19.5 The contractor is to price here the total cost for all window and door renewals on a type-by-type basis in accordance with the tender drawing and is reminded that all works are subject to a site survey.

Elevation 1

4.19.6 First Floor Window Type B 11no.

4.19.7 Second Floor Window Type B 15no

Elevation 2

4.19.8 First Floor Window Type B 9no.

4.19.9 Second Floor Window Type B 12no

Elevation 3

4.19.10 Ground Floor Window Type D 1no.

4.19.11 First Floor Window Type B 2no.

4.19.12 First Floor Window Type D 1no.

4.19.13 Second Floor Window Type B 2no.

4.19.14 Second Floor Window Type D 1no.

Item

£

Item

£

Item

£

Item

£

Item

£

Item

£

Item

£

Item

£

Item

£

Item

£

Croydon College Facade Improvement Works

Elevation 4

4.19.15 Lower Ground Floor Window Type E 3no.

Item £

4.19.16 Fifth Floor Window Type F 3no.

Item £

Elevation 5

4.19.17 Lower Ground Floor Window Type C 15no.

Item £

4.19.18 Ground Floor Window Type A 19no.

Item £

4.19.19 Ground Floor Window Type D 1no.

Item £

4.19.20 First Floor Window Type B 2no.

Item £

4.19.21 First Floor Window Type D 1no.

Item £

4.19.22 Second Floor Window Type D 18no.

Item £

4.19.23 Second Floor Window Type D 1no.

Item £

4.20 Installation of New Aluminium Doorsets Generally

4.20.1 Supply and install new Comar 7Pi CD aluminium doors or equal and approved as shown on drawings in Appendix A. All doors are to perform in accordance with 25_30_20_25

4.20.2 The contractor is responsible for the design, procurement and installation of new external doors to the building. A performance specification has been provided, however the Contractor is invited to present equal and approved alternative suppliers as part of their design responsibilities.

4.20.3 Allow for supplying and installing all associated sub frames, external pressings, trims, liners and dressings, thresholds and the like.

4.20.4 Each individual reveal opening is to be carefully measured by the Contractor and final door measurement is the responsibility of the contractor.

4.20.5 The contractor is to price here the total cost for all window and door renewals on a type-by-type basis in accordance with the tender drawing and is reminded that all works are subject to a site survey.

Elevation 3

4.20.6 Ground Floor Door Type G 1no.

Item £

Elevation 5

4.20.7 Lower Ground Floor Door Type G 1no.

Item £

4.20.8 Ground Floor Door Type G 1no.

Item £

4.21 Ironmongery

Croydon College Facade Improvement Works

4.21.1 All ironmongery to doors to match the existing and be supplied and installed in accordance with the manufacturer's instructions.

4.22 Decoration / Making Good Internally

4.22.1 Make good any damage caused by the Contractors works to services, buildings, structures and services to the Contract Administrator's satisfaction. This relates to all the above items mentioned within the specification and includes items where they have been removed, replaced or reinstated.

4.22.2 Prepare and redecorate areas within of the window to both sides and internally/externally of the corridor and or room and reinstated to facilitate the works in their entirety including all decoration works.

4.22.3 Prepare all wall surfaces by filling imperfections with decorating filler by Toupret in accordance with Section 2 Clause 32-46-65-55.

4.22.4 Prepare and redecorate all previously painted and newly plastered wall surfaces with Diamond Matt paint by Dulux Trade in accordance with Section 2 Clause 40-90-60-95.

4.23 Plaster Repairs

4.24 The contractor is to ensure internal finishes surrounding the windows is captured in the schedule of condition.

4.25 The contractor is to **allow a Provisional Quantity** of 25m² for plaster repairs and new decorations to these areas to be expected only upon instruction by the contract administrator.

Prov.

£

4.26 Re-Pointing Brickwork

4.26.1 Rake out and repoint brick joints to various elevations as directed by the CA in accordance with Section 2 Clause Ss_15_30_50_55.

4.26.2 The contractor is to **allow for a Provisional Quantity** of 60m².

Prov.

£

4.27 Mechanical & Electrical Adaptations

4.27.1 Undertake all mechanical and electrical alterations (including hold open devices, mag locks, fire alarm), as required to facilitate the work. Where required this may include using the colleges suppliers/installers which is deemed to be included in this item.

4.27.2 Any item requiring temporary removal as part of enabling works are to be reinstated upon completion, and tested to ensure fully operational upon installation of the replacement unit. Where electrical items are removed which contribute to the safety or security of the building (i.e. access control and fire alarm) a

Croydon College Facade Improvement Works

temporary alternative, agreed with the Client, is to be installed to ensure no interruption with the operation of the building.

- 4.27.3 All electrical work will be carried out by NICEIC approved contractors in accordance with Part L of the Building Regulations and with the IEE Regulations 18th Edition. All installations are to be tested on completion of work and an Electrical Installation Certificate provided.
- 4.28 **Works at Completion**
- 4.28.1 Upon completion of the works within each room, the Contractor is to undertake a full snagging inspection of the new units to ensure all are operating correctly and there is no damage to the unit in any way.
- 4.28.2 The Contractor is to provide a copy of the snagging list where applicable and advise the CA immediately that works are complete. The CA is to be advised once all items identified within the snagging inspection have been completed and invite the CA to undertake a further inspection.
- 4.28.3 The Contractor is to also undertake a deep clean of all units, including glazing to remove all sticker/adhesive, frames and opening mechanisms/hinges to remove any dirt or debris caused as a result of completing the works.

Croydon College
Facade Improvement Works

Section 4 – Schedule of Works

Collection

From Section 4/Page 1

From Section 4/Page 2

From Section 4/Page 3

From Section 4/Page 4

From Section 4/Page 5

From Section 4/Page 6

From Section 4/Page 7

From Section 4/Page 8

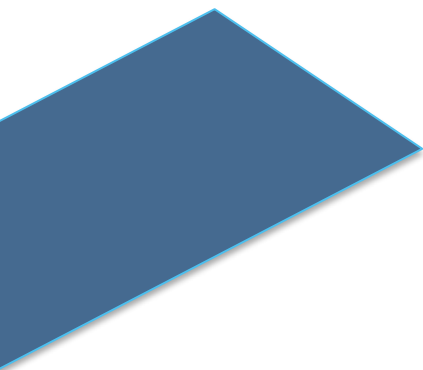
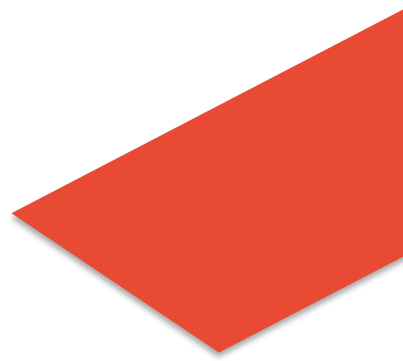
From Section 4/Page 9

From Section 4/Page 10

From Section 4/Page 11

Total Section 4 to Main Summary
Section 4/Page 12

MAIN SUMMARY



Croydon College

Facade Improvement Works

Main Summary

From Section 1: Preliminaries

£

From Section 2: Materials & Workmanship

£

From Section 3: General Conditions & Access Provisions

£

From Section 4: Schedule of Works

£

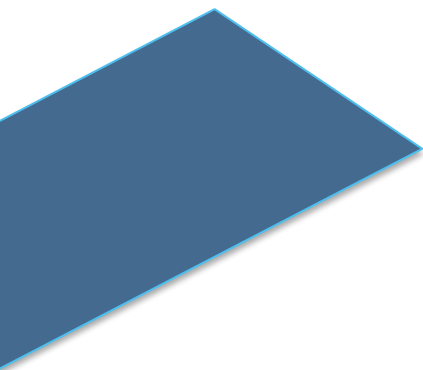
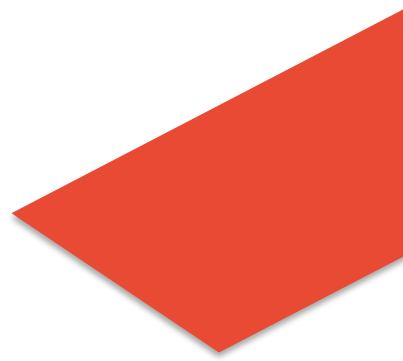
Signed:

For & on behalf of:

Date:

Total Main Summary to Form of Tender

APPENDIX A TENDER DRAWINGS

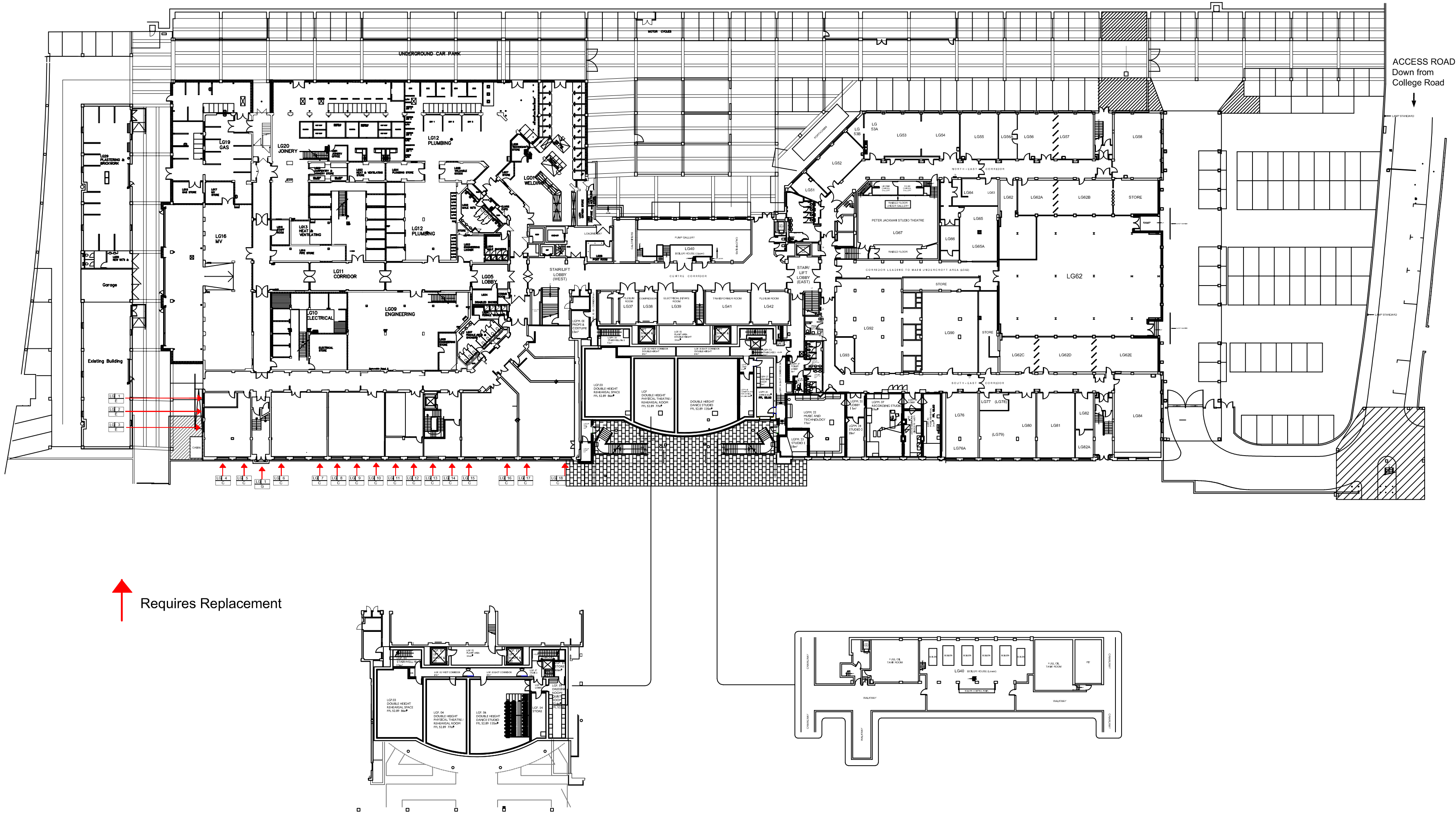


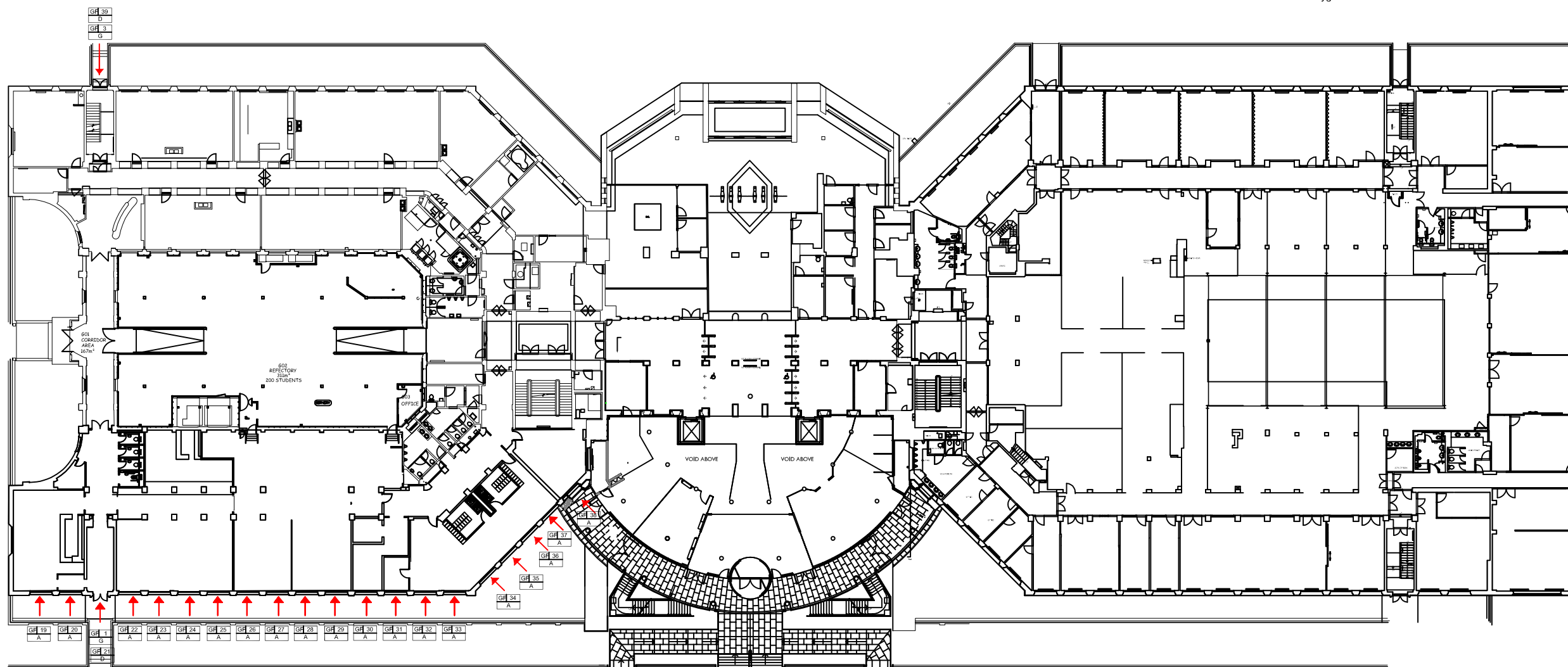
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External Improvement Works

Croydon College



CLIENT NAME Croydon College	PROJECT NAME External Improvement Works
PROJECT ADDRESS Croydon Road, Croydon, CR9 1DX	DRAWING TITLE Ground Floor Plan
SUITABILITY CODE Tender	
SCALE: 1:500	DATE 10/02/2023
DRAWN RTn	APPROVED RT
APPROVED SF	



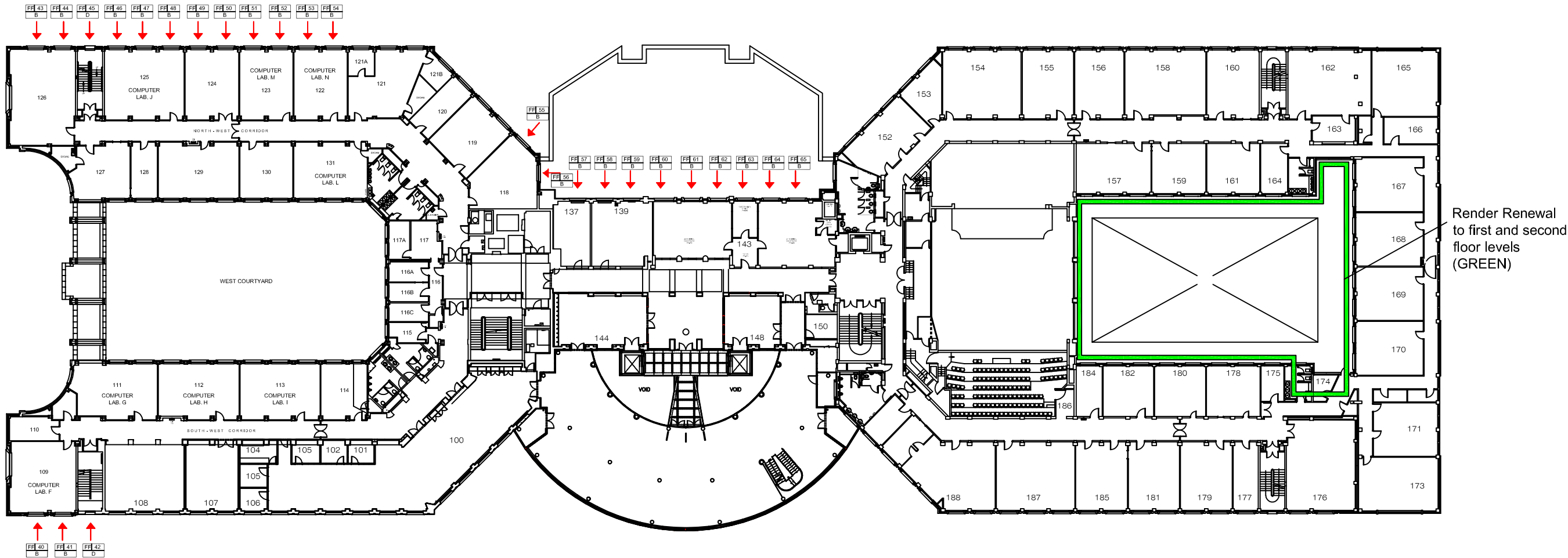
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e. general@bajiqgamer.co.uk

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External Improvement Works

Croydon College



CLIENT NAME Croydon College			PROJECT NAME External Improvement Works		
PROJECT ADDRESS Croydon Road, Croydon, CR9 1DX			DRAWING TITLE First Floor Plan		
			SUITABILITY CODE Tender		
SCALE: 1:500	DRAWN RTh	APPROVED SF	APPROVED RT	DATE 10/02/2023	
PROJ NO 34754	AUTHOR BGL	VOLUME 001	LEVEL X	DOCTYP DR	ROLE X
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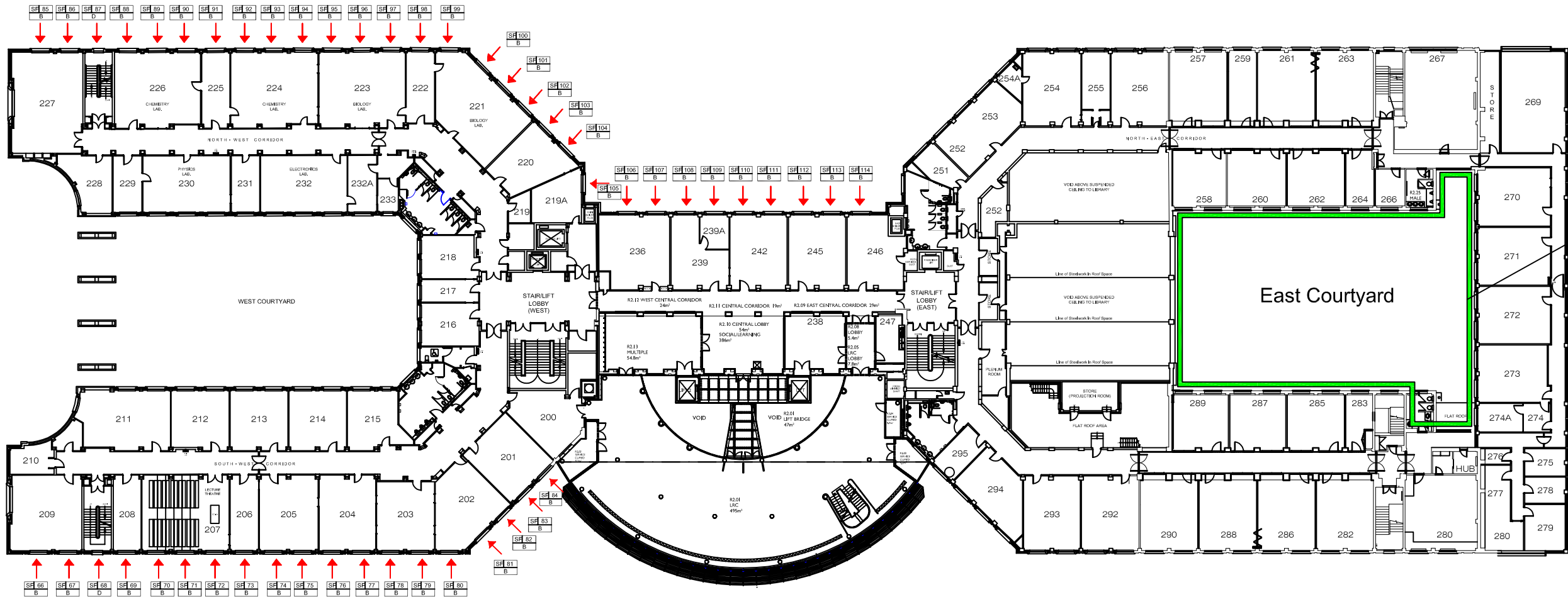
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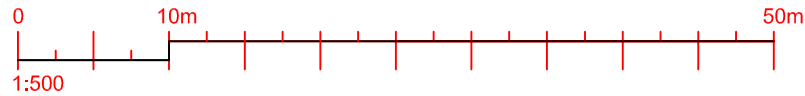


Render Renewal
to first and second
floor levels
(GREEN)

Requires Replacement

External Improvement Works

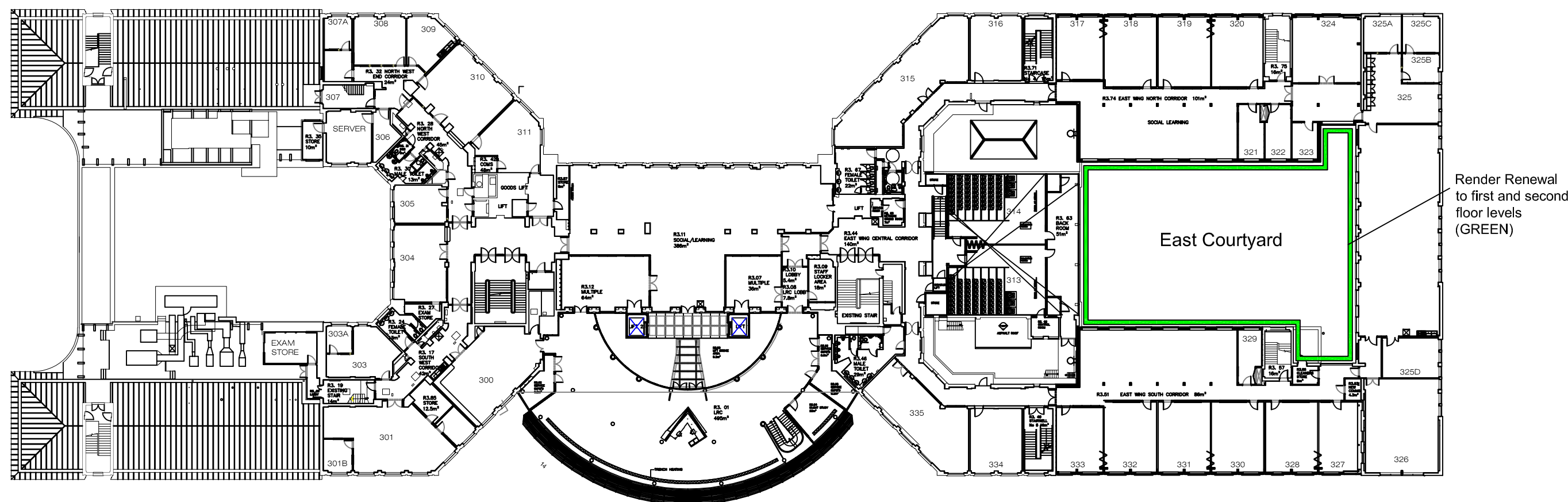
Croydon College



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SCALE: 1:500	DRAWN RTh	APPROVED SF	DATE 10/02/2023
PROJ NO 34754	AUTHOR BGL	VOLUME 001	LEVEL X
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			REV NO 01



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External Improvement Works

Croydon College



CLIENT NAME	Croydon College	PROJECT NAME	External Improvement Works
PROJECT ADDRESS	Croydon Road, Croydon, CR9 1DX	DRAWING TITLE	Third Floor Plan
		SUITABILITY CODE	No Works Proposed
SCALE: 1:500	DRAWN RTh	APPROVED SF	APPROVED RT DATE 10/02/2023
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		DOCTYP DR	ROLE X
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			REV 0



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External Improvement Works

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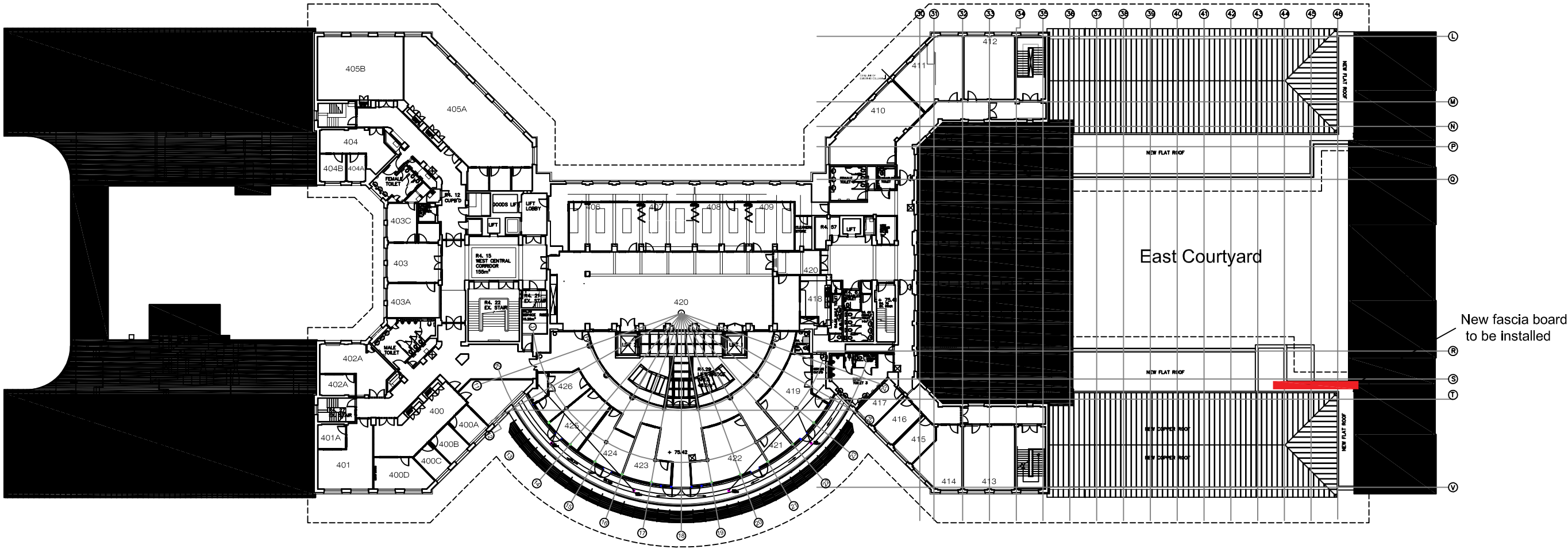
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CLIENT NAME Croydon College				PROJECT NAME External Improvement Works			
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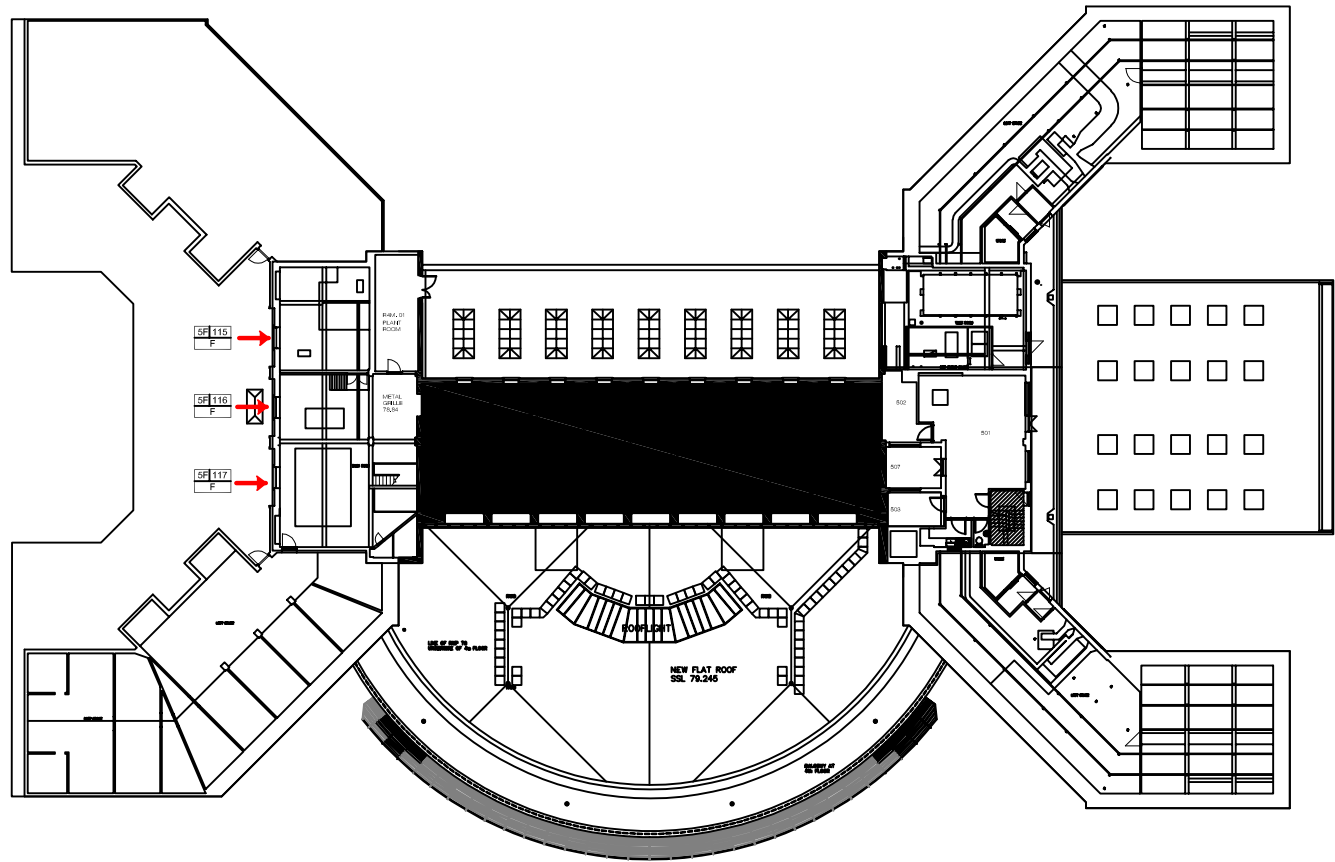


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External Improvement Works

Croydon College

 Requires Replacement



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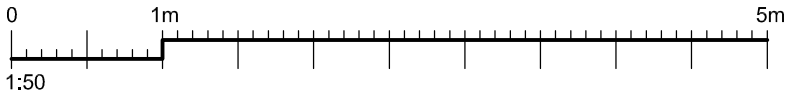
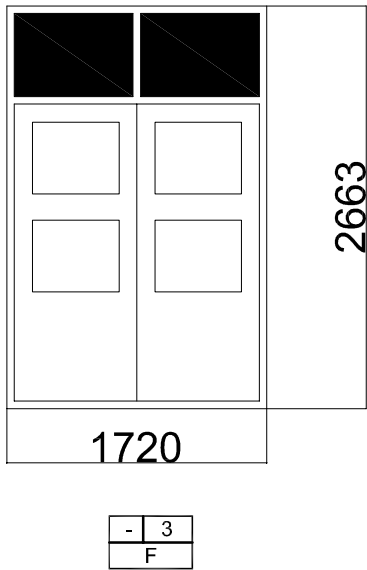
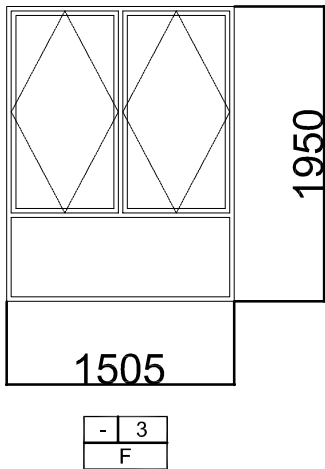
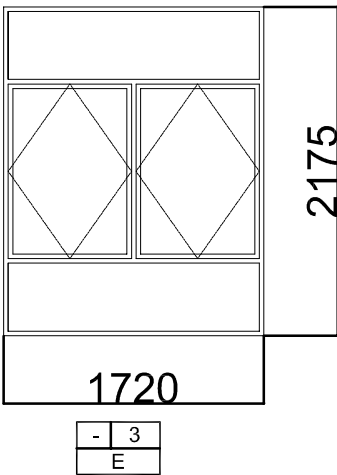
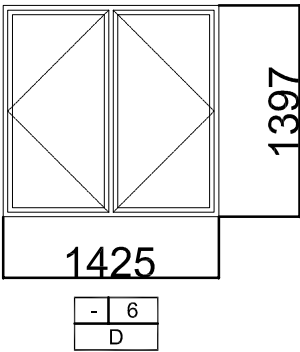
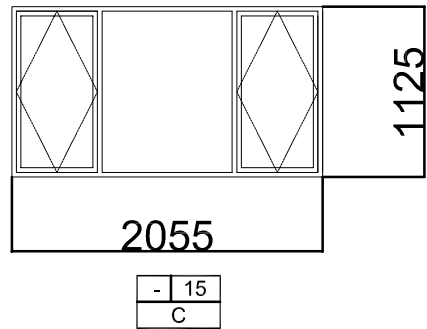
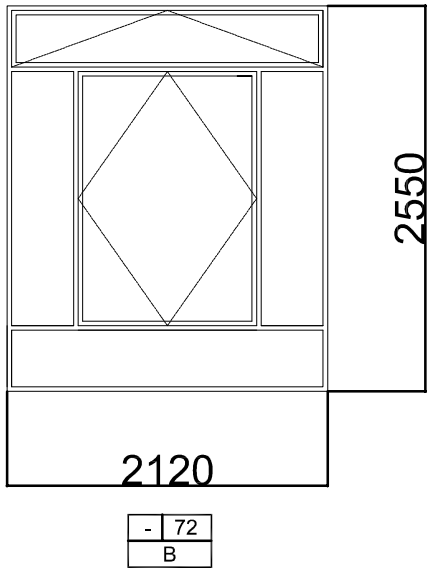
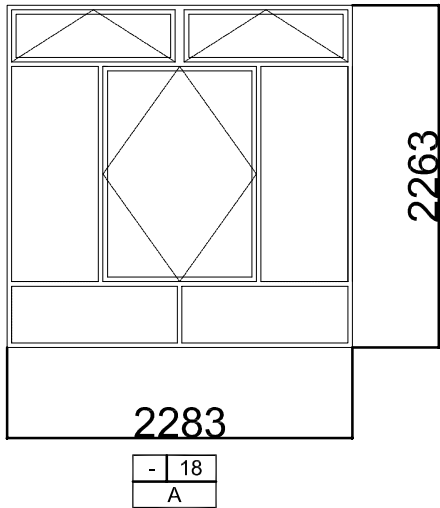
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				SUITABILITY CODE Tender			
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CLIENT NAME

Croydon College

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PROJECT ADDRESS

Croydon College
College Road
Croydon, CR9 1DX

PROJECT NAME

External Improvement Works

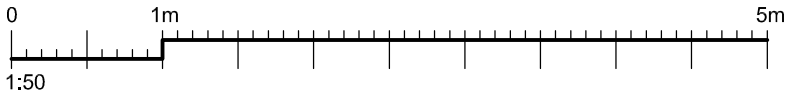
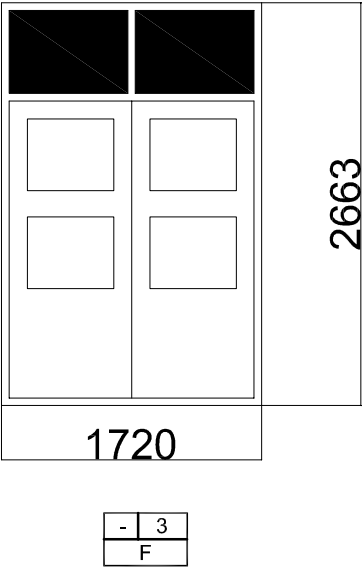
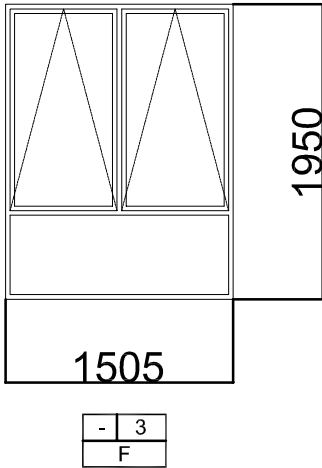
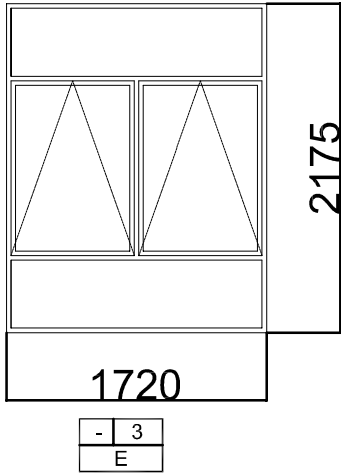
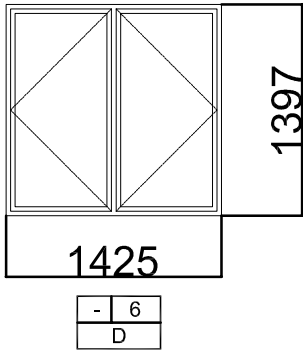
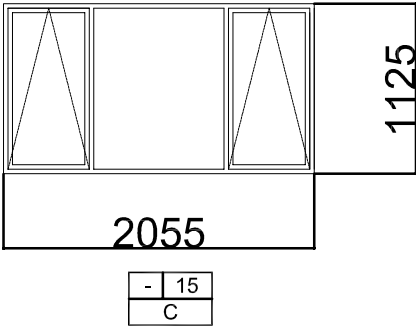
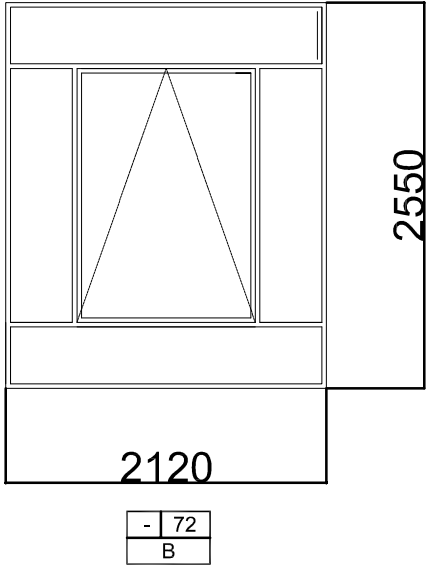
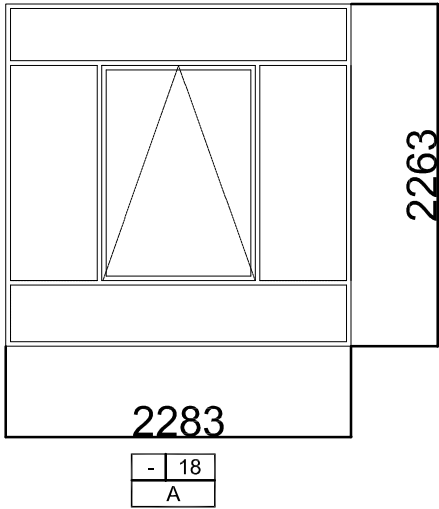
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Existing Window Schedule

SUITABILITY CODE

Tender

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PROJ NO	AUTHOR	VOLUME	LEVEL	DOCTYP	ROLE	DRW NO	REV	STAT	REV NO	
34754	BGL	001	X	DR	X	T08		X	01	



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CLIENT NAME

Croydon College

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-

PROJECT ADDRESS

Croydon College
College Road
Croydon, CR9 1DX

PROJECT NAME

External Improvement Works

DRAWING TITLE

Proposed Window Schedule

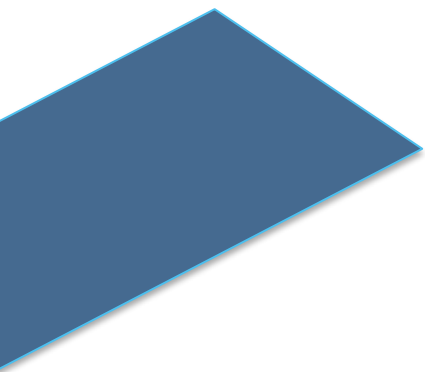
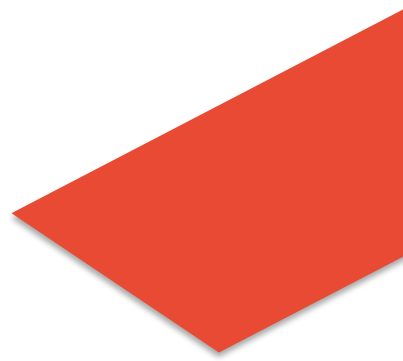
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APPENDIX B

SPECIALIST SPECIFICATIONS





What is DOFF?

The DOFF Integra is a market leading, expertly engineered system that utilises a normal water supply to remove some of the more resistant forms of unwanted matter from a range of surfaces. The DOFF Integra is an advancement of the original DOFF Standard, providing greater ease of operation - eg improved manoeuvrability, quick release of modular components, digital displays and easy loading.

The water supply is fed via a pump into a hot-box where it is rapidly heated to temperatures of up to 150°C. The heated water is then fed through high temperature heat resistant hoses to the special nozzle at a rate of between 3 to 5 litres per minute.

Once cleaned, the surface dries within minutes which prevents any long-term damage as a result of trapped moisture.



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G4/5, Draycott Business Park
Cam, Dursley, Gloucestershire
GL11 5DQ

www.stonehealth.com



What is the DOFF most effective in removing?

Paint coatings (most oil and plastic types)
Certain types of graffiti
Bird or vermin fouling
Algae, moss, and fungi
Wax coatings
Chewing gum
Bitumen, Oil, Grease and many others, all without causing any damage or disfiguring the substrate.

What surfaces should I use the DOFF on?

We recommend the DOFF for use on surfaces such as brick, stone, concrete, tiled (glazed and encaustic), wood, faience and terracotta. It is a useful sterilisation tool for kitchens, toilets, swimming pools, hospitals and factories.

Where can I use DOFF?

DOFF can be used in Building restoration, Industry, Food production, Hygiene control, Hospitals, Factories, Transport & vehicle depots, Workshops etc.

How does DOFF work?

A normal water supply is taken through the pump into the Hotbox, where a range of temperatures of up to 150° C can be achieved. The low volume of super heated water and steam (5 litres per minute) is then fed through heat resistant hoses to special nozzles where a genuine 150° C is delivered. The surface being cleaned does not suffer any damaging pressure, thermal shock or deep saturation and dries within minutes. A range of different lances and nozzles are available.



TECHNICAL SPECIFICATION

DOFF INTEGRA

Power Supply Consumption	230 volt 50 hz 13 amp or 6.5 Kva (generator), 50 hz 30 amp or 6.5 Kva (generator), 115 volt 60 hz 30 amp or 6.5 Kva (generator), 110v 50hz 30 amp or 6.5Kva (generator)			
Water Consumption	Min 3, max 5 litres per minute. Use only clean cold water supply - if bowser or other, consult our technical team for advice			
Maximum Operating Pressure	100 bar 1450 psi			
Temperature Range	30°C to 150 °C			
Maximum Water Input temp.	30 °C			
Dry Weight kg	89 (hotbox) + 34.5 (pump) = when loaded 123.5			
Measurement mm		Length	Width	Height
	Pump	500	282	310
	Hotbox	680	630	1030
		When pump loaded length = 960		
Export Packing mm		1020	820	1150

Comar Architectural Aluminium Systems

Baily Garner

Croydon College

Fenestration

08-02-2023

Fenestration

Contents

Ss_25_30_20_25 Doorset systems 1

Pr_30_59_98_02 Aluminium window units 5

Ss_25_30_20_25 Doorset systems

Systems

Ss_25_30_20_25 Doorset systems 7Pi CD Doors

1. Description:
2. System performance: [Ss_25_30_20/205 Design submittals](#); [Ss_25_30_20/210 Performance requirements generally](#); [Ss_25_30_20/225 Weathertightness performance](#); [Ss_25_30_20/230 Resistance to wind load](#); [Ss_25_30_20/235 Air permeability](#); [Ss_25_30_20/240 Acoustic performance](#); [Ss_25_30_20/250 Mechanical strength requirements](#); [Ss_25_30_20/260 Doorset security performance](#); [Ss_25_30_20/265 Inclusive design](#); [Ss_25_30_20/290 Compliance with performance requirements](#)
3. System manufacturer: [Comar Architectural Aluminium Systems](#)
4. Contact details
 - 4.1. Address: TPG - The Parkside Group Ltd
The Willow Centre
17 Willow Lane
Mitcham
Surrey
CR4 4NX
 - 4.2. Telephone: [+44 \(0\)20 8685 9685](tel:+44(0)2086859685)[07714521242](tel:+44(0)2077145212)
 - 4.3. Web: www.comar-alu.co.uk
 - 4.4. Email: projects@parksidegroup.co.uk robs@parksidegroup.co.uk
5. Product reference: [Comar 7Pi CD Commercial Swing Door](#)
6. Glazing : Insulating glass units all ground floor and easily accessible glazing must incorporate one pane of laminate glass to be a minimum thickness of 6.4mm or be successfully tested to BS EN 356:2000 P1A
7. Execution: [Ss_25_30_20/610 Pre-construction survey](#); [Ss_25_30_20/615 Installation of replacement external doors and hatches](#); [Ss_25_30_20/642 Installing external doorsets or frames](#); [Ss_25_30_20/675 Installation of emergency and panic exit devices](#); [Ss_25_30_20/680 Frame sealant joints](#); [Ss_25_30_20/695 Protection of components](#)
8. System completion: [Ss_25_30_20/895 Verification of performance](#)

System performance

Ss_25_30_20/205 Design submittals

1. Purpose:
2. Design submittals: Typical plan, elevational and section drawings at suitable scales.
3. Validation submittals:
4. Timing:
5. Format:

Ss_25_30_20/210 Performance requirements generally

1. Requirement: Complete the design of the system to [BS EN 1634-1](#).

Ss_25_30_20/225 Weathertightness performance

1. Standard: [BS 6375-1](#)
2. UK exposure category:

3. Door performance: Fulfil classification parameters given in [BS 6375-1](#) for weathertightness relating to specified UK exposure category.

Ss_25_30_20/230 Resistance to wind load

1. Resistance to wind load: To [BS EN 12210](#), Class 3.

Ss_25_30_20/235 Air permeability

1. Air permeability: To [BS EN 12207](#), Class 2.

Ss_25_30_20/240 Acoustic performance

1. Sound insulation rating:

Ss_25_30_20/250 Mechanical strength requirements

1. Standard: To [BS EN 1192](#).
2. Category of duty: Class 1.

Ss_25_30_20/260 Doorset security performance

1. Threat sources:
2. Risk assessment:
3. Intruder resistance:
4. Ballistic resistance:
5. Explosion resistance
 - 5.1. Standard:
 - 5.2. Zoning:
 - 5.3. Blast duration:
 - 5.4. Pressure mode:
 - 5.5. Overpressure (maximum):
 - 5.6. Rebound pressure (maximum):
6. Conformity:

Ss_25_30_20/265 Inclusive design

1. Design standards: Building Regulations – [England Approved Document M1](#) and [M2](#).
2. Design considerations
 - 2.1. Occupancy: As Access Statement.
 - 2.2. Planning Permission use class:
 - 2.3. Additional requirements: As Access Statement.
3. Risk assessment
 - 3.1. Scope:
 - 3.2. Consultees:
4. Inclusive design:
5. Best practice design
 - 5.1. Manifestation of glazing: Provide two zones: 850 – 1000 mm and 1400 – 1600 mm from finished floor level. Manifestation to cover 10% of each zone and to contrast visually with background under both natural and artificial lighting.
 - 5.2. Visual contrast:
 - 5.3. Door furniture

5.3.1. **Operability:** Knobs not permitted. Operable with clenched fist.

5.3.2. **Projection:** 70 mm maximum.

5.3.3. **Maximum torque:** Oval cross-section handle: 8 N m to depress and 5.5 N m to lift or
Rectangular cross-section handle: 4 N m to depress and lift.

Ss_25_30_20/290 Compliance with performance requirements

1. **Purpose:** Proof of compliance with specified performance.
2. **General requirements:** Include details of performance related to the particular elements of construction.
3. **Method**
 - 3.1. Laboratory project testing :
 - 3.2. Previous test results:
4. **Testing authority:**
5. **Submissions**
 - 5.1. Format:
 - 5.2. Timing:

Execution

Ss_25_30_20/610 Pre-construction survey

1. **Procedure:** Before starting work on designated items, take the site dimensions, record them on shop drawings and use them to ensure accurate fabrication.
2. **Designated items:**
3. **Primary support structure:** Survey sufficiently to verify that the required accuracy and security of erection can be achieved.
4. **Timing:** Before fabrication.

Ss_25_30_20/615 Installation of replacement external doors and hatches

1. **Removal of existing**
 - 1.1. Door:
 - 1.2. Hatch:
 - 1.3. Frame:
2. **Opening preparation:**
3. **Replacement doors (England and Wales)**
 - 3.1. Installation:
 - 3.2. Submission:

Ss_25_30_20/642 Installing external doorsets or frames

1. **Standard:** In accordance with [BS 8213-4](#).
2. **Fixings and fasteners:**

Ss_25_30_20/675 Installation of emergency and panic exit devices

1. **Installation:** Emergency exit devices in accordance with [BS EN 179](#). Panic exit devices in accordance with [BS EN 1125](#).

Ss_25_30_20/680 Frame sealant joints

1. **Application:** Prepare joints. Form triangular fillets finished to a flat or slightly convex profile.

Ss_25_30_20/695 Protection of components

1. **General:** Do not deliver to site components that cannot be installed immediately or placed in clean, dry, floored and covered storage.
2. **Stored components:** Stack on level bearers, separate with spacers to prevent damage by and to projecting hardware, beads, etc.

System completion

Ss_25_30_20/895 Verification of performance

1. Requirements:
2. Submissions
 - 2.1. Format:
 - 2.2. Timing:

Ω End of System

Pr_30_59_98_02 Aluminium window units

Products

Pr_30_59_98_02 Aluminium window units 5Pi Advanced

1. Description:
2. Manufacturer: [Comar Architectural Aluminium Systems](#)
3. Contact details
 - 3.1. Address: TPG - The Parkside Group Ltd
The Willow Centre
17 Willow Lane
Mitcham
Surrey
CR4 4NX
 - 3.2. Telephone: [+44 \(0\)20 8685 9685](#) 07714521242
 - 3.3. Web: www.comar-alu.co.uk
 - 3.4. Email: projects@parksidegroup.co.uk robs@parksidegroup.co.uk
4. Product reference: [Comar 5P.i Advanced](#)
5. Window Types: Side and Top hung casements
6. Size:
7. Standard: Non-fire and/ or smoke-rated windows to [BS EN 14351-1](#) and [BS 4873](#).
8. Product performance
 - 8.1. Safety
 - 8.1.1. Security level:
 - 8.2. Environmental
 - 8.2.1. Background ventilation: DucoStrip TBC
 - 8.2.2. Acoustic performance rating:
 - 8.3. Thermal
 - 8.3.1. Whole window U-value: <1.6 W/m²K.
9. Frame
 - 9.1. Profile: Extruded Profiles are of Aluminium Alloy 6063 T5 or T6 to BS EN755 and BS EN 12020
 - 9.2. Finish as delivered
 - 9.2.1. Coating: Powder coating to [BS EN 12206-1](#). Anodized to [BS EN 3987](#).
 - 9.2.2. Colour: Polyester Powder Coated or anodized finish by The Parkside Group Limited
 - 9.2.3. Film thickness (minimum): 60 micrometres.
10. Glazing or infill
 - 10.1. Standard: Relevant parts of BS EN 1279.
 - 10.2. Requirements: Thermal Insulating Glass
Insulating glass units all ground floor and easily accessible glazing must incorporate one pane of laminate glass to be a minimum thickness of 6.4mm or be successfully tested to BS EN 356:2000 P1A
11. Hardware: High Level Casements to be fitted with Teleflex gearing.

High Level Casements to be fitted with Camstay folding openers with Bar and Hook Eye operation

High Level Casements to be fitted with Automated Actuators. SE Controls or similar.

Side / Top Hung Opening Casements

Locking Handles with Shootbolt operation tested to SBD (PAS24)

Axim Locking Handles with Shootbolt Locking

Handle Colour -

RAL 7016

Silver

Black

White

Polished Chrome

Stainless Steel

Tilt & Turn

Chrono or Giesse Gearing

12. Operation

12.1. Type:

13. Execution: [Pr_30_59_98/635 Fixing of aluminium frames](#)

Pr_30_59_98_02 Aluminium window units 9Pi Ladder Frame

1. **Description:** External Facade / Facade systems, fixings, interface and fire prevention details to be checked and signed off by third-party structural engineer and fire consultant
2. **Manufacturer:** [Comar Architectural Aluminium Systems](#)
3. **Contact details**
 - 3.1. **Address:** TPG - The Parkside Group Ltd
The Willow Centre
17 Willow Lane
Mitcham
Surrey
CR4 4NX
 - 3.2. **Telephone:** [+44 \(0\)20 8685 9685](#) 07714521242
 - 3.3. **Web:** [www.comar-alu.co.uk](#)
 - 3.4. **Email:** [projects@parksidegroup.co.uk](#) [robs@parksidegroup.co.uk](#)
4. **Product reference:** [Comar 9P.i High Performance Window Walling, Windows & Doors](#)
5. **Frame**
 - 5.1. **Profile:**
 - 5.2. **Finish as delivered**
 - 5.2.1. **Coating:** Powder coating to [BS EN 12206-1](#). Anodized to [BS EN 3987](#).
 - 5.2.2. **Colour:**
 - 5.2.3. **Film thickness (minimum):** 60 micrometres.
 - 5.3. **Ventilator:** [DucoStrip](#) TBC
6. **Glazing or infill**
 - 6.1. **Standard:** Relevant parts of BS EN 1279.
 - 6.2. **Requirements:** Thermal Insulating Glass
Insulating glass units all ground floor and easily accessible glazing must incorporate one pane of laminate glass to be a minimum thickness of 6.4mm or be successfully tested to BS EN 356:2000 P1A
7. **Hardware:** High Level Casements to be fitted with Teleflex gearing.

High Level Casements to be fitted with Camstay folding openers with Bar and Hook Eye operation

High Level Casements to be fitted with Automated Actuators. SE Controls or similar.

Side / Top Hung Opening Casements Fitted with restrictors.

Locking Handles with Shootbolt operation tested to SBD (PAS24)

Axim Locking Handles with Shootbolt Locking

Handle Colour -

RAL 7016

Silver

Black

White

Polished Chrome

Stainless Steel

Tilt & Turn

Chrono or Giesse Gearing

8. Execution: [Pr_30_59_98/635 Fixing of aluminium frames](#)

Execution

Pr_30_59_98/635 Fixing of aluminium frames

1. Fasteners

1.1. Type: Framing anchors.

1.2. **Spacings:** Fasteners positioned not more than 250 mm from ends of each jamb, head and sill, adjacent to each hanging point of opening lights, and at maximum 600 mm centres.

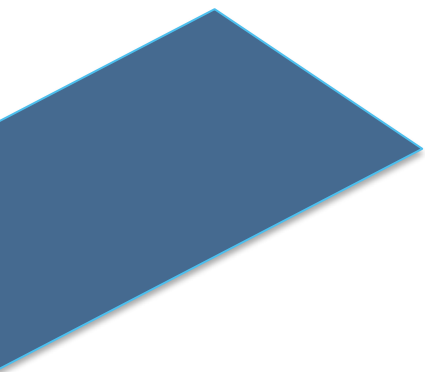
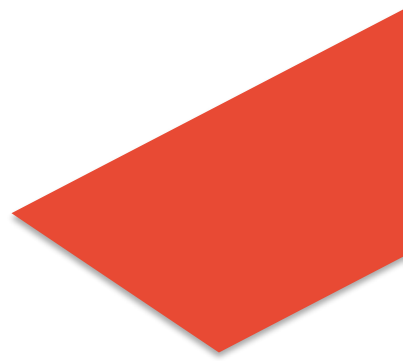
Ω End of Product



Specification created using NBS Chorus

APPENDIX C

DESIGNERS RISK ASSESSMENT



Designer's Risk Assessment



Designer:	Baily Garner LLP	Job No.	34754
Project:	External Improvements Works	Date:	10/02/2023
Principal Designer:	Ayre Chamberlain Gaunt Architects	Rev Ref / Date:	-

Ref No	Activity / Element	Potential Hazard	Population at Risk	Risk Rating			Action at Design Stage	Control Options	Residual Risk			
				L	S	R			L	S	R	
1.0	Working At Height											
1.1	Scaffolding	Unsecured or restricted scaffolding. Fall and falling objects.	Operatives, Staff, Visitors, Residents	2	3	6	Works cannot be avoided.	Use of scaffolds, towers and all access equipment to be regularly inspected by suitably qualified individuals for safety. All site staff to be suitably trained in the use of access equipment.	1	3	3	
1.2	Installation and removal of windows	Falling objects	Operatives, Staff, Visitors, Residents	2	3	6	Works cannot be avoided.	Use of scaffolds, towers and all access equipment to be regularly inspected by suitably qualified individuals for safety. All site staff to be suitably trained in the use of access equipment Method Statement	1	2	2	
1.3	Masonry/Concrete Repairs and Cleaning	Falling objects	Operatives, Staff, Visitors, Residents	2	3	6	Works cannot be avoided.	Loose/damaged sections to be repaired and dry prior to undertaking any cleaning to mitigate risk of falling.	1	2	2	
2.0	Slips, Trips and Falls											
2.1	All work activities	Access will be via scaffolding/cradles which may become slippery when wet	Operatives, Staff, Visitors	2	2	4	Ensure site set up is approved and risk assessments in place for any wet weather working.	Appropriate footwear and PPE to be worn All site staff to be suitably trained in the use of access equipment	1	2	2	
2.2	All work activities	Materials left on floor causing trips and falls.	Operatives, Staff, Visitors, Residents	2	2	4	Subject to contractor's manner of undertaking works.	Specify for the contractor to provide adequate protections, and keep the working areas clear, and report any issues throughout programme.	1	2	2	
3.0	Collision / Entrapment / Collapse - Not Applicable											

Designer's Risk Assessment



Designer:	Baily Garner LLP	Job No.	34754
Project:	External Improvements Works	Date:	10/02/2023
Principal Designer:	Ayre Chamberlain Gaunt Architects	Rev Ref / Date:	-

Ref No	Activity / Element	Potential Hazard	Population at Risk	Risk Rating			Action at Design Stage	Control Options	Residual Risk		
				L	S	R			L	S	R
3.1	Vehicle Movement	Movement of large plant and vehicles to facilitate the works	Operatives, Staff, Visitors, Residents	2	3	6	Works cannot be avoided.	Works in College hours to be limited, ensuring risk of collision is eliminated so far as possible. Dedicated banksman to navigate movement around site at all times. Appropriate barriers and signage to ensure safety of users at all times.	1	2	2
4.0	Manual and Mechanical Handling										
4.1	Access equipment	Lifting large access equipment platforms etc.	Operatives	2	2	4	Works cannot be avoided.	Provision of PPE and warning notices. Provision of Manual Handling training	1	2	2
4.2	Materials and equipment	Lifting materials in bulk and large/heavy equipment.	Operatives	2	3	6	Ensure adequate access and lifting equipment is specified.	Provision of PPE and warning notices. Provision of Manual Handling training	1	2	2
5.0	Confined Spaces										
5.1	Installation of Windows	Work within confined spaces	Operatives	3	2	6	Works cannot be avoided. Ensure temporary lighting in place where, appropriate number of operatives and provision of access equipment.	Provision of temporary lighting, and sufficiently developed RAMS and PPE.	2	1	2

Designer's Risk Assessment



Designer:	Baily Garner LLP	Job No.	34754
Project:	External Improvements Works	Date:	10/02/2023
Principal Designer:	Ayre Chamberlain Gaunt Architects	Rev Ref / Date:	-

Ref No	Activity / Element	Potential Hazard	Population at Risk	Risk Rating			Action at Design Stage	Control Options	Residual Risk		
				L	S	R			L	S	R
6.0	Fire										
6.1	Smoking and burning	Burns, ignition of flammable material	Operatives, Staff, Visitors, Residents	2	3	6	Disallow such activities.	Adequate safety training and risk assessments and Toolbox Talks, etc.	1	2	2
7.0	Electrocution										
7.1	Faulty transformer	Electrocution	Operatives	2	3	6	Ensure equipment is not overloaded and appropriate provision is in place for use by appropriately trained personnel	Regular inspections of machinery by competent and trained operatives	1	2	2
8.0	Dust / Fumes										
8.1	Removal of existing damaged render	Dust Inhalation / Contamination	Operatives, Staff, Visitors	1	2	2	Works cannot be avoided.	Wherever possible ensure areas are ventilated. Provision of PPE, Adequate safety training and risk assessments and Toolbox Talks, etc..	1	1	1
9.0	Noise / Vibration										
9.1	Use of electric tools	Noise and vibration	Operatives	2	2	4	Services to be adequately isolated prior to working. Use of BS and EU standard fixtures when adapting existing system	Provision of PPEs. Adequate safety training and risk assessments and Toolbox Talks, etc. Services to be adequately isolated prior to working. Use of BS and EU standard fixtures when adapting existing system.	1	1	1
10.0	Site Location Hazards										
10.1	Access via adjoining roads, trade vehicles and deliveries	Disruption to traffic	Operatives, Staff, Visitors, Residents	3	2	6	Ensure there is safe access routes for all path and road users. Paths and roads not to be blocked or impeded.	Competent and trained operatives and correct site induction and site plan	1	2	2

Designer's Risk Assessment



Designer:	Baily Garner LLP	Job No.	34754
Project:	External Improvements Works	Date:	10/02/2023
Principal Designer:	Ayre Chamberlain Gaunt Architects	Rev Ref / Date:	-

Ref No	Activity / Element	Potential Hazard	Population at Risk	Risk Rating			Action at Design Stage	Control Options	Residual Risk		
				L	S	R			L	S	R
10.2	College Site	Some work may be taking place while the College is occupied. Unauthorised access to the access equipment or work faces	Pupils and other potential trespassers	2	3	6	Access to the sites to be restricted by appropriate gates and fencing etc. with agreed protocols over delivery and access/egress to the site. Extensive and clear signage to be installed throughout the site.	Ensure rooms are locked before starting works in that area	1	1	1
11.0	Hazardous Materials										
11.1	Potential Asbestos	Potential Exposure to Asbestos	Operatives, Staff, Visitors, Residents	2	3	6	Contractor to undertake R&D survey in advance of the works.	Competent and trained operatives. Site induction and site plan (regarding discovery of potential ACM)	1	2	2
12.0	Cuts and Abrasions										
12.1	Strip up of existing materials; windows and render.	Harm due to sharp edges	Operatives	2	2	4	No possible action at design stage	Competent and trained operatives and correct site inductions and PPE	1	1	1

Legend	Severity		
Likelihood	1 - Minor	2 - Moderate	3 - Severe
1 - Unlikely	1	2	3
2 - Fairly Likely	2	4	6
3 - Likely	3	6	9

APPENDIX D

PHOTOGRAPHIC SCHEDULE

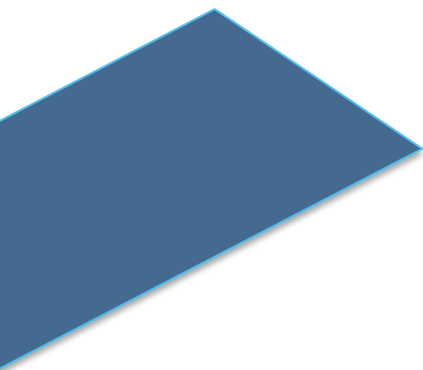
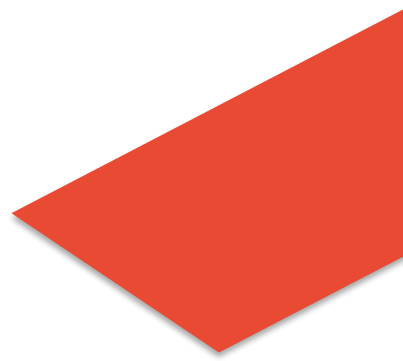




Photo Schedule Croydon College

External Improvement Works



