

Uplands Manor Primary School

PRELIMINARY PARTICULARS

Parties

Client: Uplands Manor Primary School, Addenbrooke Road, Smethwick, West Midlands. B67 6HT

Client Presentative and Designer: Sharon Lister – Strategic Business Director

CDM Consultant: TBC

The Contractor: Shall mean the individual or firm or company undertaking the Works and shall include the legal personal representatives of such individual or of the persons comprising such firm or company and the permitted assigns of such individual or firm or company.

TENDERING CONDITIONS AND INFORMATION

PRICING

Contractors are required to provide one fixed fully priced and totalled Specification to the School prior to the deadline.

Tender price all-inclusive: The Contractor shall include in their tender price for executing every item of work of whatever nature that is shown or implied by the drawings whether or not it is actually detailed or annotated and shall also include in the tender price for handing over the Works clean, functional and complete, fit for immediate occupation and use as intended.

DRAWINGS AND OTHER TENDER DOCUMENTS

The following documents are provided for tendering purposes:

Area 1 to 7 – Ground Floor - Drawings
Area 1 to 7 - Ground Floor - Information
Area 8 to 13 – First Floor - Drawings
Area 8 to 13 – First Floor - Information
Asbestos Report
Tender Submittal Form

The contractor's attention is particularly drawn to the necessity for all dimensions to be physically checked on site against drawings prior to manufacture or fabrication of components and/or commencement of construction work and to report any apparent discrepancy forthwith. It is essential that Sub-Contractors, Suppliers and Directly Employed Contractors and Suppliers are likewise acquainted with these requirements as failure to detect any discrepancy where such would have been found by physical checking shall invalidate any claim for additional payment arising from dimensional discrepancies.

Checking: Upon receipt of the tender documents check that all the information necessary for preparing the tender has been provided.

Report any missing documents, pages or discrepancies to the School Representative. No claim for loss consequent upon failure to do so will be entertained.

Alterations: Do not amend the documents without written authorisation.

Method of Measurement: Dimensions provided are to assist with area sizes, contractors are to measure up for themselves to ensure accuracy and for ordering purposes etc.

Specification: The Specification prepared is an indicative schedule of instructions describing the nature of the method of construction and amplifying the information shown on the drawings required in carrying out the contract work. The specification shall form the basis for the adjustment of variations and final account.

Interpretation of the Specification: The work has generally only been briefly described as the Contractor will (a) have been deemed to have visited the site in order to familiarise themselves as to the nature and extent of the work and (b) have read the descriptions in the work section in conjunction with the drawings etc. The Contractor shall take the necessary particulars for ordering materials and from the work in progress and shall not use this specification for that purposed.

INSPECTING THE SITE

Before tendering: Inspect the site and ascertain all factors relating to its location, ground conditions, working space and details of all matters concerning the site including any restrictions limiting working hours or noise, affecting the order of the works or necessitating overtime, the areas and property adjacent to the site and the provision of adequate and suitable labour for the Works.

EXISTING SITE LEVELS

The Contractor shall be deemed to have checked all existing site levels as no claim will be entertained in this respect.

Current CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS will apply.

TENDERING PROCEDURES

Method of obtaining tenders: All clarification questions to be submitted via the procurement email titled "clarification question", and answers will be provided to all interested parties via Find A Contract. Tender submissions must be via the procurement email address and titled "Tender Submission" prior to the deadline. Any tenders submitted late, may not be considered

Results of Tenders: All contractors who submit a tender, will be informed if their tender was successful or not, and feedback provided on request.

Tenders: The Employer does not bind himself to accept the lowest or any tender and the tenderer must supply this tender without charge to the employer who reserves the right of proceeding with any portion of the work as they may decide.

Evaluation period: Tenders to remain open for acceptance for three months from the date stated for the return of Tender.

The Contractor is to note that they should read the drawings and the specification together when pricing the works. No claim for loss consequent upon failure to do so will be entertained.

GENERAL DESCRIPTION OF THE WORKS

The Works comprise: Alterations and refurbishment to toilets etc.

The Contractor is to note that the works will be carried out during the school holiday period.

Location: Uplands Manor Primary School
Addenbrooke Road
Smethwick
West Midlands
B67 6HT

Access: The Contractor must visit the site and ascertain the access arrangements. No claim for loss consequent upon failure to do so will be entertained.

Boundaries: The boundaries of the site are limited to the works and allocated external areas.

Adjacent and Abutting Buildings: The Contractor must visit the site and ascertain for himself the location of any adjacent or abutting buildings, walls and fences whether shown on the tender drawing or not.

Services on and over the site: It is the contractor's responsibility to visit the site and ascertain for themselves the extent of existing services and drains whether shown on the tender drawings or not. No claim for loss consequent upon failure to do so will not be entertained.

Arrangements for visiting the site: Site visits must be agreed prior to visiting by arrangement with the Sharon Lister, Strategic Business Director.

CONTRACT

Form of contract: Agreement for Minor Building Works 2016 Edition in with contractor's design element.

Tender document: Drawings & Schedules of Work

Contractor Design Elements: Mechanical and electrical installations.

SCHEDULE OF CONTRACT CLAUSES

The descriptions opposite the numbered clauses set out below are intended as an indication only of the subject matter of the clauses but the tenderer shall include in the tender for the full cost of

complying with the requirements of Conditions of Contract referred to above together with such alterations, amendments and insertions as are referred to in this document.

ARTICLES OF AGREEMENT

CONDITIONS

1. Definitions and Interpretation
2. Carrying out the Works
3. Control of the Works
4. Payment
5. Injury, Damage and Insurance
6. Termination

INSERTIONS, ALTERATIONS OR AMENDMENTS TO THE CONDITIONS OF CONTRACT

This Agreement	Uplands Manor Primary School Addenbrooke Road Smethwick West Midlands B67 6HT
----------------	---

Contractor Name
(to be agreed)

Alterations and refurbishment to first aid room, staff and pupil toilets"

Uplands Manor Primary School, Addenbrooke Road, Smethwick, West Midlands, B67 6HT

Contract Sum	(to be agreed)
Commencement Date:	22/07/2024
Completion/Handover Date:	30/08/2024
Rectification Period:	12 Months from agreed completion.
Payment on Handover:	97.5%
12 Month Retention:	2.5%

ADDITIONAL INFORMATION RELATING TO THE CONDITIONS OF CONTRACT

No Allowance will be made to the Contractor for loss of profit on any items omitted from the Contract in whole or in part.

Where daywork is authorised as being the method of valuing variations, it is to be understood that only the Nationally agreed rates of wages will be allowed in respect of operatives engaged upon the day works.

Should the contractor be required to submit lump sum estimates for any work required to be carried out as a variation of this contract, such lump sum estimates are to be inclusive of all costs arising from any preliminary clauses, summary items or general conditions set out in the Specification and no addition shall be made to the lump sum estimates for any cost arising from such preliminary clauses or conditions in the settlement of the account.

The Contractor will be required to satisfy the Employer, prior to signing the Contract that it has an appropriate sub-contractor's Certificate from the Inland Revenue.

The Contractor is also reminded that it is his duty and responsibility to satisfy themselves that all sub-Contractors also hold an appropriate Sub-Contract's Certificate from the Inland Revenue.

SUPPLEMENTAL CONDITIONS

Value Added Tax - the Employer shall pay to the Contractor any value added tax properly chargeable by the commissioners of Customs and Excise on the supply to the Employer of any goods and services by the Contractor under this contract in the manner set out in this condition.

Statutory tax deduction scheme: Employer at Date of Tender is a "Contractor" for the purposes of the Act and Regulations.

The Contractor will be required to satisfy the Employer, prior to signing the Contract that they have an appropriate sub-contractor's Certificate from the Inland Revenue.

The Contractor is also reminded that it is his duty and responsibility to satisfy himself that all Sub-Contractors also hold an appropriate Sub-contractor's Certificate from the Inland Revenue.

GENERAL CONDITIONS

SCHEDULE OF EXISTING CONDITIONS

Before work commences: In conjunction with the School Representative, prepare and agree a schedule of the conditions of adjacent buildings, roads, footpaths, fences and boundary walls.

SNAGGING CONTROL

The Contractor is required to keep on site a "snagging book" in which snagging items will be recorded following each site meeting in conjunction with the School Representative.

The Contractor is required to make good all snagging items so recorded prior to the next site meeting and making good of these items will be checked by the School Representative at this meeting.

The Contractor is specifically required to ensure that these snagging time does not remain unrectified until the end of the project

PRACTICAL COMPLETION AND DEFECTS LIABILITY

The Contractor will be required to agree a "snagging list" in conjunction with the School Representative three days before the Date for Completion. The Contractor is to fully complete the items listed within 3 days (including Saturday and Sunday) so that the works are completed by the Date for completion.

The Foreperson in charge of this project will be expected to generally coordinate matters of snagging etc during the three days.

The School may at any time during the Twelve months ask the Contractor to carry out repairs or replace items that are defective, at the contractors cost.

DEFECTS LIABILITY PERIOD

The Contractor will be held liable at the end of the maintenance period for making good decorations where affected by the drying out of the building and should allow either here or in the rates for the cost of carrying out this work.

The Contractor will be required to agree a "defects list" in conjunction with the School Representative twelve months after the Date for Completion. The Contractor is to fully complete the items listed within 14 days (including Saturday and Sunday). Works in the school will be required to be executed out of school hours.

SPECIAL CONDITIONS, OBLIGATIONS AND RESTRICTIONS

Restrictions on delivery times; Delivery lorries will not be permitted access to the school grounds other than from the main school entrance.

Parking of Contractors vehicles: Limited contractor's parking will be allowed on site – details to be agreed.

Possession of site: Immediate possession of parts of the site necessary to carry out the works will be given upon signing the Contract, subject to any Date of Possession included in the Appendix to the Contract Conditions.

Use of the site: The Contractor shall not use the site for any purpose other than that of carrying out the Contract Works. The proposed siting of all spoil heaps, stocks of materials, temporary roads and temporary accommodation for the use of the Contractor, shall be approved by the School Representative.

Site Access: The Contractor's access to the works will be off Thompson Road.

Advertising rights: the sole right of advertising upon or adjacent to the property or any poles, hoarding or apparatus whatsoever forming part of or incidental to the Works is reserved by the School.

Employment of Labour: Only recognised operatives are to be employed. No "lump" labour is to be engaged upon the works.

Traffic and Police Regulations: The Contractor shall comply with any traffic and police regulations in force at the time of carrying out the Contract.

Setting out: The Contractor is to take all site dimensions, check site dimensions in relation to the drawings and take responsibility for setting out the works.

Measurements: Give reasonable notice to the School Representative before covering of work which requires to be measured.

Materials found on site: Any materials, other than earth filling, which are discovered on site during excavation or demolition and the like and which are suitable for incorporation in the permanent work may only be used for permanent work with the written consent of the School Representative.

Reclaimed materials: The Contractor is prohibited from excavating, demolition and the like for the sole purpose of obtaining building materials.

Access for the Client and their representatives to the Works: The Client and their representatives shall at all reasonable times have access to the Works and to the Workshops or other places of the Contractor where work is being prepared for this Contract and when work is to be prepared in Workshops or other places of Domestic SubContractor the Contractor shall by a term in the Sub-Contract so far as possible secure a similar right of access to those workshops or places for the School and their representatives and shall do all things reasonably necessary to make such right effective.

Inspecting the works: The Contractor shall provide all necessary plant and tools to enable the School Representative to inspect the works during the contract period, periodically through the defects liability period and at the end of the defects liability period.

Noise: Keep noise on the site to as low a level as can be practicably attained. Use mufflers and acoustic enclosures if necessary. Use electric powered tools and plant where possible. Prevent nuisance by radio receivers and similar devices. Comply with BS5228 "Code of Practice for Noise Control on Demolition and Construction Sites" and ascertain the Local Authority's requirement in this respect.

The Contractor is to note that other works will be on-going during the toilet renovation works under separate contracts. The contractor is to allow for any costs associated co-ordinating with other contractors.

It shall be the sole and final decision of the School Representative to direct that plant and equipment shall be operated on such part of the site as the School Representative shall consider likely to cause the minimum disturbance, dust, noise, nuisance and inconvenience aforesaid.

Nuisance generally: Prevent smoke, dust, fumes, spillage, pollution of waterways and any other form of nuisance. Do not dump any waste other than in authorised tipping areas. Comply with all reasonable requests from the public and adjoining occupiers.

Work on adjoining land: The Contractor shall give any notice required to adjoining owners and tenants and make all necessary arrangements with owners or tenants for permission to enter land or premises adjoining the Works. The contractor shall use all reasonable measures to avoid causing inconvenience and shall indemnify the Employer from any claim or action for damages on account of unauthorised trespass or other misconduct of his or any Sub-Contractor's employees.

Work outside the boundary of the site: The Contractor shall execute any work outside the boundary of the site in such a manner as to cause the minimum inconvenience to adjacent owners, occupiers and the general public. The Contractor shall provide temporary steel sheeting and supports as necessary for vehicular and pedestrian traffic, necessary barriers, watching, lighting and safety precautions.

Control of Pollution act 1974: The attention of the Contractor is drawn to the Provisions of Section 60 of the Control of Pollution Act 1974 with reference to the control of noise in relation to any demolition or construction works and the need, particularly where such works are adjacent to occupied property where a high sensitivity to noise may be anticipated, to ascertain from the Local Authority what requirements or restrictions, if any, shall apply to the Works in this respect. The restrictions may relate to the type of plant to be used, the methods of working to be adopted, the hours of working permissible and may in addition impose a maximum noise level at the site boundary which must not be exceeded. The attention of the Contractor is also drawn to the Provision of Section 61 of the Control of Pollution act 1974, with reference to the issue prior consent any application under that section should be made to the Local Authority on the appropriate Form available from them.

The Contractor is to be held responsible for complying with such requirements, restrictions or consents together with any other stipulations which attention may be drawn to from time to time by the competent Authorities and is to allow in his tender for any costs or expenses arising from such compliance. No instruction issued to the Contractor by the School Representative or their authorised representative shall relieve the Contractor from compliance with the Control of Pollution Act 1974.

Cleanliness: Keep the Works clean and tidy at all times. Remove rubbish and debris, do not permit it to accumulate, cause obstructions or become a fire risk.

Tipping: The contractor shall allow for taking all reasonable precautions to prevent excavated spoil, rubbish, surplus materials and the like arising from the contract works being dumped on an area other than a public or private tip controlled or recognised by the Local authority and shall comply with all legislation governing the controlled tipping of refuse.

Sub-Contract tipping: Where carting away is sub-let, the Contractor shall require such carriers to state the location of their proposed tipping area or areas.

Unauthorised tipping: Should it be shown to the satisfaction of the School Representative that any excavated spoil, rubbish, surplus material and the like have been deposited elsewhere other than at a recognised tip the Contractor shall be held responsible for clearing away such deposits at his own cost and ensuring that they are placed in a recognised tip.

Samples: The Contractor must include for all costs associated with the provision and preparation of samples of materials for the approval of the School Representative

Where approval of products or materials is specified, submit samples or other evidence of suitability. Orders placed or work carried out prior to approval shall be entirely at the Contractor's risk unless otherwise agreed by the School Representative. Samples are to be retained on site by the contractor until Practical Completion, following which the Contractor shall return samples to their sources or otherwise clear away and dispose of samples off site.

Proprietary names: The Contractor's attention is drawn to the fact that the prerogative for alteration of any specified material or articles to another material or article lies with the School Representative

and it must be distinctly understood that the specified material or articles must be included for at Tender Stage. If at a later date the Contractor obtains the consent of the School Representative in writing, to substitute another material or article for that originally named on the drawings or in the Specification and if the price of such substituted material or article varies from that originally named on the drawings or in the Specification then due cost adjustment will be made.

PROGRAMMING

Outline programme: Contractors must supply with their tender an outline programme showing:-
commencing and finishing dates of all major activities.

Master programme: As soon as possible after the execution of the contract, prepare and distribute a Works programme as follows: a)
In a readily understandable format (eg a bar chart)

- a) Showing commencing and finishing dates of all major activities, including the work of Sub-Contractors and other work concurrent with the Contract, complying with the contractual period of time.
- b) All Sub-Contractors and, Suppliers are to be kept informed of the programme of works and are to be supplied with sufficient information, in sufficient time, to ensure that they comply with its requirements.
- c) Due allowance must be made for the time required for testing and commissioning.
- d) Showing when critical information is required from the School Representative or others.
- e) Send two copies to the School Representative and other consultants.
- f) Distribute to all other interested parties.
- g) Display copies of the programme in the appropriate site office and regularly annotate to show actual progress at weekly intervals.
- j) Update and distribute copies as stated whenever changes occur.
- k) Commentary by the School Representative shall not be construed as an instruction nor shall any such commentary relieve the Contractor of any responsibilities.

Progress meetings: site progress meetings shall be held when required by the School Representative. They shall be chaired and minuted by the School Representative and shall be attended by the representatives of the Main Contractor and Consultants. Other firms or authorities shall not be represented without the prior agreement of the School Representative. The Contractor shall table his typed progress report indicated percentage of work actually carried out.

The Contractor will be required to submit a written report at each formal site meeting detailing labour strengths, supply of materials and percentage progress compared with programme.

MANAGEMENT AND ADMINISTRATION

Generally: Provide on and off site management and administration.

Liaison: Liaise with the Police, Local authority and all other authorities and parties concerned.

Supervision: Co-ordinate and supervise all Works personnel and activities.

Records: Keep a properly documented and dated job diary available for inspection when so requested.

Events to be recorded: Record all events relevant to the construction of the works on a daily basis, including those mentioned hereunder:

- a) All drawings or other documents issued or requested.
- b) All instructions issued to the Contractor and the action taken: this shall include verbal instructions and the date of written confirmation
- c) Brief details of daywork.
- d) Weather conditions including temperatures, rain, wind and other conditions which are abnormal.
- e) Records of tests if not recorded elsewhere (eg concrete tests).
- f) Any poor workmanship observed or reported: any condemned work stating the reasons.
- g) Delays and their cause.
- h) Labour problems.
- j) Commencing and completion dates of significant stages of work, with particular reference to work which requires time to cure or dry out (e.g. screeds)
- k) All visitors to site
- l) Any snagging items recorded during the Works and their making good.

A Recording equipment: provide the following: -

- a) Adequate thermometers of various types carefully sited to give representative readings.
- b) Tel-tales if necessary, affixed as directed.
- c) A camera, if photographs are considered the best method of obtaining a record.

PHOTOGRAPHIC RECORD

A full photographic record shall be taken of the site and any existing buildings prior to the execution of any works and again on completion. The photographs shall be retained for record purposes by the Contractor but made available to the School Representative upon request. The photographs shall be supplemented by a Schedule of Conditions on the request of the School Representative

A monthly, fortnightly or weekly photographic progress record of the project shall be maintained by the Contractor (as appropriate). The record shall comprise sufficient detail to depict the state and progress of the Works as may be reasonably requested by the School Representative. Two sets of prints shall be submitted to the School Representative within two weeks of the day on which they were taken. All photographs shall be annotated on the reverse with an identifying title and the date on which the photographs were taken.

LABOUR AND WELFARE

Insurances: Provide liability insurance and all other insurances of workpeople required by the National Insurance Acts and other relevant Acts, Regulations and Agreements, in order to properly fulfil all the Contractor's duties as an employer.

Compulsory contributions: The contractor shall allow for discharging all payments due as compulsory contributions payable under or by virtue of any Act of Parliament.

Disbursements arising from the employment of workpeople: The Contractor shall allow for all expenses in connection with labour in respect of liability to comply with the current Working Rule Agreement for Building Trades Operatives and any amendment thereto, as approved by the appropriate Regional Joint Committee and the National Joint Council for the Building Industry.

Safety, health and welfare: Provide everything necessary for the safety, health and welfare of all persons on the site at all times in compliance with the relevant Acts, Regulations and Byelaws. Provide industrial safety helmets to BS5240 for the use of all personnel, including all Sub-Contractors and authorised visitors where necessary. The Contractor shall be expected to use his best endeavours to ensure that helmets are worn by all personnel on site.

Protective clothing: Providing of protective clothing for the use of visitors to the site including safety helmets and such weatherproof equipment as may be necessary.

Hazardous Substances: The Contractor is to comply with all regulations relating to the Control of Substances Hazardous to Health Regulations 1988 (COSHH).

Bonus schemes, incentive payments etc: the cost of all bonus, incentive payments including enhanced wage rates and overtime necessary to complete the Works within the Contract Period will be deemed to be included in the tender.

The Contractor should note that all overtime working (including 24 hours a day, 7 days a week if necessary) must be carried out in order to achieve the Completion Date and that all costs associated with this must be included within the Tender Sum. No Claim for additional costs arising from any overtime working will be entertained.

Transport of workpeople: The contractor shall allow for transporting of workpeople to and from the site and of importing labour from outside the district if necessary.

Fire precautions: the Contractor shall ensure that all personnel engaged upon the site observe all necessary precautions to reduce the risk of fire.

Working with asbestos: When workpeople are required to work with or remove asbestos or asbestos based materials, the Contractor shall comply with requirements of the Health and Safety at Work Act, 1974, the Asbestos Regulations, 1969, the Asbestos (Licensing) Regulations 1983, and the Codes of Practice and Guidance Notices published by the Asbestos Research Council and any statutory orders made thereunder or any amendment or re-enactment of same. Include for all fees or costs in connection with any work necessary under these regulations.

PROTECTION AND SECURITY

General protection: Protect the works, the site generally and property adjacent to or not forming part of the Works from mechanical or general damage or deterioration arising from the Works activities. Prohibit members of the public from entering the site or any part of the Works.

Weather protection: Protect the Works from any damage arising from the weather.

Building in inclement weather: The Contractor will be expected to avail himself of all reasonable means and aids to the building in inclement weather which are currently available in using his best endeavours to prevent or minimise delays; and the extent to which he has done so will be taken into account when assessing any extension of time which may be given because of frost, inclement weather or the like causes.

De-watering: the contractor shall allow for keeping the whole of the excavations free from ground and surface water including the use of pumps if necessary.

Roads and paths: Protect and keep free of obstructions drains, gullies, sewers, road, paths, paved areas and access routes to, from and across the site. Take precautions to prevent mud or debris being deposited on highways. Repair or pay the cost of repairs arising from the Works activities.

Protect planted areas: Protect all plants and cultivated areas including associated hard landscaping and features.

Existing services: Protect and secure the safety (and temporary diversion if necessary) of:

- a) live services known of at the time of tender (which is described in the appropriate work section);
- b) other services (unknown of or unlocated at time of tender) from the time of their location.

Maintenance of existing services: Notify all service authorities of proposed works before commencing site operations. So far as reasonable ascertain location of services or confirm that one exist in the vicinity of the works. Protect, uphold and maintain all services. Do not interfere with their operation without consent of the service authorities, or private owners or the School Representative as appropriate. Should any damage occur to any service immediately notify the School Representative and through the service authority immediately arrange for the damage to be rectified.

Existing sewers: Great care must be taken to maintain the flow of existing sewers and drains during the progress of work. When such interference or connection is necessary for carrying out the sewerage or drainage of the site the consent of the School Representative must be obtained.

Security: Safeguard the Works, including materials and work by firms employed direct from theft, vandalism or other damage by persons. Ensure that the security of adjacent property is not lessened due to Works activities and prevent workpeople from trespassing upon adjacent property.

Temporary fencing/hoarding: Provide and erect, at the commencement of the contract works and clear away on completion, temporary secure partitioning, fencing/hoardings as deemed necessary, together with all necessary access gates, with proper and secure fastenings, lighting etc. the Contractor should note that any fencing/hoardings must be to the approval of the School Representative and Planning Supervisor.

No part of the fencing, hoardings, gates, etc shall be permitted to encroach on any carriageway or footpath, unless authorised and a permit obtained.

Watching: Provide all necessary watching and lighting (if not allowed for under fencing/hoardings or other temporary works).

TEMPORARY WORKS

Generally: Design, provide, maintain and adapt where required the following temporary equipment and services as necessary for the efficient execution of the Works. Remove when no longer required and reinstate any work disturbed. Temporary works required to be left in position will be subject to approval.

Plant: Mechanical and non-mechanical plant of every description including vehicles, cranes, hoists, general equipment and hand tools for the following trades:

- a) Demolition/Alteration/Renovation
- b) Groundwork
- c) In-situ concrete/Large precast concrete
- d) Masonry
- e) Structural/Carcassing metal/timber
- f) Cladding/covering
- g) Waterproofing
- h) Linings/Sheathing/Dry Partitioning
- j) Windows/Doors/Stairs
- k) Surface finishes
- m) Furniture Equipment
- n) Building Fabric sundries
 - Paving/Planting/Fencing/Site furniture
- o) Disposal systems
- p) Piped supply systems
- q) Mechanical heating/cooling/refrigeration systems
- r) Ventilation/Air Conditioning systems
- s) Electrical supply/power/lighting systems
- t) Communications/Security/Control systems
- u) Transport systems

Access to the site: Form safe and adequate access. Reinstate any fence removed on completion.

Vertical access, platforms, enclosures: Scaffolding and associated equipment, fans, gantries, mobile towers and platforms, safety and weather enclosures.

Shores and props: Shores, props, struts and bracing not specifically required by the Structural Engineer.

Casings: Covers, screens, dust covers, tarpaulins and other protective materials.

Barriers: Hoardings, fences, gates and guard rails, etc.

Communications: signs and notices;

Roads etc: Tracks, ramps, crossing, hardstandings and planked walkways.

Water: Supply to be taken from the Centre supply at a point to be agreed.

Lighting and power: Artificial lighting and power from appropriate energy sources including means of distribution and fittings: and meters if required: comply with all requirements of the Local Electricity Board, and the latest Statutory Regulations. All supplies to be 110V, no 240V tools or equipment will be allowed on site.

Fire-fighting: Precautions against fire including adequate fire-fighting equipment: clearly marked and unobstructed escape routes.

Buildings: Provide huts and other demountable/removable buildings for offices, storage, welfare etc. The proposed siting must be submitted to the School Representative for approval before erection. Do not use the works for storage without approval.

Toilets: Facilities to be provided by the Contractor for use throughout the Contract.

Telephones: Facilities as follows:-

- a) Sufficient for the Contractor's requirements
- b) Sufficient for the Sub-Contractors' requirements
- c) Sufficient for the Employer and the Employer's representative.

Pay all charges and cost of calls.

Drying the Works: Carefully and progressively dry out the Works including providing labour, supervision, electricity, water, insurance, appliances, fuel, attendance and maintenance and everything necessary during and outside normal working, to comply with these requirements and for all costs in connection therewith: Avoid sudden humidity changes; ensure materials and components subject to dimensional change (e.g. joinery) are installed and maintained in suitable conditions.

Note: If the permanent heating system is available the contractor may use it only in exceptional circumstances and subject to the following provisions:

- d) Approval for use by the School Representative
- e) payment of all costs arising;
- f) without charge to liability for defects;
- g) insurance for use prior to practical completion

Open storage areas: Secure compounds; hardstandings for use by others.

Prevention and disposal of water: Keep the site generally and the excavations free from water from any source.

Development board: Not required

Note: any temporary work specifically required is described in the appropriate section of this document.

TEMPORARY OFFICES

Not required

RATEABLE AREAS

Pay all charges: Pay rates and/or statutory charges levied on all temporary buildings and/or specific areas within any existing buildings used by the Contractor.

HANDOVER

Cleaning: Thoroughly clean the Works on completion and leave fit for occupation and use; use specialist cleaners to vacuum all surfaces including accessible areas in ducts and behind casings and to polish all glass, ceramic and other smooth surfaces all to the satisfaction of the School Representative and the Client.

Handover: Before completion:

- a) The Contractor is to ensure that Certificates relating to the fire protection and proofing to relevant British Standards are provided by all specialist sub-contractors and suppliers and are handed to the School Representative two weeks prior to Practical Completion.
- b) During the course of the Contract the Contractor is to maintain a record of the routes and depths of all drains and services, mark up a copy of the site plan drawing with the relevant information for the Employer's records and hand it to the School Representative on Practical Completion.

Handover: Upon completion:

- c) leave the Works secure against unauthorised entry;
- d) provide the School Representative with all keys, clearly labelled, together with two copies of a detailed locational list;
- e) provide the School Representative with one copy of each manufacturer's standard printed operating and maintenance instructions and guarantees relating to all proprietary goods and systems used in the Works;
- f) make arrangements and agree dates with the Employer and School Representative in respect of making good any defects not completed.

Making good existing: Upon completion of the Contract, the Contractor shall reinstate at their own expense any damage caused to tarmac, grassed, landscaped or similar areas, to the satisfaction of the School Representative.

OTHER COST SIGNIFICANT ITEMS

GENERALLY

Further allowances by the Contractor: List below brief details of any other matters required for the proper execution and completion of the works; particularly in respect of preliminary and general items which may not have been specifically referred to herein but for which the Contractor based upon his proposed methods of working, wishes to make specific allowances.

PROVISIONAL SUMS

Contingencies: for unforeseen works £5,000.00

DAYWORKS

GENERALLY

Dayworks: Where daywork is authorised as being the method of valuing variations, it is to be understood that only the Nationally agreed rates of wages will be allowed in respect of operatives engaged upon the dayworks. Should the School Representative require the Contractor to submit lump sum estimates, they are to be inclusive of all costs arising from any preliminary clauses or general conditions set out in the specification and no addition shall be made to the lump sum estimated for any costs arising from such preliminary clauses or conditions in the settlement of the account.

Presentation: Dayworks sheets giving details of labour and materials must be submitted in triplicate to the School Representative signed by the foreman in charge. The Contractor shall be fully responsible for drawing the attention of all sub-Contractors to this requirement. Daywork sheets not submitted in this manner will be rejected. The School Representative reserves the right to determine whether work can be measured or treated as Daywork. No Dayworks are to be submitted or undertaken without the School Representative written approval.

BRITISH STANDARDS AND CODES OF PRACTICE

All materials provided and all work executed by the Contractor shall be in accordance with the appropriate British Standard specification of British Standard Code of Practice which is current at the base date of this project.

MATERIALS AND WORKMANSHIP GENERALLY

All building work is to be carried out with the proper materials and in a workmanlike manner to the satisfaction of the School Representative and to the standards and accuracy recommended in BS5606 Accuracy in Building together with BS8000 where applicable.

All materials specified in the Schedule of Works are to be carried out and fixed with the manufacturer's instructions and recommendations.

TESTING AND SAMPLES

All testing of materials shall comply with the relevant BSCP to the direction of the School Representative.

The costs of testing and for the provision and removal of samples of materials are to be set against the relevant items in the Preliminaries section of this schedule of works or included in the rates for measured works.

TIMBER PRESERVATION

All timbers to be preservative treated to BS5269 Part 5.

DEMOLITIONS AND ALTERATIONS

Survey and record all existing electrical, lighting, heating, ventilation, water, fire alarm and other building services in the areas affected by the works.

Isolate, make safe, strip out and adapt all electrical, lighting, heating, ventilation, water, fire alarm and other building services, unless otherwise stated, (Hand Driers to be safely removed and used in the DDA and staff toilets)

Strip out, remove and cart away all sanitaryware, WC cubicles and fixtures and fittings from areas affected by the work, unless otherwise stated (DDA Toilet and grab rails to be safely removed and used elsewhere in project)

Strip out, remove and cart away all wall, floor and ceiling finishes from the areas affected by the works.

Carefully remove sections of existing internal walls, brick/block-up existing door/window openings as shown on the drawings; allow for neatly cutting brick jambs to receive new plaster finish; cart away demolished materials.

Brick up any openings left in external walls following the removal of existing extraction fans or other services.

PROTECTION

Allow for protecting all work in this section

ELECTRICAL SERVICES INSTALLATION

The contractor is to complete the design of the electrical installation. The entire installation, including materials and workmanship, shall comply in all respects with the latest edition, including all amendments of the following documents.

- a. BS7671:1992 – Requirements for electrical installation.
- b. Current Construction (Design and Management) Regulations
- c. Health and Safety at Work Act 1989
- d. All relevant British standards and Codes of Practice as applicable to specific method of installation practice and equipment
- e. Building control Requirements
- f. Local Authority Supply Company Regulations

- g. The electrical contractor must be registered with the NICEIC and should visit site to ascertain an accurate extent of works. No allowance will be made for additional work which would have been foreseen during a site survey.

GENERAL

The work is to include the supply and installation of the following: -

- 1) Sub-distribution
- 2) Earthing to BS7671 including exposed metalwork etc.
- 3) Wiring systems
- 4) Lighting Installation
- 5) Small Power Installation
- 6) Electrical work to heating/ventilation

Allow for disconnections and removal from site of all redundant electrical items. Carefully remove existing cabling back to suitable positions and allow for new cabling to achieve the proposed layout shown on the drawings.

Allow for all builders work in connection with the electrical services installation; include for forming all holes, chases, cutting away through floors, walls, ceilings etc; making good after and any other necessary builders work to complete the installation.

Supply and install modular LED light fittings as shown on the drawings. Fittings to match existing fittings located in corridor area; wire to new PIR switches with concealed wiring.

Supply and install emergency lights into suspended ceiling, wired to an emergency light test switch.

Supply and install in-tile LED downlighter fittings and emergency light as shown on the drawings. wire to new PIR switches (1 per wc cubicle) with concealed wiring and emergency light test switch located by corridor

Supply and install ceiling mounted smoke detectors, beacons and sounders, linked to existing fire alarm system; allow for re-commissioning as necessary.

Design supply & install extract ventilation system to incorporate ceiling/roof void mounted extract unit, ceiling mounted grilles and associated ductwork to provide appropriate levels of ventilation to toilet area and individual cubicle; allow for all connections, supports and adaptors and for wiring including PIRs.

Relocate existing electric water heaters to positions indicated on drawings; allow for all connections, supports and adaptors and for wiring including switches and controls.

Supply and fit electric, efficient low energy, low noise hand driers to positions indicated on drawings; allow for all connections, supports and adaptors and for wiring and controls.

Relocate 4 no. existing hand driers to positions indicated on drawings; allow for all connections, supports and adaptors and for wiring including switches and controls.

Provide earthing continuity to metal installation items including radiators, pipes, sink top etc.

Supply and install surface mounted linear LED light fitting with as shown on the drawings; wire to new switch with concealed wiring.

MECHANICAL SERVICES INSTALLATION

The contractor is to complete the design of the mechanical services installation. The entire installation, including materials and workmanship, shall comply in all respects with the latest edition, including all amendments, of the following documents:-

- a. Appropriate British Standard Specifications and Codes of Practice.
- b. Current Construction (Design and Management) Regulations
- c. Health and safety at work act
- d. Building control Requirements
- e. Local Authority Supply Company Regulations
- f. Home Office Rules
- g. Fire Prevention Officers Requirements
- h. Any Other Special/Licensing Authority Requirements
- i. Control of Pollution Act
- j. Factories Act Regulations

Allow for all builder's work in connection with the mechanical services installation; include for forming all holes, chases and cutting away through floors, walls and ceilings; painting all exposed pipework, radiators and ducting; construction of all ducts and pipe casings including access panels as required and making good after and any other builder's work necessary to complete the installation.

Drain down existing heating installation sufficient to cut off and remove redundant pipework etc re-route to achieve the proposed layout as shown on the drawings, refill, vent and leave in perfect working order on completion which must be prior to the school's working day; lag all pipes in IPS system/boxings.

Provide and install new mild steel screwed heating pipework to achieve the proposed layout as shown on the drawings; include for supplying and fixing 4nr new Stelrad double panel LST radiators sized to suit rooms and complete with lockshield gun metal nickel plated valve on the return connection, wheelhead control radiator valve on the flow connection; include for pipe sleeves where passing through walls, cover plates to ditto and for adequate metal supports fixed to walls; lag all pipes in IPS system.

Extend and adapt existing h+c water supply pipes to new wash basins and connect to taps via thermostatic mixer valves.

Extend and adapt existing h+c water supply pipes to new Belfast cleaners sinks and connect to taps via isolating valves.

Extend and adapt existing cold water supply to new WC's via isolating valves.

Allow for protecting all work in this section.

SANITARY FITTINGS

Provide and install 355mm back-to-wall wc pan complete with vandal resistant toilet seat to pupil toilets.

Provide and install 395mm back-to-wall wc pan complete with vandal resistant toilet seat to staff toilets.

Provide and install White 1200mm Washtrough wall hung sinks with two tap holes to pupil toilets.

Supply and fit 450mm wide semi recessed wash basins to staff toilets.

Supply and fit push button mixer taps.

Supply and fit water saving concealed cistern + pneumatic valve push button.

Supply and fit new Belfast cleaners sink + support legs etc.

Allow for protecting all work in this section.

DRAINAGE

Allow to remove existing external soil and vent pipe and replace with new 100mm PVC soil and vent pipe including all connectors, bends and terminal cowl etc.

Provide and install waste pipe work to trough wash basins including all traps, bends, clip etc in Hepworth Supersleve or similar approved.

Provide and install 4 waste pipe work to cleaners sinks including all traps, bends, clip etc in Hepworth Supersleve or similar approved.

Provide and install 100mm waste pipe work to wc pans including all traps, bends, clip etc in Hepworth Supersleve or similar approved.

Allow for protecting all work in this section.

All works to be fully

All works to match what was installed in 2023 Ground Floor Toilet Refurbishment. Images on following page.

DDA/Accessible Toilet Example



Staff/Visitor
Toilet Example



Pupil Toilet Examples



ALTE