

## **Specification of Works**

### **Extension, Re-modelling & Refurbishment Works**

**Ware Priory Lido, Priory Street, Ware,  
Hertfordshire, SG12 0DA**

**On Behalf of:- Ware Town Council**

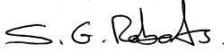


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## **1.0 Preliminaries & Contract Conditions**

## **A10 PROJECT PARTICULARS**

### **110 THE PROJECT**

- Name: Extension, re-modelling and refurbishment works.
- Location: Ware Priory Lido, Priory Street, Ware, SG12 0DE.
- Length of contract: 40 weeks.

### **120 EMPLOYER (CLIENT)**

- Name: Ware Town Council.
- Address: The Priory, High Street, Ware, Hertfordshire, SG12 9AL.

### **130 PRINCIPAL CONTRACTOR (CDM)**

- Name: To be appointed.

### **135 ARCHITECT**

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Contact: Chris Day.
- Telephone: 01279 653386.
- E-mail: chris.day@iconbc.co.uk.

### **140 CONTRACT ADMINISTRATOR**

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Contact: Stuart Roberts.
- Telephone: 01279 653386.
- E-mail: stuart.roberts@iconbc.co.uk.

### **150 PRINCIPAL DESIGNER**

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Contact: Chris Day.
- Telephone: 01279 653386.
- E-mail: chris.day@iconbc.co.uk.

### **160 QUANTITY SURVEYOR**

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Telephone: 01279 653386.
- Contact: Stuart Roberts.
- Telephone: 01279 653386.
- E-mail: stuart.roberts@iconbc.co.uk.

#### 170 CIVIL & STRUCTURAL ENGINEER

- Name: Richard Hatton Associates Limited.
- Address: 14 Weston Barns, Hitchin Road, Weston, Herts, SG4 7AX.
- Contact: Colin Wilson
- Telephone: 01438 350933.
- E-mail: colin@richardhatton.co.uk.

#### 190 MECHANICAL SERVICES ENGINEER

- Name: PB Design & Consultancy Limited.
- Address: Woodside Cottage, Wood Lane, Renhold, Bedford, MK41 0LT.
- Contact: Peter Murphy.
- Telephone: 07772 261184.
- E-mail: peter@pbdesignltd.co.uk.

#### 200 ELECTRICAL SERVICES ENGINEER

- Name: Tyse Design & Consultancy Limited.
- Address: 2 Osier Link, Ampthill, MK45 2TW.
- Contact: Lee Tysoe.
- Telephone: 07968 231920.
- E-mail: lee@tysedesign.co.uk.

### **A11 TENDER AND CONTRACT DOCUMENTS**

#### 110 TENDER DRAWINGS

- The tender drawings are:

#### iCon Building Consultancy Architectural Drawings

WTC-003-01	-	Ground Floor Plan as Existing
WTC-003-02A	-	Elevations as Existing
WTC-003-03C	-	Ground Floor Plan as Proposed
WTC-003-04B	-	Elevations as Proposed
WTC-003-05	-	Part Ground Floor Plan as Proposed
WTC-003-06A	-	Sections A-A & B-B
WTC-003-07	-	Demolition Plan
WTC-003-08	-	Floor Finishes as Proposed
WTC-003-09	-	Ceiling Finishes as Proposed
WTC-003-10	-	Roof Plan as Existing
WTC-003-11	-	Roof Plan as Proposed
WTC-003-12	-	Internal Room Elevations
WTC-003-13	-	Door Schedule & Elevations
WTC-003-14	-	External Works
WTC-003-15	-	Site Logistics Plan

### Richard Hatton Associates Civil & Structural Drawings

5361-101-T1	-	Proposed Drainage Layout
5361-10-T1	-	Proposed Foundation Layout
5361-15-T1	-	Proposed Superstructure

### PB Design & Consultancy Mechanical Drawings

240502-M01	Proposed Heating and Cooling Services Plan 1 of 2
240502-M02	Proposed Heating Services Plan 2 of 2
240502-M03	Proposed Hot and Cold Water Services Plan 1 of 2
240502-M04	Proposed Hot and Cold Water Services Plan 2 of 2
240502-M05	Proposed Hot and Cold Water Services Schematic
240502-M06	Proposed Mechanical Ventilation Services Plan 1 of 2
240502-M07	Proposed Mechanical Ventilation Services Plan 2 of 2
240502-M08	Proposed Mechanical Ventilation Services Roof Plan
240502-M09	Proposed Mechanical Ventilation Schematic
240502-M10	Proposed Above Ground Drainage Services
240502-M11	Proposed Plant Layout and Schematic
240502-MSS	Mechanical Services Specification

### Tyse Design & Consultancy Drawings:-

240804-E01	– Existing Electrical Services
240804-E02	– Electrical Services Proposed LV Schematic & Dist Board Schedules
240804-E03	– Electrical Services Proposed Lighting Layout (Sheet 1 of 2)
240804-E04	– Electrical Services Proposed Lighting Layout (Sheet 2 of 2)
240804-E05	– Electrical Services Proposed Small Power & Ancillary (Sheet 1 of 2)
240804-E06	– Electrical Services Proposed Small Power & Ancillary (Sheet 2 of 2)
240804-E07	– Electrical Services Proposed Fire Alarm Layout
240804-E08	– Electrical Services Proposed Containment Layout
240804-E09	– Electrical Services Proposed Security Layout
240804-E10	– Electrical Services External Works
240804-E11	– Electrical Services Proposed Roof Layout
240804-ESP	–Electrical Engineering Services Specification

#### 120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

#### 160 PRE-CONSTRUCTION INFORMATION

- Format: The Pre-construction information is described in these preliminaries in Section A34.  
It refers to information given elsewhere in the preliminaries and other tender documents.

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

### **110 THE SITE**

- Description: Live public lido and pavilion.

### **120 EXISTING BUILDINGS ON / ADJACENT TO THE SITE**

- Description: Existing skate park to the east of the site.

### **200 ACCESS TO THE SITE**

- Description: Via Ware Priory to the south east corner of the site.
- Limitations: No contractor's access is permitted from the main entrance from Priory Street.

### **210 PARKING**

- Restrictions on parking of the Contractor's and employees' vehicles: The contractor will have unlimited access to the designated compound to the south of the skate park. However, access to the bridge across the river must be maintained.

### **220 USE OF THE SITE**

- General: Do not use the site for any purpose other than carrying out the works.
- Limitations: None.

### **230 SURROUNDING LAND/ BUILDING USES**

- General: Adjacent or nearby uses or activities are as follows:
  - Public skate park and MUGA to the east of the site.

### **240 HEALTH AND SAFETY HAZARDS**

- River Lea to the south of the site.
- Lido tank to the west of the site.

### **250 SITE VISIT**

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact Kat Harter, General Manager, telephone 01920 481563.

## **A13 DESCRIPTION OF THE WORK**

### **120 THE WORKS**

- Description: Extension, re-modelling and refurbishment works.

## **A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN, 2024 EDITION (ICD 2024)**

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

- The Contract: JCT Intermediate Building Contract With Contractor's Design, 2024 Edition.
- Requirement: Allow for the obligations, liabilities and services described as follows:

### **THE RECITALS**

#### **First - THE WORKS**

- Comprise: Extension, re-modelling and refurbishment works.
- Location: Ware Priory Lido, Priory Street, Ware, SG12 0DE.

#### **Second – CONTRACTOR'S DESIGN PORTION**

- The works include the design and construction of the piled raft and underfloor heating.

#### **Third – CONTRACT DRAWINGS**

- The drawings are listed in A11/110.

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

- Comprise: The Specification and the work schedules.

#### **Fifth - PRICING BY THE CONTRACTOR**

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted: Bills of Quantities and Work Schedules.
- 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.

#### **Sixth – DOCUMENT SUPPLIED BY THE CONTRACTOR**

- Contractor's Proposals for the design and construction of the piled raft and underfloor heating.
- The CDP Analysis.

#### **Seventh – IDENTIFICATION OF CONTRACTOR'S PROPOSALS**

#### **Eighth – STATUS OF THE EMPLOYER**

- As stated in the Contract Particulars.

#### **Ninth - INFORMATION RELEASE SCHEDULE**

- The Ninth Recital will be deleted.

#### **Tenth – CDM REGULATIONS**

- As stated in the Contract Particulars.

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

- The works are not divided into Sections.

#### Twelfth – FRAMEWORK AGREEMENT

- The Contract is not supplemented by a Framework Agreement.

#### Thirteenth – SUPPLEMENTAL PROVISIONS

- As stated in the Contract Particulars.

### **THE ARTICLES**

1 - Contractor's Obligations

2 - Contract Sum

3 - Collaborative Working

4 - Architect/ Contract Administrator

- Architect/ Contract Administrator: See clause A10/140.

5 - Quantity Surveyor

- Quantity Surveyor: See clause A10/160.

6 - CDM Regulations Principal Designer & Principal Contractor

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

7 - Building Regulations Principal Designer & Principal Contractor

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

8 - ADJUDICATION

- Amendments: none.

9 - ARBITRATION

- Amendments: none.

10 - LEGAL PROCEEDINGS

- Amendments: none.

### **CONTRACT PARTICULARS**

#### Fourth Recital – EMPLOYER'S REQUIRMENTS

- iCon Building Consultancy Specification of Works and RHA engineering drawings.

## Sixth Recital – CONTRACTOR’S PROPOSALS & CDP ANALYSIS

### Eight Recital and Clause 4.6 - CONSTRUCTION INDUSTRY SCHEME (CIS)

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

### Tenth Recital - CDM REGULATIONS

- The project is notifiable.

### Thirteen Recital and Schedule 5 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 does not apply.
- Health and safety: Paragraph 2 does not apply.
- Cost savings and value improvements: Paragraph 3 does not apply.
- Sustainable development and environmental considerations: Paragraph 4 does not apply.
- Performance indicators and monitoring: Paragraph 5 does not apply.
- Notification and negotiation of disputes: Paragraph 6 does not apply.

### Article 9 - ARBITRATION

- Article 9 and clauses 9.4 to 9.9 (arbitration) apply.

### Clause 1.1 - BASE DATE

- Base Date: 30<sup>th</sup> September 2024.

### Clause 1.1 – BIM PROTOCOL

- Not applicable.

### Clause 1.1 - DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): Friday 10<sup>th</sup> October 2024.

### Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES

- Employer: Ware Town Council.
- Address: The Priory, High Street, Ware, Hertfordshire, SG12 9AL
- Contractor: To be confirmed.

### Clause 2.4 - DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: Monday 6<sup>th</sup> January 2025.

### Clause 2.5 - DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 applies.

### Clause 2.23.2 - LIQUIDATED DAMAGES

- Damages: At the rate of £500 per day.

### Clause 2.30 - RECTIFICATION PERIOD

- Period: Twelve months from the date of practical completion of the Works.

Clause 2.34.3 – CDP LIMIT OF CONTRACTOR'S LIABILITY

- £2,000,000.00.

Clause 4.3 and 4.9 – FLUCTUATIONS PROVISION

- Does not apply.

Clause 4.7 - ADVANCE PAYMENT

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1 - INTERIM PAYMENTS - DUE DATES

- The first due date is: one month after the Date of Possession, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1 - INTERIM PAYMENTS - PERCENTAGE OF VALUE

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

Clause 4.10.4 - LISTED ITEMS - UNIQUELY IDENTIFIED

- Listed items: Clause 4.9.4 will be deleted.

Clause 4.10.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- Listed items: Clause 4.9.5 will be deleted.

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

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000.00.

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

- Insurance is not required.

Clause 6.7 and Schedule 1 - INSURANCE OF THE WORKS - INSURANCE OPTIONS

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.

Clause 6.10 and Schedule 1 - TERRORISM COVER

- Details of cover: not required.

**Clause 6.15 - JOINT FIRE CODE**

- The Joint Fire Code: Does not apply.

**Clause 6.19 – CDP PROFESSIONAL INDEMNITY INSURANCE**

- £2,000,000 cover required. Relates to claims or series of claims arising out of one event.
- Cover for pollution and contamination not required.
- Required period of CDP Professional Indemnity Insurance 6 years.

**Clause 7.2.1 – PERFORMANCE BOND**

- Is not required.

**Clause 7.2.2 – PARENT COMPANY GUARANTEE**

- Is not required.

**Clause 7.2.1 – COLLATERAL WARRANTIES**

- Are not required.

**Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)**

- Period of suspension: Two months.

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

- Period of suspension: Two months.

**Clause 9.3.1 - ADJUDICATION**

- The Adjudicator is:
- 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.

**Clause 9.5.1 - ARBITRATION**

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

## **THE CONDITIONS**

### **SECTION 1: DEFINITIONS AND INTERPRETATION**

#### **1.5 - RECKONING PERIODS OF DAYS**

- Amendments: None.

#### **1.12 - APPLICABLE LAW**

- Amendments: None.

### **SECTION 2: CARRYING OUT THE WORKS**

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

The Contract: Will be executed as a deed.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: Not required.

**A30 TENDERING/ SUBLETTING/ SUPPLY**

**MAIN CONTRACT TENDERING**

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with NBS Guide to Tendering for Construction Projects.
- Errors: Alternative 2 is to apply.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

#### 190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 30 days.
- Date for possession/ commencement: See section A20.

### **PRICING/ SUBMISSION OF DOCUMENTS**

#### 210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7.

#### 250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: with tender.

#### 310 TENDER

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

#### 510 ALTERNATIVE METHOD TENDERS

- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
- Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- Submit: with tender.

#### 515 ALTERNATIVE TIME TENDERS

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

### 530 SUBSTITUTE PRODUCTS

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

### 550 HEALTH AND SAFETY INFORMATION

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

### 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

#### 590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.
- Content: Include details of:
  - Principal Contractor for the purposes of the regulations.
  - Location of the site.
  - Description of the project.
  - Estimated project cost.
  - Types and quantities of waste that will be generated.
  - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
  - The use of appropriate and licensed waste management contractors.
  - Record keeping procedures.
  - Waste auditing protocols.
- Additional requirements: None.
- Submit with tender.

#### 599 FREEDOM OF INFORMATION

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

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

#### **DEFINITIONS AND INTERPRETATIONS**

##### 110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

##### 120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified

otherwise.

- Response: Do not proceed until response has been received.

### 130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

### 135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

### 140 DRAWINGS

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

### 145 CONTRACTOR'S CHOICE

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

### 155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

### 160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.

- Repair: Execute remedial work to designated products. Make secure, sound and neat.  
Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

#### 170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
  - Manufacturer: The firm under whose name the particular product is marketed.
  - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

#### 200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;
  - function;
  - compatibility of accessories;
  - proposed revisions to drawings and specification;
  - compatibility with adjacent work;
  - appearance;
  - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

#### 210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with

- general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

#### 220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

#### 230 EQUIVALENT PRODUCTS

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

#### 240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

#### 250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

#### 260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
  - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
  - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

### **DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER**

#### 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

#### 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request and charged to the Contractor.

#### 440 DIMENSIONS

- Scaled dimensions: Do not rely on.

#### 450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.

- Precedence: The specification and drawings shall override the measured quantities.

#### 460 THE SPECIFICATION

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

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

#### 630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
  - Manufacturers' current literature relating to all products to be used in the Works.  
Relevant British, EN or ISO Standards.

#### 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: To be confirmed.

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

#### **GENERALLY**

#### 110 SUPERVISION

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

#### 115 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Before starting work, register the site and pay the appropriate fee:
- Contact:
  - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
  - Tel. 01920 485959.
  - Fax. 01920 485958.

- Free phone 0800 7831423
- Web. [www.ccscheme.org.uk](http://www.ccscheme.org.uk)
- E mail. [enquiries@ccscheme.org.uk](mailto:enquiries@ccscheme.org.uk)
- Standard: Comply with the Scheme's Code of Considerate Practice.
- Minimum compliance level: basic compliance.

#### 117 CONSTRUCTING BETTER HEALTH SCHEME

- Membership: Submit evidence of registration.
- Contact:  
Constructing Better Health, B&CE Building, Manor Royal, Crawley, West Sussex  
RH10 9QP  
Tel: 0845 873 7726  
Email: [info@cbhltd.co.uk](mailto:info@cbhltd.co.uk)  
Website: [www.constructingbetterhealth.co.uk](http://www.constructingbetterhealth.co.uk)

#### 120 INSURANCE

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

#### 130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

#### 140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

#### 150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

### **PROGRAMME/ PROGRESS**

#### 210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.

- Running in, adjustment, commissioning and testing of all engineering services and installations.
- Work resulting from instructions issued in regard to the expenditure of provisional sums.
- Work by others concurrent with the Contract.
- Submit within two weeks of request.

#### 245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of two weeks.

#### 250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
- Key Performance Indicators:
  - Details: As per contractors programme.
  - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

#### 260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: On site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

#### 290 NOTICE OF COMPLETION

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

#### 310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.

- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.  
All other relevant information required.

## **CONTROL OF COST**

### **420 REMOVAL/ REPLACEMENT OF EXISTING WORK**

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

### **430 PROPOSED INSTRUCTIONS**

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

### **440 MEASUREMENT**

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

### **450 DAYWORK VOUCHERS**

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

### **470 PRODUCTS NOT INCORPORATED INTO THE WORKS**

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

## **A33 QUALITY STANDARDS/ CONTROL**

### **STANDARDS OF PRODUCTS AND EXECUTIONS**

#### **110 INCOMPLETE DOCUMENTATION**

- General: Where and to the extent that products or work are not fully documented, they are to be:
    - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
    - Suitable for the purposes stated or reasonably to be inferred from the project documents.
- Contract documents: Omissions or errors in description and/ or quantity shall not vitiate

the Contract nor release the Contractor from any obligations or liabilities under the Contract.

#### 120 WORKMANSHIP SKILLS

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

#### 130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

#### 135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

#### 140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.Analysis of results.

#### 150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.

#### 160 RELATED WORK

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

#### 170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

#### 180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until: commencement of works on site.
  - Evidence of suitability is provided.
  - Tested to BS EN 1008 if instructed.

### **SAMPLES/ APPROVALS**

#### 210 SAMPLES

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

#### 220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the

sample has been obtained.

- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

#### 230 APPROVAL OF EXECUTION

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

### **ACCURACY/ SETTING OUT GENERALLY**

#### 320 SETTING OUT

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

#### 330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

### **SERVICES GENERALLY**

#### 410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

#### 420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

#### 430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:

- The address of the premises.
- A brief description of the new installation and/ or work carried out to an existing installation.
- The Contractor's name and address.
- A statement that the installation complies with the relevant Water Regulations or Byelaws.
- The name and signature of the individual responsible for checking compliance.  
The date on which the installation was checked.

#### 435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

#### 440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

- Before the completion date stated in the Contract: Submit a certificate stating:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - Any special recommendations or instructions for the safe use and operation of appliances and flues.
  - The Contractor's name and address.
  - A statement that the installation complies with the appropriate safety, installation and use regulations.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.

#### 445 SERVICE RUNS

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

#### 450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

### **SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

#### 525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.

#### 530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

#### 540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

#### 560 TESTS AND INSPECTIONS

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

#### 580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
  - The address of the premises.
  - The Contractor's name and address.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in the Building Manual.

#### 595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
- Certificate: To be incorporated in the Building Manual.

#### 610 DEFECTIVE PRODUCTS/ EXECUTIONS

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

## **WORK AT OR AFTER COMPLETION**

### **710 WORK BEFORE COMPLETION**

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

### **720 SECURITY AT COMPLETION**

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

### **730 MAKING GOOD DEFECTS**

- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

## **A34 SECURITY/ SAFETY/ PROTECTION**

### **SECURITY, HEALTH AND SAFETY**

#### **120 EXECUTION HAZARDS**

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:

#### **130 PRODUCT HAZARDS**

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:

#### 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before the date of commencement.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### 150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: None.

#### 160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- Design loads: Obtain details, support as necessary and prevent overloading.

#### 210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

### **PROTECT AGAINST THE FOLLOWING**

#### 330 NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the Works: Maximum level: to be agreed.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

#### 340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

#### 350 PESTICIDES

- Use: Not permitted.

#### 360 NUISANCE

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

#### 371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.

#### 380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

#### 390 SMOKING ON SITE

- Smoking on site: Not permitted.

#### 400 BURNING ON SITE

- Burning on site: Not permitted.

#### 410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
  - Blistering and failure of adhesion.
  - Damage due to trapped moisture.
- Excessive movement.

#### 420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.

#### 430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

#### 440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

#### 460 POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

#### 470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
- Do not disturb.  
Agree methods for safe eradication or removal.

### **PROTECT THE FOLLOWING**

#### 510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:

- Below ground: Use signboards, giving type and depth;
- Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

#### 520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

#### 540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

#### 560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

#### 570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

#### 580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

#### 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed.  
Reinstate in original positions.

#### 620 ADJOINING PROPERTY

- Permission: Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

#### 625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - Pay all charges.
  - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

#### 630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

#### 640 MATERIALS FOR RECYCLING/ REUSE

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

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

#### **ACCOMMODATION**

##### 210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 6 people.

##### 230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that: existing building.
  - It is used solely for the purposes of carrying out the Works.
  - The use to which it is put does not involve undue risk of damage.
  - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.

- It is vacated on completion of the Works or determination of the Contract.
- When vacated, its condition is at least equivalent to its condition at the start of the Contract.

#### 230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

### **TEMPORARY WORKS**

#### 340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:

### **SERVICES AND FACILITIES**

#### 410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

#### 420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
  - Frequency: 50 Hz.
  - Phase: to be confirmed
  - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

#### 430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

#### 440 TELEPHONES

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

#### 440 TELEPHONES

- Temporary on site telephone: Provide as soon as practicable after the Date of Possession for joint use by the Contractor, Subcontractors and those acting on behalf of the Employer.
- Response: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.
- Employer's call charges: Allow for the cost of a modest number of calls made

by those acting on behalf of the Employer.

#### 520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
  - Take responsibility for operation, maintenance and remedial work.
  - Arrange supervision by and indemnification of the appropriate Subcontractors.
  - Pay costs arising.

#### 550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

#### 570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 4.
  - High visibility waistcoats to BS EN 471 Class 2. Number required: 4.

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

#### **GENERALLY**

##### 110 THE BUILDING MANUAL

- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.

##### 155 CONTENT OF THE BUILDING MANUAL

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

#### 160 PRESENTATION OF BUILDING MANUAL

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

### **3.0 Schedule of Works**

		£	p
<b>1.0</b>	<b>General Preliminaries</b>		
1.1	Work shall commence on site on Monday 6 <sup>th</sup> January 2025 and shall be completed by Friday 10 <sup>th</sup> October 2025 (40 weeks on site).		
1.2	The works are to be undertaken in the following phases:- <ul style="list-style-type: none"> <li>• Phase 1 – Extension External Shell.</li> <li>• Phase 2 – Changing Village Fit Out.</li> <li>• Phase 3 – Treatment Rooms &amp; Studio Fit Out.</li> <li>• Phase 4 – Reception &amp; Ancillary Areas Fit Out.</li> </ul>		
1.3	The duration of each phase is anticipated to be as follows:- <ul style="list-style-type: none"> <li>• Phase 1 – 8 weeks from Monday 6<sup>th</sup> January 2025 to Friday 28<sup>th</sup> February 2025.</li> <li>• Phase 2 – 12 weeks from Monday 3<sup>rd</sup> March 2025 to Friday 23<sup>rd</sup> May 2025.</li> <li>• Phase 3 – 12 weeks from Monday 26<sup>th</sup> May 2025 to Friday to Friday 15<sup>th</sup> August 2025.</li> <li>• Phase 4 – 8 weeks from Monday 18<sup>th</sup> August 2025 to Friday 10<sup>th</sup> October 2025.</li> </ul>		
1.4	The existing male and female changing rooms and toilets are to remain operational until the end of Phase 1. During Phase 2 the public will only have access to the existing family changing rooms. These will then be closed to the public at the start of phase 3.		
1.5	The Contractor is to comply with all such relevant Acts of Parliament during the course of the work and shall be responsible for giving all necessary notices. All work is to be carried out in a safe, well co-ordinated and organised manner.		

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1.6	The Contractor is responsible for carrying out all work in compliance with the Construction (Design and Management) Regulations 2015, and is to comply with the pre-construction information pack which shall be progressed into the construction phase plan and be placed in a prominent position on site at all times.		
1.7	The Contractor shall allow for providing a competent and fully trained foreman who is familiar with areas of the proposed works at all times on site, who shall liaise with the Contract Administrator and any other representatives of the Client.		
1.8	The Contractor must take all steps necessary to observe all safety codes and regulations applicable at the time of working. The tender figure will be deemed to include for all warning notices and cordon tapes as necessary for this purpose.		
1.9	The Contractor is to ensure that all noise, dust fumes, etc., are kept to a minimum and should take special care to ensure that the site is secure when unoccupied.		
1.10	The Contractor is to allow from time to time during the course of the work for regularly removing and disposing of all rubbish resulting from the work and is to comply with BS 5228-1:2009.		
1.11	Upon completion the Contractor shall allow for thoroughly cleaning the areas affected by the works and leave the area ready for re-use to the Contract Administrator and Client's satisfaction.		
1.12	The client's existing electricity and water supplies will be made available to the contractors free of charge for the purposes of carrying out the works detailed in this specification.		
1.13	The contractor is to allow for all necessary scaffolding, craneage, cherry pickers, scissor lifts, tower scaffolds, etc., as necessary to undertake the works.		

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1.14	<p>Contractors are to liaise as necessary throughout the contract with relevant members of the project team as listed below:-</p> <ul style="list-style-type: none"> <li>• Employer – Ware Town Council</li> <li>• Architect – iCON Building Consultancy</li> <li>• Contract Administrator – iCON Building Consultancy</li> <li>• Civil &amp; Structural Engineers – RHA</li> <li>• Mechanical Services Engineers – PB Design</li> <li>• Electrical Services Engineers – Tyse Design</li> </ul>		
1.15	The contractor is to allow for erecting a 2m tall timber hoarding around the footprint of the proposed extension (including the footprint of the piling mat), maintaining it during the works and removing it on completion of the works. Allow for painting the external face with two coats of green paint.		
1.16	The contractor is to allow for all necessary temporary site accommodation, including site toilets and washing facilities, site welfare facilities and site office. The site office should be suitable for site meetings for up to 6 people.		
1.17	The site is to be accessed at all times from the existing service road within the grounds of the adjacent Ware Priory in the south east corner of the site behind the skate park and adjacent to the River Lea.		
1.18	The contractor is to allow for demolishing the redundant ice cream kiosk / hut at the end of the service road and constructing a temporary ramp from crushed concrete for construction traffic to overcome the change in ground level adjacent to the brick retaining wall. The temporary ramp is to be removed upon completion of the works.		
	<b>Demolition &amp; Stripping Out Works</b>		
1.19	Prior to commencing any demolition works, undertake fully intrusive refurbishment / demolition asbestos survey by accredited asbestos survey company and issue report to Contract Administrator.		

		£	p
1.20	Isolate and make safe existing electrical supply and carefully strip out entire electric installation for each phase back to mains intake, including all light fittings, radiators, cabling, sockets, switches, conduits, trunking, hand dryers, distribution board, extract fans, etc., and remove all debris from site.		
1.21	Isolate and make safe existing fire alarm system and carefully strip out fire alarm installation for each phase back to main panel and remove all debris from site. Note: existing fire alarm panel in the reception is to remain.		
1.22	Isolate and make safe existing voice and data installation back to BT switch and carefully strip out all data cabling and remove all debris from site.		
1.23	Isolate and drain down domestic hot and cold water services to toilets and changing rooms and strip out all pipework, taps, sanitaryware, shower units, isolation valves, pumps, etc. and remove all debris from site.		
1.24	Strip out all above ground drainage back to below ground drainage pop-ups and remove all debris from site.		
1.25	Strip out all solid grade laminate cubicle partitions, complete with all bench seating and remove all debris from site.		
1.26	Strip out all vinyl floor coverings, including cap and cove skirtings and remove all debris from site.		
1.27	Hack off all ceramic wall and floor tiles, including adhesive and remove all debris from site.		
1.28	Strip out all internal doors, complete with door frames and architraves and remove all debris from site.		
1.29	Strip out entrance barriers and glazed balustrades to main reception and remove all debris from site.		
1.30	Strip out lay in grid suspended ceilings, complete with Rockwool insulation, tiles, grid, hangers and perimeter trim and remove all debris from site.		

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1.31	In positions as illustrated on demolition plan, carefully demolish all redundant internal non load bearing blockwork walls and remove all debris from site.		
1.32	Following construction of external shell to proposed extension, carefully demolish external south elevation cavity wall to down to foundation level, complete with uPVC fascia board and plant room external doors and remove all debris from site.		
1.33	In positions as illustrated on demolition plan, carefully break up existing 50mm thick sand / cement screed back to existing reinforced concrete suspended ground floor slab and remove all debris from site.		
1.34	Carefully cut back existing hedgerow along east boundary facing the adjacent skate park and remove all debris from site.		
1.35	Carefully take up existing concrete paving slabs adjacent to south elevation cavity wall being demolished and remove all debris from site.		
1.36	Carefully remove 3 Nr redundant roof lights to existing flat roof and infill opening with timber joists and decking to match existing. Waterproof with PVC single ply membrane to match existing roof.		
	<b>Piled Raft Foundation to Extension</b>		
1.37	Undertake CAT scan of site prior to any excavation and piling works to determine the location of any buried services.		
1.38	Carefully reduce levels as necessary to allow construction of piled raft foundations. Remove all debris from site.		
1.39	Construct piling mat as necessary to form a suitable base for the piling rig.		
1.40	Design and construct reinforced concrete piles in positions as illustrated on the engineer's drawing to withstand the specified pile loads.		

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		£	p
1.41	Break down tops of reinforced concrete piles as necessary and prepare ready for casting the reinforced concrete raft slab.		
1.42	Construct reinforced concrete raft slab in position as illustrated on the engineer's drawing.		
1.43	Install 225mm Cordek Cellcore HXS or similar approved below reinforced concrete raft slab.		
	<b>External Walls to Extension</b>		
1.44	Construct external cavity walls to extension comprising 102mm thick external skin of facing bricks to match existing building, 100mm cavity and 100mm thick inner skin of 7 N/mm <sup>2</sup> aerated concrete blocks, laid in cement mortar. Allow for installing damp proof course, stainless steel butterfly wall ties and stainless steel wall starters at junction with existing building.		
1.45	In positions as illustrated on RHA's drawings, supply and install 3 Nr Ancon 170 x 70 x 6L wind posts.		
1.46	Form structural openings for external windows and doors and install lintels as illustrated on RHA Consulting Engineers lintel schedule.		
1.47	Fully fill cavity with 100mm thickness of Rockwool Full Fill Cavity Wall Batts.		
1.48	Remove redundant double doors to west elevation of changing village and infill structural opening in cavity brickwork to match existing building, toothed, coursed and bonded to existing brickwork.		
	<b>Flat Roof to Extension</b>		
1.49	Supply and fit Metsec 342-Z-23 cold rolled steel purlins at 1800mm centres fixed to timber wall plate with chamfered top side to achieve 1° fall.		

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1.50	Strap end of each purlin to internal face of blockwork inner skin using 1200mm long galvanised steel holding down straps bolted to purlins and plugged and screwed to blockwork. Allow for 3 Nr additional strap at mid-span along new end wall.		
1.51	Supply and install 2 Nr 152 x 152 x 23 UC steel beams to support dead load of proposed air handing unit, complete with 4 Nr 100 x 3.6 SHS stubs welded to steel beams to protrude through waterproof membrane.		
1.52	Supply and install Cladco 32/1000 0.7mm thick profiled steel decking Tek screwed to purlins at 600mm centres.		
1.53	Supply and lay vapour control layer over profiled steel decking, together with 120mm thick Kingspan Therमारooф TR26 insulation laid in accordance with manufacturer's instructions.		
1.54	Supply and lay Renolit Alkorplan F mechanically fixed single ply waterproof membrane over thermal insulation laid in accordance with manufacturer's instructions. Allow for forming all abutment details.		
1.55	Supply and install white tongued and grooved uPVC fascia boards to extension roof to match existing. Allow to form timber stud framework behind fascia board to create parapet wall above clerestory windows.		
1.56	Supply and install 2 Nr uPVC rainwater downpipes to west elevation of extension, complete with rainwater hopper to match existing.		
1.57	Supply and install Double Roller Barrier non-aggressive anti-climb system to perimeter of existing and extension roof as supplied by Insight Security Limited with white finish ( <a href="http://www.rollerbarrier.com">www.rollerbarrier.com</a> ).		

		£	p
	<b>External Windows &amp; Doors</b>		
1.58	Supply and install 6 Nr 1750mm wide x 450mm high clerestory windows to west elevation of extension. Windows to be fixed lights comprising white uPVC frames with 150mm white uPVC cills incorporating double glazed units with 4mm clear external pane, 20mm warm spacer bar and 4mm internal pane of K-Glass to achieve U-Value of 1.6 W/m <sup>2</sup> K.		
1.59	Remove existing glazed double doors and side screens to existing studio facing pool and replace with 6 Nr 900mm x 2100mm full height windows incorporating opening fanlights. Windows to be constructed from white powder coated aluminium frames incorporating double glazed unit with 6mm clear toughened safety glass external pane, 20mm warm spacer bar and 6mm internal pane of toughened safety K-Glass to achieve U-Value of 1.6 W/m <sup>2</sup> K.		
1.60	Supply and install new 900mm x 2100mm white powder coated aluminium framed fully glazed pedestrian pool access door adjacent self-contained toilets, incorporating double glazed unit with 6mm clear toughened safety glass external pane, 20mm warm spacer bar and 6mm internal pane of toughened safety K-Glass to achieve U-Value of 1.6 W/m <sup>2</sup> K. Ironmongery to include floor spring with hold open mechanism, pull handles and Euro-cylinder dead lock with internal thumb turn.		
1.61	Supply and install new 1200mm x 2100mm white powder coated aluminium framed fully glazed pedestrian pool access door and side leaf to changing village, incorporating double glazed unit with 6mm clear toughened safety glass external pane, 20mm warm spacer bar and 6mm internal pane of toughened safety K-Glass to achieve U-Value of 1.6 W/m <sup>2</sup> K. Ironmongery to include floor spring with hold open mechanism, shoot bolts to side leaf, pull handles and Euro-cylinder dead lock with internal thumb turn.		

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		£	p
1.62	Supply and install new 1500mm x 2100mm white powder coated steel flush security double door set to external plant room. Ironmongery to include 3 pairs of security hinges, mortice lever latch with Euro-cylinder dead lock with internal thumb turn and shoot bolts to side leaf.		
1.63	Supply and install new 900mm x 2100mm white powder coated steel flush security single door set to existing pool plant room. Ironmongery to include 1.5 pairs of security hinges, mortice lever latch with Euro-cylinder dead lock with internal thumb turn.		
1.64	Supply and install 2 Nr 1800mm x 2100mm galvanised steel roller shutter doors to existing timber sliding gates to north elevation of maintenance workshop.		
1.65	Supply and install 1 Nr 1200mm x 2100mm galvanised steel roller shutter door to existing timber pedestrian door to south elevation of maintenance workshop.		
	<b>Internal Walls</b>		
1.66	In positions as illustrated on RHA's drawings, construct new 100mm thick blockwork buttress walls using 7 N/mm <sup>2</sup> aerated concrete blocks, laid in cement mortar.		
1.67	In positions as illustrated on RHA's drawings, construct remaining new 100mm thick blockwork non-buttress walls to changing village and plant room using 3.5 N/mm <sup>2</sup> aerated concrete blocks, laid in cement mortar.		
1.68	Form structural openings for internal doors and install lintels as illustrated on RHA Consulting Engineers lintel schedule.		
1.69	In positions as illustrated on iCon Building Consultancy's drawing WTC_003-03, construct new drywall partitions to form toilets, staff room, office, switch room, treatment rooms, kitchen and rest room comprising 70mm Gyproc metal studs at 600mm centres, infilled with 50mm thickness of Isover Acoustic Partition Roll and clad both sides with one layer of 12.5mm tapered edge Gyproc Soundbloc. Allow to form door openings. Tape and fill all joints.		

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		£	p
1.70	Supply and fix 12mm plywood pattresses to new walls to accommodate sanitaryware.		
1.71	In positions as illustrated on iCon Building Consultancy's drawing WTC_003-03 infill redundant internal door and window openings using 70mm Gyproc metal studs, infilled with 50mm thickness of Isover Acoustic Partition Roll and clad both sides with one layer of 12.5mm tapered edge Gyproc Soundbloc. Tape and fill all joints.		
1.72	In positions as illustrated on iCon Building Consultancy's drawing WTC_003-03 form new door openings D1 and D3 in existing drywall partition. Trim opening with Gyproc metal studs with timber infill to door reveals.		
	<b>Internal Wall Finishes</b>		
1.73	In positions as illustrated on iCon Building Consultancy's drawing WTC_003-05 dryline inside face of existing and proposed walls using British Gypsum's 63mm thick Gyproc Thermaline PIR insulated tapered edge plasterboard on dot and dab. Tape and fill all joints.		
1.74	Dryline both sides of new blockwork internal walls to changing village with 1 Nr layer of 12.5mm tapered edge Gyproc Wallboard on dot and dab. Tape and fill all joints to walls not being tiled.		
1.75	Supply and fix Johnson Eminence full height white gloss glazed ceramic wall tiles (Short Code EMI01A) to 5 Nr self-contained toilet cubicles, 2 Nr accessible toilet cubicles and changing village, size 600mm x 300mm x 9.5mm, colour: white, laid horizontal straight bond. Allow for waterproof adhesive and light grey grout, together with polish stainless steel external corner beads.		
1.76	Allow to waterproof tank blockwork walls to shower areas with Bal Tank-it liquid tanking system.		

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	<b>Floor Finishes</b>		
1.77	Following removal of existing 50mm thick screed to redundant male and female changing rooms, as specified earlier, supply and lay 60mm thick Kingspan Kooltherm K103 floor insulation to changing village, including 5 Nr self-contained toilets and adjacent corridor laid on 1200 gauge damp proof membrane lapped on to damp proof course to external cavity walls.		
1.78	Supply and lay new sand / cement floor screed to changing village, including 5 Nr self-contained toilets and adjacent corridor laid to falls as illustrated on floor finishes drawing on 500 gauge vapour check. Thickness of screed to be minimum 65mm at abutment with channel drain increasing to 100mm thick along the centre of the changing village.		
1.79	Supply and fix Johnson Minerals Stone Absolute Collection glazed porcelain stone effect floor tiles to 5 Nr self-contained toilet cubicles, 2 Nr accessible toilet cubicles, adjacent corridor and changing village, size 600mm x 600mm x 9mm, colour: Slate (Short Code MIN05G) with Grip finish. Allow for all waterproof adhesive and light grey grout.		
1.80	Allow to waterproof tank floor to shower areas with Bal Tank-it liquid tanking system.		
1.81	Allow to provide 1 Nr 8m long stainless steel expansion joint to floor tiling.		
1.82	To all remaining areas, supply and lay latex self-levelling screed to provide smooth flush floor finish ready to receive new floor finish		
1.83	Supply and lay Polyflor Forest fx Parish Oak Parquet 3106 vinyl sheet flooring to all remaining areas as illustrated in floor finishes drawing, complete with cap and cove skirting with light grey termination strip.		

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	<b>Suspended Ceilings</b>		
1.84	In positions as illustrated on iCon Building Consultancy's drawing WTC_003-09, supply and fit Gyproc MF suspended ceiling to a finished height of 2400mm, incorporating 1 Nr layer of 12.5mm tapered edge wallboard with taped and jointed finish. Allow to form splayed bulkhead around 6 Nr clerestory windows.		
1.85	In positions as illustrated on iCon Building Consultancy's drawing WTC_003-09, supply and fit Rockwool Rockfon suspended ceiling to a finished height of 2400mm, incorporating A24 suspension grid and 595mm x 595mm x 15mm Rockfon Artic square edged tiles.		
	<b>Internal Doors &amp; Joinery</b>		
1.86	Supply and install new 38mm thick softwood door linings to all new door openings D1 to D26 to suit wall thickness and sizes as illustrated on iCon Building Consultancy's drawing WTC_003-13.		
1.87	Supply and install new 44mm thick solid core doors to all new door openings D1 to D26 as illustrated on iCon Building Consultancy's drawing WTC_003-13. Doors to include anthracite grey matt laminate finish both sides with light oak lippings and beads and glazed vision panels where required.		
1.88	Supply and install new brushed stainless steel ironmongery as illustrated on iCon Building Consultancy's Ironmongery Schedule from Zoo Architectural Hardware's Vier Precision Design range.		
1.89	Supply and install 70mm x 18mm softwood mini bullnose architraves to both sides of all new door frames D1 to D26 as illustrated on iCon Building Consultancy's drawing WTC_003-13.		
1.90	Supply and install 100mm x 18mm softwood mini bullnose skirting boards to both sides of new drywall partitions not being tiled.		

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	<b>Community Studio Kitchen</b>		
1.91	<p>Supply and install new Howdens Clerkenwell Super Matt kitchen, including appliances, to include the following provisional items (subject to detailed site survey and design):-</p> <ul style="list-style-type: none"> <li>• 1 Nr 600mm Hi-line base unit</li> <li>• 1 Nr Lamona integrated dishwasher LAM 8607</li> <li>• 1 Nr 1000mm Hi-line sink base unit</li> <li>• 1 Nr 1000mm Hi-line corner base unit</li> <li>• 1 Nr Lamona integrated fridge LAM 6001</li> <li>• 1 Nr 400mm 3 drawer base unit</li> <li>• 22mm square edge grey sparkle quartz worktop</li> <li>• 1 Nr Franke Bell single bowl inset sink &amp; drainer</li> <li>• 1 Nr plumbing kits</li> <li>• 1 Nr Franke Tessuto brushed decor mixer tap</li> <li>• 10mm square edge grey oak block effect upstand</li> <li>• Continuous plinths to suit</li> <li>• Integrated appliance doors to suit</li> <li>• Décor end panels to suit</li> </ul>		
1.92	Allow to provide 3D computer generated image of the kitchen to be approved by the client and contract administrator prior to placing and order with Howdens.		
	<b>Staff Room Kitchen</b>		
1.93	<p>Supply and install new Howdens Clerkenwell Super Matt kitchen, including appliances, to include the following provisional items (subject to detailed site survey and design):-</p> <ul style="list-style-type: none"> <li>• 1 Nr 1000mm Hi-line corner base unit</li> <li>• 1 Nr 1000mm Hi-line sink base unit</li> <li>• 1 Nr Lamona integrated fridge LAM 6001</li> <li>• 1 Nr 600mm 3 drawer base unit</li> <li>• 22mm square edge grey sparkle quartz worktop</li> <li>• 1 Nr Franke Bell single bowl inset sink &amp; drainer</li> <li>• 1 Nr plumbing kits</li> </ul>		

		£	p
	<ul style="list-style-type: none"> <li>• 1 Nr Franke Tessuto brushed decor mixer tap</li> <li>• 10mm square edge grey oak block effect upstand</li> <li>• Continuous plinths to suit</li> <li>• Integrated appliance doors to suit</li> <li>• Décor end panels to suit</li> </ul>		
1.94	Allow to provide 3D computer generated image of the kitchen to be approved by the client and contract administrator prior to placing and order with Howdens.		
	<b>Changing Village Washroom Furniture</b>		
1.95	Place order with TBS Amwell to supply and deliver to site their "Splash" range of solid grade laminate cubicle partitioning system, complete with bench seating, lockers and vanity shelves as set out in their quotation reference AM/#114299E/CG dated 8 <sup>th</sup> October 2024.	50,447	50
1.96	Allow for overheads and profit @.....%.		
1.97	Install cubicle partitioning system, complete with bench seating, lockers and vanity shelves.		
	<b>Decorations</b>		
1.98	Prepare all plasterboard ceilings (excluding changing village) and decorate with 1 Nr. mist coat and 2 Nr. full coats of Dulux Trade Vinyl Matt emulsion paint – colour: white.		
1.99	Prepare all plasterboard ceilings within changing village and decorate with 1 Nr. mist coat and 2 Nr. full coats of Dulux Trade Sterishield Diamond Eggshell paint – colour: white.		
1.100	Prepare all existing and new plastered walls and decorate with 1 Nr. mist coat and 2 Nr. full coats of Dulux Trade Diamond Matt emulsion paint – colour: Grey Steel 4.		
1.101	Prepare all non-laminate timber doors, door frames, architraves and skirting boards and decorate with 2 Nr. full coats of Dulux Trade Diamond Eggshell paint – colour: white.		

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1.102	Prepare all existing and new external brickwork and decorate with 2 Nr. full coats of Dulux Trade Weathershield Smooth Masonry paint – colour: white.		
	<b>Sanitaryware</b>		
1.103	Supply and install 5 Nr Ideal Standard i.life B back to wall WC bowls to self-contained toilets, complete with Conceala 3 dual flush 6/4 litre concealed cistern, internal overflow, flush pipe, Panekta outlet connector, i.life B toilet seat with slim slow close cover and Conceala 3 white dual flush plate.		
1.104	Supply and install 5 Nr Ideal Standard i.life S 37cm washbasins to self-contained toilets, complete with wall fixing kit, basin clicker waste and Avon 21 1 hole washbasin mixer tap with self-closing push button.		
1.105	Supply and install 1 Nr Ideal Standard Doc M Contour 21+ close coupled pack LH to accessible / family change 1, complete with charcoal coloured grab rails.		
1.106	Supply and install 1 Nr Ideal Standard Doc M Contour 21+ close coupled pack RH to accessible / family change 2, complete with charcoal coloured grab rails.		
1.107	Supply and install 1 Nr Ideal Standard Doc M Contour shower room pack RH to accessible / family change 1, complete with charcoal coloured grab rails.		
1.108	Supply and install 1 Nr Ideal Standard Doc M Contour shower room pack LH to accessible / family change 2, complete with charcoal coloured grab rails.		
1.109	Supply and install 1 Nr Ideal Standard Doc M Contour 21+ close coupled pack RH with black contemporary rails and accessories to accessible toilet in main reception.		
1.110	Supply and install 1 Nr Ideal Standard Doc M Contour 21+ close coupled pack LH with black contemporary rails and accessories to accessible toilet in community studio.		

		£	p
1.111	Supply and install 1 Nr Ideal Standard Alder sink and bucket grating to cleaner's cupboard, complete with Alterna 21 bib taps, waste outlet and stainless steel legs.		
1.112	Supply and install 1 Nr Ideal Standard i.life B close coupled WC bowl to maintenance depot staff toilet, complete with dual flush 6/4 litre cistern, i.life B toilet seat with slim slow close cover.		
1.113	Supply and install 1 Nr Ideal Standard Edit L 40cm hand rinse basin, complete with wall fixing kit, Edit R rim mounted single level basin mixer tap and clicker waste.		
1.114	Supply and install 1 Nr Ideal Standard Purita wall mounted drinking fountain to main reception.		
1.115	Supply and install 2 Nr Ideal Standard i.life B 100cm wall hung vanity units to treatment rooms, complete with Ceraplan single lever basin mixer and clicker waste. Colour of vanity units to be Matt Quartz Grey.		
	<b>Mechanical &amp; Plumbing Services</b>		
1.116	Supply, install and commission new mechanical and plumbing services as illustrated on the mechanical services drawings prepared by PB Design & Consultancy. Cost breakdown to be included in the Mechanical Services Pricing Schedule.		
	<b>Electrical Services</b>		
1.117	Supply, install and commission new electrical services as illustrated on the electrical services drawings prepared by Tyse Design & Consultancy. Cost breakdown to be included in the Electrical Pricing Schedule.		
	<b>Builder's Works in Connection with MEP Services</b>		
1.118	Allow for forming all necessary holes for pipework, cables, ducts and vents.		
1.119	Form mass concrete plinth below air source heat pump and cold water break tank inside external plant compound.		

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1.120	Fire stop all holes using fire batts and intumescent mastic as necessary.		
	<b>Below Ground Foul Water Drainage</b>		
1.121	In positions as illustrated on iCon Building Consultancy's drawing WTC_003-08, supply and install 135mm wide Wade SVF stainless steel drainage floor channels.		
1.122	To each floor channel, supply and fix 135mm wide Wade SS3135A5 stainless steel Streamline Channel Grating.		
1.123	To each floor channel, supply and fix 1 Nr Wade G1014 LD "S" Trapped Body gully to suit drainage pop-up illustrated on RHA's drawings.		
1.124	To each floor gully, supply and fix 1 Nr Wade UP702 Filter Bucket.		
1.125	In positions as illustrated on RHA's drainage drawings, construct new below ground foul water drainage system, complete with all pop-ups, manholes, inspection chambers, drainage channels and gullies to the external showers. Allow to remove all redundant foul water drainage.		
	<b>Below Ground Storm Water Drainage</b>		
1.126	In positions as illustrated on RHA's drainage drawings, construct new below ground surface water drainage system, complete with all manholes, inspection chambers and gullies. Allow to remove all redundant storm water drainage.		
	<b>External Works</b>		
1.127	In position as illustrated on iCon Building Consultancy's drawing WTC_003-14, excavate and reduce levels as necessary and lay new 600mm x 600mm paving slabs to match existing on 150mm thickness of MoT Type 1 compacted sub-base.		

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1.128	In position as illustrated on iCon Building Consultancy's drawing WTC_003-14, lay new Polycote Easi-Screed, or similar approved external grade screed, to external plant compound laid to falls towards external paving.		
1.129	Supply and install 2200mm high timber close boarded fence around external plant compound, incorporating 100mm x 100mm timber posts and 150mm high timber gravel board and double gates. Fence posts to be fixed to top of piled raft using galvanised metal shoes with base plate bolted to concrete.		
	<b>Completion &amp; Handover</b>		
1.130	Undertake "sparkle" clean of all surfaces, including glass, and leave site clean and tidy.		
1.131	Apply silicone sealant around all sanitaryware, internal corners to wall tiling and perimeter of tiled floors.		
	<b>Provisional Sums &amp; Contingency Sum</b>		
1.132	Allow the Provisional Sum of £10,000 for remedial works to existing retaining wall along the east boundary facing the adjacent skate park.	10,000	00
1.133	Allow the Provisional Sum of £10,000 for repairs to existing below ground drainage system.	10,000	00
1.134	Allow the Provisional Sum of £3,000 for repairs to existing PVC single ply membrane flat roof.	3,000	00
1.135	Allow the Provisional Sum of £15,000 to supply and install access control barriers to main reception.	15,000	00
1.136	Allow the Provisional Sum of £15,000 to supply and install a mansafe system to the flat roof, complete with an access cat ladder in the external plant room.	15,000	00
1.137	Allow the Provisional Sum of £5,000 to supply and install a steel goalpost to the proposed roller shutter security doors.	5,000	00

		£	p
1.138	Allow the Provisional Sum of £10,000 for soft landscaping works following completion of all civil engineering works.	10,000	00
1.139	Allow the Provisional Sum of £2,000 to supply and install a weatherproof canopy above the external lockers.	2,000	00
1.140	Allow the Contingency Sum of £30,000 to be expended in whole or in part as instructed by the Contract Administrator.	30,000	00

**Appendix A**  
**Collection Page**

## Collection Page

### Schedule of Works: -

Page 39	£
Page 40	£
Page 41	£
Page 42	£
Page 43	£
Page 44	£
Page 45	£
Page 46	£
Page 47	£
Page 48	£
Page 49	£
Page 50	£
Page 51	£
Page 52	£
Page 53	£
Page 54	£
Page 55	£
Page 56	£
Page 57	£

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**Total**      £

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# **Appendix B**

## **Form of Tender**

## Form of Tender

TENDER FOR: Ware Priory Lido – Extension, Re-modelling & Refurbishment

To: iCON Building Consultancy Limited  
13 Ducketts Wharf  
South Street  
Bishop's Stortford  
Herts CM23 3AR

Sir(s),

We have read the Conditions of Contract and Specification delivered to us and do hereby offer to carry out and complete the whole of the Works described for the sum of: -

(£ .....

and within ..... weeks from the Date of Possession.

We undertake to commence the Works within ..... weeks of receiving a written order.

We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the conditions and terms contained in this offer.

We agree that should obvious errors in pricing or significant errors in arithmetic be discovered in the priced Specification submitted by us before acceptance of this offer, these errors will be dealt with in accordance with Alternative 2 of the 'Code of Procedure for Single Stage Selective Tendering'.

We declare that our tender is based on a total of..... working hours per week with the site being open for ..... days per week.

This tender remains open for acceptance for 13 weeks.

Dated this ..... day of .....20.....

Signed .....

in the capacity of .....

For and on behalf of .....

Address .....

Telephone No.....Email.....

## **Appendix C**

### **TBS Amwell Quotation**

## **Appendix D**

### **Ironmongery Schedule**