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|  | **July 2023**  **North Northamptonshire Council**  **Works Specification**  **Access Ramp Repairs to The Corby Cube**  **Corby Cube**  **George Street**  **Corby**  **NN17 1QG**  Text  Description automatically generated with low confidence | | |  |  |
| **A10** | **PROJECT PARTICULARS** | | |  |  |
|  |  | | | **£** | **p** |
| A10/110 | **The Project**  Name: Epoxy resin repairs to both sides of the Cube’s access ramp  Location: The Corby Cube, George Street, Corby, NN17 1QG  Length of contract: TBC | | |  |  |
| A10/120 | **Employer (Client)**  Company: North Northamptonshire Council  Representative: Dylan Smith  Address: 4 Robinson Way, Telford Way Industrial Estate, Kettering, Northants NN16 8PP  Tel: 07498 234352 | | |  |  |
| A10/130 | **Principle Contractor (CDM)**  TBC. | | |  |  |
| A10/140 | **Person Empowered by the Contract to act on behalf of the Employer**  Company: North Northamptonshire Council  Representative: Dylan Smith  Address: 4 Robinson Way, Telford Way Industrial Estate, Kettering, Northants NN16 8PP  Tel: 07498 234352 | | |  |  |
| A10/150 | **Principal Designer**  Company: Principal Contractor  Representative:  Address:  Tel: | | |  |  |
| A10/170 | **Structural Engineer**  Company: David Smith Associates Ltd  Representative: David Smith  Address: 8 Duncan Close, Moulton Park, Northampton, NN3 6WL  Tel: 07498 234352 | | |  |  |
|  |  | | |  |  |
| **A11** | **TENDER AND CONTRACT DOCUMENTS** | | |  |  |
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| A11/110 | **Tender Drawings** | | |  |  |
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|  | The tender drawings are: As per the Works Specification and preconstruction Information | | |  |  |
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| A11/120 | **Contract Drawings** | | |  |  |
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|  | The Contract Drawings: Proposed to be the same as the tender drawings. | | |  |  |
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| A11/160 | **Preconstruction Information** | | |  |  |
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|  | Format: The Preconstruction information is also described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents. Health & Safety Plans and method statements will be required as described in these preliminaries. | | |  |  |
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|  | The Contract Drawings: Proposed to be the same as the tender drawings. | | |  |  |
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| A11/170 | **Other Documents** | | |  |  |
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|  | Inspection: Drawings and other documents relating to the contract and or site but not included in the tender documents may be seen by appointment and by contacting nominated contact in A10/120. | | |  |  |
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| **A12** | **THE SITE/EXISTING BUILDINGS** | | |  |  |
| A12/110 | **The Site** | | |  |  |
|  | Description: The Cube is the old offices of Corby Borough Council and remains a busy office for NNC and the theatre and other activities. It shares a car park with the international swimming pool. The works are to take place in and around a public car park and the access ramp to the Cube’s undercroft car park.  The surrounding areas are in full operation and no claims shall be entertained based on a lack of knowledge of the area and the neighbouring areas and their functions.  Before work commences the Contractor shall inspect the site and surrounding external works and prepare a schedule of conditions. The schedule shall fully describe the conditions of all items likely to be affected by the works and shall include photographs and/or video taken by the Contractor. The schedule shall be dated and signed by the Contractor and the Employer and deposited with the Contract Administrator.  The Contractor is required to familiarise themselves with the correct working policies required by the Council prior to undertaking works. Every care shall be taken to avoid damage to the existing buildings:  Access to the undercroft car park and public car park must be maintained at all times. | | |  |  |
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| A12/140 | **Existing Utilities and Services** | | |  |  |
|  |  | | |  |  |
|  | Drawings: Asset records are included in Tender Documentation | | |  |  |
|  | Services are known to exist within the area of the site. Where known these are indicated within the tender documentation, but actual positions must be verified by the Contractor. The Contractor is responsible for taking all necessary precautions for protecting the same and making good any damage, which does occur. He is also to allow for inconvenience caused in working around these services, and for maintaining them in use. All reasonable precautions to locate other potential services runs not indicated should be taken. | | |  |  |
| A12/170 | **Site Investigation** | | |  |  |
|  |  | | |  |  |
|  | Report: Included in Tender Documentation | | |  |  |
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| A12/180 | **Health and Safety File** | | |  |  |
|  |  | | |  |  |
|  | Availability for inspection: Any H&S Files for the site/building are available on site in the Cube office. The files can be viewed on request. | | |  |  |
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| A12/200 | **Access to the Site** | | |  |  |
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|  | Description: The site is in the centre of Corby. Access is off the Westcott Way and across public car park.  The Contractor is to allow for all associated signage and banks man to ensure the tenants, utility companies, car park users and public are not adversely affected by the works and maintenance to the undercroft car park is maintained at all times. The contractor is to allow for ensuring the height barrier is locked at all times. | | |  |  |
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| A12/210 | **Parking** | | |  |  |
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|  | Restrictions on parking of the Contractor’s and employees' vehicles: Parking is limited to the dedicated compound area and the contractor must use this area only and or designated public car park bays. | | |  |  |
| A12/220 | **Use of the Site** | | |  |  |
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|  | General: Do not use the site for any purpose other than carrying out the Works. | | |  |  |
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| A12/230 | **Surrounding Land/Building Uses** | | |  |  |
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|  | General Adjacent or nearby uses or activities are as follows:   * The car park is used for members of the public to park and access Corby Cube, Swimming Pool and the town. * Car parking adjacent to the working areas are also used for taxi and police and their operations must not be affected. * Access should be maintained at all times to the National Grid sub station. | | |  |  |
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| A12/240 | **Health & Safety Hazards** | | |  |  |
|  |  | | |  |  |
|  | General: The nature and condition of the site cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present | | |  |  |
|  | * Erection of temporary structure. * Stability of existing structures. * Working at height. * Working in public highway. * Overlap with the public. * Existing buried services. * Handling and storage of materials. * Working with products. * Manual handling/lifting operations. * Stability of scaffold. | | |  |  |
|  | Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer’s representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.  Site staff: Draw attention of all personnel to the nature of any possible contamination and the need to take appropriate precautionary measures. | | |  |  |
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| A12/250 | **Site Visit** | | |  |  |
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|  | Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.  Arrangements for visit: The Contract Administrator | | |  |  |
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|  | The Contractor shall be deemed to have visited the site before submitting his price, and to have satisfied himself as to the means of communication, access to the site and all other conditions under which the works will be carried out, together with the conditions affecting the supply of labour and materials and all other matters which may affect the price. No claim based on the lack of any such knowledge will be entertained. | | |  |  |
| **A13** | **DESCRIPTION OF THE WORK** | | |  |  |
| A12/130 | **The Works** | | |  |  |
|  |  | | |  |  |
|  | Description**:** Design and undertake epoxy resin repairs to both sides of the Cube’s access ramp to prevent ground water coming into contact with the existing sheet piling forming the sides to the Cube’s access ramp to the undercroft car park and paint once resin works are completed. | | |  |  |
| **A20** | **JCT MINOR WORKS BUILDING CONTRACT (MW)** | | |  |  |
| A20/360 | **JCT Minor Works Building Contract** | | |  |  |
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|  | The Contract: JCT Minor Works Building Contract with Contractors Design 2016 Edition.  Requirement: Allow for the obligations, liabilities and services described as follows: | | |  |  |
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|  | **The Recitals** | | |  |  |
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|  | First Recital | The works comprises: Design and undertake epoxy resin repairs to both sides of the Cube’s access as noted in Works Specification | |  |  |
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|  | Second Recital | Refer to Works Specification | |  |  |
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|  | **The Articles** |  | |  |  |
|  |  |  | |  |  |
|  | Article 2 – Contract Sum | TBC  Delete “or such other sum as becomes payable under this Contract.” | |  |  |
|  |  |  | |  |  |
|  | Article 3 – Architect/ CA | See section A10/140 | |  |  |
|  | Article 4 – Principal Designer | See section A10/150 | |  |  |
|  | Article 5 – Principal Contractor | See section A10/130 | |  |  |
|  |  |  | |  |  |
|  | **Contract Particulars** |  | |  |  |
|  |  |  | |  |  |
|  | Fifth Recital and Schedule 2 | Base Date – [ ] | |  |  |
|  | Fifth Recital and clause 4.2 | Employer at the Base Date is not the ‘contractor’ for the purposes of the CIS | |  |  |
|  | Sixth Recital | CDM Regulations: The project is notifiable | |  |  |
|  | Seventh Recital | Frame Agreement: Does not apply | |  |  |
|  | Eighth Recital and Schedule 3 | Supplemental Provisions | |  |  |
|  |  | Collaboration working – Provision 1 | Applies |  |  |
|  |  | Health and Safety – Provision 2 | Applies |  |  |
|  |  | Cost savings and value improvements – Provision 3 | Applies |  |  |
|  |  | Sustainable development and environmental considerations – Provision 4 | Applies |  |  |
|  |  | Performance Indicators and monitoring – Provision 5 | Applies |  |  |
|  |  | Notification and negotiation of disputes – Provision 6 | Applies |  |  |
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|  | Nominees | Where paragraph 6 applies, the respective nominees of the parties are:  Employer’s nominee: Dylan Smith  Contractor’s nominee: [TBA] | |  |  |
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|  | Article 7 | Article 7 and Schedule 1 (Arbitration) do not apply | |  |  |
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|  | 2.3 - Commencement and Completion | Date for Commencement of the Works: [TBC ] | |  |  |
|  |  | Date for completion: [TBC ] | |  |  |
|  |  |  | |  |  |
|  | 2.9 - Liquidated Damages | [£N/A] per week | |  |  |
|  | 2.11 - Rectification period | Period 12 months from the date of practical completion | |  |  |
|  | 4.3 - Interim Payments | Monthly | |  |  |
|  |  |  | |  |  |
|  | 4.3 - Payments due prior to practical completion | [TBC ] % | |  |  |
|  |  |  | |  |  |
|  | 4.3 - Payments becoming due on or after practical completion | [TBC ] % | |  |  |
|  | 4.3 and 4.8 Fluctuations provision | No fluctuations provision applies | |  |  |
|  | 4.8.1 - Supply of documentation for computation of amount to be finally certified | Period [1] month from the date of practical completion. | |  |  |
|  | 5.3 - 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) | £10,000,000 (ten million pounds) | |  |  |
|  | 5.4A, 5.4B and 5.4C - Insurance of the Works etc- alternative provisions | 5.4A Applies | |  |  |
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|  | 5.4A and 5.4b - Percentage to cover professional fees | 10% | |  |  |
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|  | 5.4C – Insurance Arrangements | Provision should be made for a 10 year warranty for works | |  |  |
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|  | 7.2 - Adjudication | The Royal Institution of Chartered Surveyors | |  |  |
|  | Schedule 1 (paragraph 2.1) - Arbitration – appointer of Arbitrator (and of any replacement) | President or a Vice-President: Royal Institution of Chartered Surveyor | |  |  |
|  | Execution | The Contract: will be executed deed. | |  |  |
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| **A30** | **TENDERING/ SUBLETTING/ SUPPLY** | | |  |  |
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| A30/110 | **Scope** | | |  |  |
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|  | General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender. | | |  |  |
|  | Upon receipt of the documents check that all information necessary for preparing the contractors price has been provided. Report any missing documents, pages or discrepancies. | | |  |  |
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| A30/145 | **Tendering Procedure** | | |  |  |
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|  | General: In accordance with the principles of the “Code of Procedure for Single Stage Selective Tendering.  Arithmetical errors: Overall price is dominant. | | |  |  |
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| A30/160 | **Exclusions** | | |  |  |
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|  | 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 | | |  |  |
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| A30/170 | **Acceptance of Tender** | | |  |  |
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|  | 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. | | |  |  |
| A30/190 | **Period of Validity** | | |  |  |
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|  | Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.  Date for possession/ commencement: See section A20. | | |  |  |
| A30/250 | **Priced Documents** | | |  |  |
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|  | 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. | | |  |  |
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| A30/310 | **Tender** | | |  |  |
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|  | 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. | | |  |  |
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| A30/500 | **Tender Stage Method Statements** | | |  |  |
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|  | Method statements: Prepare, describing how and when the following is to be carried out:   * Install the grout curtain. * Undertake the preparation and painting of sheet piles after grouting. | | |  |  |
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| A30/520 | **Design Documents** | | |  |  |
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|  | Scope: Include the following in the Contractor’s proposals:   * Details of the epoxy resin proposed along with manufacturers technical sheet and recommended installation procedure * Details of the paint proposed along with manufacturers technical sheet and recommended installation procedure | | |  |  |
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| A30/550 | **Health & Safety Information** | | |  |  |
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|  | 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: The successful tenderer will be required to submit an acceptable Construction Phase Health & Safety Plan prior to construction | | |  |  |
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| A30/570 | **Outline Construction Phase Health & Safety Plan** | | |  |  |
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|  | 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. | | |  |  |
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| A30/590 | **Site Waste Management Plan** | | |  |  |
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|  | 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.   Submit: Within one week of request | | |  |  |
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| **A31** | **PROVISION, CONTENT AND USE OF DOCUMENTS** | | |  |  |
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| A31/110 | **Definitions** | | |  |  |
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|  | 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. | | |  |  |
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| A31/120 | **Communication** | | |  |  |
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|  | 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. | | |  |  |
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| A31/130 | **Products** | | |  |  |
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|  | 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. | | |  |  |
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| A31/135 | **Site Equipment** | | |  |  |
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|  | 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. | | |  |  |
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| A31/140 | **Drawings** | | |  |  |
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|  | Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.  CAD data: In accordance with BS 1192. | | |  |  |
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| A31/145 | **Contractor’s choice** | | |  |  |
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|  | Meaning: Selection delegated to the Contractor, but liability to remain with the specifier | | |  |  |
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| A31/155 | **Submit Proposals** | | |  |  |
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|  | Meaning: Submit information in response to specified requirements. | | |  |  |
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| A31/160 | **Terms used in Specification** | | |  |  |
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|  | 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: Unload, handle, store, place and fasten in position including all labours and use of site equipment.  Supply and fix: Includes all labour and site equipment for unloading, handling, storing & execution. All products to be supplied & fixed unless stated otherwise.  Keep for reuse: Do not damage designated products or work. Clean off bedding/jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.  Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.  Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.  Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.  Refix: Fix removed products. Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.  Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.  System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function. | | |  |  |
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| A31/170 | **Manufacturer and Product Reference** | | |  |  |
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|  | 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 manufacture’s technical literature current on the date of the invitation to tender | | |  |  |
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| A31/200 | **Substitution of Products** | | |  |  |
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|  | 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. | | |  |  |
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| A31/210 | **Cross References** | | |  |  |
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|  | 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. | | |  |  |
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| A31/220 | **Referenced Documents** | | |  |  |
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|  | Conflicts: Specification prevails over referenced documents. | | |  |  |
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| A31/230 | **Equivalent Products** | | |  |  |
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|  | Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included. | | |  |  |
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| A31/250 | **Currency of Documents** | | |  |  |
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|  | Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender | | |  |  |
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| A31/260 | **Sizes** | | |  |  |
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|  | 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. | | |  |  |
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|  | **DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER** | | |  |  |
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| A31/410 | **Additional Copies of Drawings / Documents** | | |  |  |
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|  | Copies: PDF of each contract drawing and contract document will be issued free of charge (not counting any certified copies).  Additional copies: Issued on request and charged to the Contractor. | | |  |  |
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| A31/440 | **Dimensions** | | |  |  |
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|  | Scaled dimensions: Do not rely on. | | |  |  |
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| A31/450 | **Measured Quantities** | | |  |  |
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|  | Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.  Precedence: The specification and drawings shall override the measured quantities. | | |  |  |
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| A31/460 | **The Specification** | | |  |  |
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|  | Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions. | | |  |  |
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| A31/470 | **Divergence from Statutory Requirements** | | |  |  |
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|  | Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.  Action: Inform immediately. | | |  |  |
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|  | **DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS** | | |  |  |
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| A31/600 | **Contractors Design Information** | | |  |  |
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|  | Contractor's designed work: Refer to A20 1/10  Format: Technical design and suitability for as required for the appropriate consultant to review and comment on. | | |  |  |
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| A31/630 | **Technical Literature** | | |  |  |
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|  | 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. | | |  |  |
| A31/640 | **Maintenance Instructions and Guarantees** | | |  |  |
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|  | Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.  Information location: In the Health & Safety File.  Emergency call out services: Provide telephone numbers for use after completion. | | |  |  |
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| **A32** | **MANAGEMENT OF THE WORKS** | | |  |  |
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| A31/110 | **Supervision** | | |  |  |
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|  | 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. | | |  |  |
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| A32/120 | **Insurance** | | |  |  |
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|  | Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract. | | |  |  |
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| A32/130 | **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. | | |  |  |
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| A32/140 | **Climatic Conditions** | | |  |  |
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|  | 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. * Daily wind speed. * Daily rainfall. | | |  |  |
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| A32/150 | **Ownership** | | |  |  |
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|  | Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. | | |  |  |
|  | **PROGRAMME / PROGRESS** | | |  |  |
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| A32/210 | **Programme** | | |  |  |
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|  | 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. * Road closure planning period. * Planned road closures. * Subcontractor's work. * Work resulting from instructions issued in regard to the expenditure of provisional sums. * Projected completion date   Submit: Digitally to the Clients Agent.  Review: Minimum weekly whilst works are on site. | | |  |  |
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| A32/255 | **Notification of Compensation Event** | | |  |  |
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|  | Content: Notwithstanding the Contractor's obligations under the Contract, written notice must also be given of all other causes which apply concurrently. | | |  |  |
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| A32/290 | **Notice of Completion** | | |  |  |
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|  | 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): 1 week. | | |  |  |
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| A32/310 | **Extensions of Time** | | |  |  |
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|  | 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. | | |  |  |
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|  | **CONTROL OF COST** | | |  |  |
|  |  | | |  |  |
| A32/420 | **Removal / Replacement of Existing Work** | | |  |  |
|  |  | | |  |  |
|  | Extent and location: Agree before commencement.  Execution: Carry out in ways that minimize the extent of work. | | |  |  |
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| A32/430 | **Proposed Instructions** | | |  |  |
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|  | Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. | | |  |  |
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| A32/440 | **Measurement** | | |  |  |
|  | Covered work: Give notice before covering work required to be measured. | | |  |  |
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| A32/450 | **Daywork Vouchers** | | |  |  |
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|  | 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 authorized. * 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. | | |  |  |
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| A32/460 | **Interim Valuations** | | |  |  |
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|  | Applications: Include details of amounts requested under the Contract together with all necessary supporting information.  Submission: At least seven days before established dates. | | |  |  |
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| A32/470 | **Products not incorporated into the Works** | | |  |  |
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|  | 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. | | |  |  |
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| A32/500 | **Pricing Variations** | | |  |  |
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|  | When pricing or administering a variation, the contractor will not be paid an allowance for staff prelims or other preliminaries items related to processing the variation. | | |  |  |
| **A33** | **QUALITY STANDARDS / CONTROL** | | |  |  |
|  |  | | |  |  |
|  | **STANDARDS OF PRODUCTS AND EXECUTIONS** | | |  |  |
|  |  | | |  |  |
| A33/110 | **Incomplete Documentation** | | |  |  |
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|  | 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. | | |  |  |
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| A33/120 | **Workmanship Skills** | | |  |  |
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|  | 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. | | |  |  |
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| A33/130 | **Quality Products** | | |  |  |
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|  | 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 in 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. | | |  |  |
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| A33/135 | **Quality of Execution** | | |  |  |
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|  | 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. | | |  |  |
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| A33/140 | **Compliance** | | |  |  |
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|  | 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. | | |  |  |
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| A33/150 | **Inspections** | | |  |  |
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|  | 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. | | |  |  |
| A33/160 | **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. | | |  |  |
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| A33/170 | **Manufacturer’s Recommendations / Instructions** | | |  |  |
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|  | General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.  Changes to recommendations or instructions: Submit details.  Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.  Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates. | | |  |  |
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| A33/180 | **Water for the Works** | | |  |  |
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|  | Mains supply: Clean and uncontaminated.  Other: Do not use until:   * Evidence of suitability is provided. * Tested to BS EN 1008 if instructed. | | |  |  |
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|  | **SAMPLES/APPROVALS** | | |  |  |
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| A33/210 | **Samples** | | |  |  |
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|  | 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. | | |  |  |
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| A33/220 | **Approval of Products** | | |  |  |
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|  | 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. | | |  |  |
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| A33/230 | **Approval of Execution** | | |  |  |
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|  | 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. | | |  |  |
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|  | **ACCURACY/ SETTING OUT GENERALLY** | | |  |  |
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| A33/320 | **Setting Out** | | |  |  |
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|  | General: Submit details of methods and equipment to be used in setting out the Works.  Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding. Inform: When complete and before commencing construction. | | |  |  |
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| A33/330 | **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. | | |  |  |
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| A33/360 | **Record Drawings** | | |  |  |
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|  | Site setting out drawing: Record details of all grid lines, resin injection holes, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion. | | |  |  |
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|  | **SERVICES GENERALLY** | | |  |  |
| A33/410 | **Services Regulations** | | |  |  |
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|  | New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority. | | |  |  |
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| A33/420 | **Water Regulations/Byelaws Notification** | | |  |  |
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|  | Requirements: Notify Water Undertaker of work carried out to or which affects new or existing services and submit any required plans, diagrams and details.  Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions. | | |  |  |
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|  | **SUPERVISION/ INSPECTION/ DEFECTIVE WORK** | | |  |  |
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| A33/525 | **Access** | | |  |  |
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|  | Extent: Provide at all reasonable times access to the Works and to other places for the Contractor or subcontractors where work is being prepared for the Contract. | | |  |  |
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| A33/530 | **Overtime** | | |  |  |
|  |  | | |  |  |
|  | Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.   * Minimum period of notice: 2 days.   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. | | |  |  |
| A33/540 | **Defects in Existing Work** | | |  |  |
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|  | 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. | | |  |  |
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| A33/560 | **Tests and Inspections** | | |  |  |
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|  | 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. | | |  |  |
| A33/610 | **Defective Products/Executions** | | |  |  |
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|  | Proposals: Immediately any execution 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 reexecution.  Acceptability: Such proposals may be unacceptable and contrary instructions may be issued. | | |  |  |
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|  | **WORK AT OR AFTER COMPLETION** | | |  |  |
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| A33/710 | **Work before Completion** | | |  |  |
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|  | General: Make good all damage consequent upon the Works.   * Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. * Arrange inspection by CA prior to removal of any access scaffolds.   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. | | |  |  |
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| A33/730 | **Making Good Defects** | | |  |  |
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|  | Remedial work: Arrange access with the Employer.  Rectification: Give reasonable notice for access to the various parts of the Works.  Completion: Notify when remedial works have been completed. | | |  |  |
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| **A34** | **SECURITY/SAFETY/PROTECTION** | | |  |  |
|  |  | | |  |  |
|  | **SECURITY, HEALTH & SAFETY** | | |  |  |
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| A34/120 | **Execution Hazards** | | |  |  |
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|  | Common hazards: Not listed. Control by good management and site practice. Significant hazards: The design of the project includes the following:   * Hazard (tbc) * Precautions assumed (tbc) * Specification reference (tbc) * Drawing reference (tbc) | | |  |  |
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| A34/130 | **Product Hazards** | | |  |  |
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|  | 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:   * Hazard (tbc) * Material (tbc) * Specification reference (tbc) | | |  |  |
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| A34/140 | **Construction Phase Health & Safety Plan** | | |  |  |
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|  | Submission: Present to the Employer Client no later than 1 week before 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 CDM Regulations.  Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information. | | |  |  |
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| A34/150 | **Security** | | |  |  |
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|  | 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. | | |  |  |
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| A34/160 | **Stability** | | |  |  |
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|  | 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. | | |  |  |
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| A34/220 | **Working Precautions/Restrictions** | | |  |  |
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|  | Hazardous areas: Operatives must take precautions as follows:   * Work area: Public Car Park * Precautions: Work with safe defined working areas | | |  |  |
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|  | **PROTECT AGAINST THE FOLLOWING** | | |  |  |
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| A34/330 | **Noise Control** | | |  |  |
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|  | Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.  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:   * Pneumatic drills and other noisy appliances without consent. * Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance. Such equipment is not to be used outside, or inside where noise can carry. | | |  |  |
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| A34/340 | **Pollution** | | |  |  |
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|  | 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.  Maintain biosecurity in respect of invasive species transported to/from site. | | |  |  |
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| A34/360 | **Nuisance** | | |  |  |
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|  | Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.  Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads. | | |  |  |
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| A34/370 | **Asbestos containing materials** | | |  |  |
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|  | Duty: Report immediately any suspected materials discovered during execution of the Works.   * Do not disturb. * Agree methods for safe removal or encapsulation. | | |  |  |
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| A34/371 | **Dangerous or Hazardous Substances** | | |  |  |
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|  | Duty: Report immediately any suspected materials discovered during execution of the Works.   * Do not disturb. * Agree methods for safe removal or remediation. | | |  |  |
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| A34/375 | **Antiquities** | | |  |  |
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|  | Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.  Preservation: Keep objects in the exact position and condition in which they were found. | | |  |  |
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| A34/380 | **Fire Protection** | | |  |  |
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|  | 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'). | | |  |  |
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| A34/390 | **Smoking on Site** | | |  |  |
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|  | Smoking on site: Not permitted, to include vaping. | | |  |  |
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| A34/400 | **Burning on Site** | | |  |  |
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|  | Burning on site: Not permitted. | | |  |  |
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| A34/430 | **Waste** | | |  |  |
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|  | Includes: Rubbish, debris, spoil, containers and surplus material. Minimize: Keep the site and Works clean and tidy. 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.   Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.  Waste transfer documentation: Retain on site. | | |  |  |
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| A34/470 | **Invasive Species** | | |  |  |
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|  | 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 species discovered during execution of the Works.   * Do not disturb. * Agree methods for safe eradication or removal. | | |  |  |
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|  | **PROTECT THE FOLLOWING** | | |  |  |
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| A34/510 | **Existing Services** | | |  |  |
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|  | 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 mains/ 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. | | |  |  |
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| A34/520 | **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. | | |  |  |
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| A34/530 | **Existing TopSoil/SubSoil** | | |  |  |
|  |  | | |  |  |
|  | Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.  Protection: Before starting work submit proposals for protective measures. | | |  |  |
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| A34/540 | **Retained Trees/Shrubs/Grassed Areas** | | |  |  |
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|  | 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. | | |  |  |
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| A34/555 | **Wildlife Species and Habitats** | | |  |  |
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|  | General: Safeguard the following: Wildlife and Habitats.  Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.  Education: Ensure employees and visitors to the site receive suitable instruction and awareness training. | | |  |  |
| A34/560 | **Existing Features** | | |  |  |
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|  | 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. | | |  |  |
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| A34/570 | **Existing Work** | | |  |  |
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|  | Protection: Prevent damage to existing work, structure or other property during the course of the work.  Removal: Minimum amount necessary.  Replacement work: To match existing. | | |  |  |
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| A34/600 | **Existing Furniture, Fittings and Equipment** | | |  |  |
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|  | Protection: Prevent damage or move as necessary any remaining fixtures and fittings to enable the Works to be executed. Reinstate in original positions.  Extent: Limited – contents should be removed prior to works. | | |  |  |
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| A34/625 | **Adjoining Property Restrictions** | | |  |  |
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|  | 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. | | |  |  |
| A34/630 | **Existing Structures** | | |  |  |
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|  | 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. | | |  |  |
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| A34/640 | **Materials for Recycling/Reuse** | | |  |  |
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|  | Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.  Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed. | | |  |  |
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| **A35** | **SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING** | | |  |  |
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| A35/130 | **Method/Sequence of Work** | | |  |  |
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|  | Specific Limitations: Include the following in the programme:   * The Contractor is to liaise with the Council during the tender period to understand the specific nature of the working environment and to carefully consider the delivery and installation logistics to provide a fully integrated and workable programme. * The Contractor is to fully understand the restrictions of this and ensure deliveries are managed out of peak times and fully coordinated with the Council.   No claims for additional monies will be entertained from a lack of investigation into the working environment. | | |  |  |
| A35/170 | **Working Hours** | | |  |  |
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|  | Specific limitations: Obtain prior permission from Contract Administrator to any desired working outside normal working hours of 0800-1730 Monday to Friday. | | |  |  |
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| **A36** | **FACILITIES/ TEMPORARY WORK/ SERVICES** | | |  |  |
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|  | **ACCOMMODATION** | | |  |  |
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| A36/230 | **Temporary Accommodation** | | |  |  |
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|  | 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. | | |  |  |
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|  | **SERVICES AND FACILITIES** | | |  |  |
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| A36/420 | **Lighting and Power** | | |  |  |
|  |  | | |  |  |
|  | Supply: A site supply is not available.  Allow for temporary supply/generation  Make arrangements for distribution around site  Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply. | | |  |  |
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| A36/430 | **Water** | | |  |  |
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|  | Supply: A site supply is not available.  Allow for temporary supply/generation  Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply. | | |  |  |
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| **A37** | **OPERATION/MAINTENANCE OF THE FINISHED WORKS** | | |  |  |
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| A37/110 | **Health & Safety File** | | |  |  |
|  |  | | |  |  |
|  | Responsibility: Principal Contractor  Content: As A37/155  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 finishing Works, so affording a complete understanding of the Works.  Number of copies: 2 number hard copies 1 number full scanned PDF copy collated into a single digital file.  Delivery to: Contract Administrator prior to practical completion. | | |  |  |
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| A37/155 | **Content of the Health & Safety File** | | |  |  |
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|  | General: Details of the facility, the parties, operational requirements and constraints of a general nature.  Documentation:   * Design drawings and tender documentation * Preliminary Ecological Appraisal. * Construction Phase Plan. * Temporary Works design details. * RAMS for the projects. * Construction Environmental Plan * Water Quality Monitoring logs * As Built Drawings inc Injection points * Product Information, Guarantees, warranties, maintenance agreements, test certificates and reports. | | |  |  |
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|  | **PRELIMINARIES** | | |  |  |
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|  | **CARRIED TO SCHEDULE OF WORKS** | | |  |  |
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