

**CRICKET PAVILION.  
NEW ACCESS RAMP AND ALTERATIONS TO THE EXTERNAL STEPS.**

**AT**

**THE VINE CRICKET PAVILION, THE VINE SEVENOAKS.  
FOR  
SEVENOAKS TOWN COUNCIL**

**SPECIFICATION**

The Project Generally

Description of the Works

Contract Conditions & Preliminaries

Materials and Workmanship

- |          |   |  |
|----------|---|--|
| Appendix | 1 | Site Location Plan   |
|          | 2 | Tender/Contract sum analysis   |
|          | 3 | List of Tender/ Contract drawings. Existing & Proposed.<br>Drawings listed bound into document after the list. |

Both Tender/Contract Sum Analysis to be filled in fully and included in the tender return.

June 2017

**Job No 58**

Glenn Ball Chartered Architect.  
6 Castle Drive.  
Kemsing.  
Sevenoaks, Kent TN15 6RL  
glennmartinball@hotmail.co.uk  
01732 761629 07974 870431

## **A10 THE PROJECT GENERALLY**

- 110 The Project:  
Name: New access ramp and alterations to the external steps.  
Nature: to the cricket pavilion.
- 120 EMPLOYER (CLIENT):  
Sevenoaks Town Council.  
Bradbourne Vale Road.  
Sevenoaks Kent. TN13 3QG
- 130 THE PRINCIPAL CONTRACTOR: The Contractor
- 140 ARCHITECT  
Glenn Ball R.I.B.A.  
Chartered Architect  
6 Castle Drive  
Kemsing  
Sevenoaks  
Kent. TN15 6RL
- 160 STRUCTURAL ENGINEER  
No structural engineer on this project.
- 200 S.A.P. ASSESSOR  
Not required for this project.

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

- 110 THE SITE:  
The site comprises of an area of public space, owned and maintained by STC.
- 115 EXISTING BUILDING:  
The existing building covered by this contract is the pavilion.
- 120 EXISTING BUILDINGS ON/ADJACENT TO THE SITE  
The building will be in use during all operations, and a workable sequence of events is to be put forward by the main contractor to maintain access and use at all times.
- 121 TEMPORARY STORAGE  
May be possible within the building. The client will identify a space.
- 130 DEMOLITION  
Will take the form of the lifting and cleaning of the existing step bricks for reuse.  
The removal of the existing handrails up to the building.
- 140 EXISTING MAINS/SERVICES  
The contractor shall take such steps as are necessary to identify the routes of all services before work starts.
- 160 SOILS AND GROUND WATER INFORMATION  
Not relevant to this project.
- 200 ACCESS TO THE SITE  
Access to the site is via a vehicle access off Holly Bush lane.

- 210 **PARKING**  
 Parking of the Contractors and employees vehicles on site will be very limited. Vehicle movements around the cafe area where children are using their playground present a health and safety issue.  
 Parking to the bottom end of the vine is possible, with prior notice with the client.
- 220 **USE OF THE SITE**  
 Do not use the site for any purposes other than carrying out the works.
- 230 **SURROUNDING LAND**  
 The Employer owns the land surrounding the building. This area can only be used with express permission from the Employer.
- 240 **RISKS TO HEALTH AND SAFETY**  
 The accuracy and sufficiency of this information is not guaranteed by the Employer or the C.A. and the Contractor must ascertain for himself any information he may require to ensure the safety of all persons and the works.
- 250 **SITE VISIT:**  
 Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works. Site visits to be made with Glenn Ball.

### **A13 DESCRIPTION OF THE WORK**

- 120 **THE WORK**  
 The construction of a new Part M complaint ramp to the front of the building. This work also entails alterations to the existing steps to accommodate the ramp. The work also includes the supply and fit of balustrades handrails and top capping rails to each side of the ramps and to the new steps.  
 A planning condition for the work is that the existing brickwork lifted from the steps are reused for the new work, and additional bricks to match the existing must be secured to complete the project.

A20 Form of contract

### **A20 THE CONTRACT**

- 361 The Contract: JCT Minor Works Building Contract with Contractors Design 2011

First Recital:- The Work comprises: The construction of an access ramp steps balustrades handrails including steel work decorations to the front of the vine cricket pavilion.

Second Recital

The works include the design and construction of:

- 1) A means of maintaining access at all times during construction (safely).

Third Recital

Contract drawings: These are numbered and listed in Appendix

Contract Documents: Contract specification, Tender/ Contract sum Analysis.

Fourth Recital

The fourth recital will be deleted.

## THE ARTICLES

### Article 3

Architect: See clause A10/140

The words Contract Administrator will be deleted.

### Article 4 and 5

CDM PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR:

Principle designer: See Clause A10/140

Principle contractor : See Clause A10/130.

## CONTRACT PARTICULARS

### Fifth Recital and Schedule 2

Base Date: Ten days before return of tender date.

### Fifth Recital and clause 4.2

CONSTRUCTION INDUSTRY SCHEME (CIS)

Employer at base date ( is ) a "contractor" for the purposes of the CIS.

### Sixth Recital

CDM REGULATIONS

The project "is not" notifiable.

### Seventh Recital

FRAMEWORK AGREEMENT

Framework agreement: Does not apply.

Details: Not applicable.

### Eighth Recital and Schedule 3

SUPPLEMENTAL PROVISIONS

Paragraph 1. Applies.

Paragraph 2. Applies.

Paragraph 3 Applies

Paragraph 4 Applies

Paragraph 5 Applies

Paragraph 6 Applies

Employers nominee. To be advised

Contractors nominee. To be advised.

### Article 7

ARBITRATION

Article 7 and Schedule 1 : Apply.

### Clause 1.1

CDM PLANNING PERIOD

Does not apply.

### Clause 2.3

COMMENCEMENT AND COMPLETION

Date of commencement of the Works: No later than 12 weeks from date of receipt of tenders.

Date of Completion: No later than 8 weeks from the date of commencement.

### Clause 2.9

LIQUIDATED DAMAGES

At the rate of £500 per month.

Clause 2.11  
RECTIFICATION PERIOD  
Period: 12 Months from the date of practical completion.

Clause 4.3  
PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC  
Percentage: 95%.

Clause 4.4  
PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR  
Percentage: 97.5%

Clause 4.8.1  
SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE  
FINALLY CERTIFIED.  
Period: 3 months from the date of practical completion.

Clause 4.11 and Schedule 2  
CONTRIBUTIONS, LEVY AND TAX CHANGES.  
Schedule 2 (Fluctuations Option ) applies.  
Percentage addition : 10%

Clause 5.3.2  
CONTRACTORS INSURANCE-INJURY TO PERSONS OR PROPERTY  
Insurance cover (for any one occurrence or series of occurrences arising out  
of one event) .£2,000,000 (£2 Million).

Clauses 5.4A, 5.4B, and 5.4C  
INSURANCE OF THE WORKS ETC- ALTERNATIVE PROVISIONS  
Clause 5.4B applies.  
Delete clause 5.4A.  
(NB. 5.4B = "Existing structures insurance by Employer in Joint Names", taken out  
by the Employer).

Clause 5.4A.1 and 5.4B 1.2  
PERCENTAGE TO COVER PROFESSIONAL FEES  
Addition: 15 per cent.

Clause 7.2  
ADJUDICATION  
The Ajudicator is: Royal Institute of British Architects.

Schedule 1 Paragraph 2.1  
ARBITRATION  
Appointor of Arbitrator (and of any replacement): President or a Vice  
President of the Royal Institute of British Architects.

## **THE CONDITIONS**

### **SECTION 1: DEFINITIONS AND INTERPRETATIONS**

1.4 RECKONING PERIOD OF DAYS  
Add: A public holiday shall also include 22<sup>nd</sup> December to 1<sup>st</sup> January  
Inclusive.

1.7 APPLICABLE LAW

Amendments: None.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION:

The Contract: Will be executed " underhand".

CONTRACT GUARANTEE BOND: not required.

**A30 TENDERING/SUBLETTING/SUPPLY**

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 the principles of the Code of Procedure for Single Stage Selective Tendering 1996.

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 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

Tenders must remain open for consideration ( unless previously withdrawn) for not less than 12 weeks from the date fixed for the submission or lodgement of tenders.

Information on the date for possession/commencement is given in section A20.

191 CONFIDENTIALITY:

All tenderers and other recipients of the documents (whether or not they submit a tender ) shall treat all details of the documents as private and confidential.

192 TENDERERS RESPONSIBILITY

Tenderers shall visit the site of the works and obtain for themselves, on their own Responsibility, all information that may be necessary for making a tender and Entering into a contract and must examine the Contract documents and inspect and consider the site and its surroundings.

Any neglect or failure on the part of the tenderer to obtain reliable information at the site or elsewhere on any other matters affecting the execution, completion and maintenance of the works of this Contract shall not relieve the Contractor from any risks or liabilities or from the responsibility of completing and handing over the works.

## **PRICING/SUBMISSION OF DOCUMENTS**

- 210 **PRELIMINARIES IN THE SPECIFICATION:** Measurement rules: Preliminaries/ Conditions have been prepared in accordance with SMM7.
- 220 **PRICING OF PRELIMINARIES:** Charges: If the contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.
- 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 completion and proper execution of the works.
- 320 **PRICING OF TENDER/CONTRACT SUM ANALYSIS:** Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification which are not priced will be deemed to have been included elsewhere in the tender.
- 330 **THE PRICED TENDER/CONTRACT SUM ANALYSIS:** Must be submitted with the tender.
- 480 **PROGRAMME:** The Contractors proposed programme as specified in Section A32 or a summary thereof showing the sequence and timing of the principal parts of the works, period for planning and design and itemising any work which is excluded must be submitted with the 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.

## **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 Standards or British Standard glossary.
- 120 **COMMUNICATION:**  
Definition: Includes advice, 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.*
- 145 **CONTRACTORS CHOICE**  
 Meaning: Selection delegated to the contractor, but liability to remain with the specifier.
- 150 **CONTRACTORS DESIGN**  
 Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155 **SUBMIT PROPOSALS**  
 Meaning: Submit information in response to specified requirements.
- 160 **TERMS USED IN THE 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 pipe work, wiring, ductwork or other services.  
 Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packing including all labour, materials and site equipment for the 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.

- 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 acceptable, 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 omissions:** Wherever products are specified by propriety name the phrase " or equivalent" is to be deemed included.
- 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 EMPLOYER**

- 410 **ADDITIONAL COPIES OF DRAWINGS/DOCUMENTS**  
Copies: Two copies 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.
- 440 **DIMENSIONS**  
Scaled dimensioned: Do not rely on.
- 460 **THE SPECIFICATION**  
Coordination: All sections must be read in conjunction with Main Contract Preliminaries/General conditions.
- 470 **DIVERGENCE FROM THE STATUTORY REQUIREMENTS**  
Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.  
Action: Inform immediately.

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

- 600 **CONTRACTORS DESIGN INFORMATION**  
General: Complete the design and detailing of parts of the Works as specified.  
Provide:
  - Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.Master Programme: Make reasonable allowance for completing design/production information, submission, comment, inspection, amendment, resubmission and reinspection.  
Information required: Plan describing the sequence of work to maintain access while the ramp is built and then when the steps are constructed .
- 620 **AS BUILT DRAWINGS AND INFORMATION**  
Contractors designed work: Provide drawings / information.  
Submit: At least two weeks before date of completion.
- 630 **TECHNICAL LITERATURE**  
Information: Keep on site for reference by all supervisory personnel.
  - Manufacturer's 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.

## **A32 MANAGEMENT OF THE WORKS**

### **GENERALLY**

#### **110 SUPERVISION**

Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts. 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 Works.

#### **120 INSURANCE**

Documentary evidence: Submit details before starting work on site and/or policies and Receipts for the insurances required by the Conditions of the Contract.

#### **125 PROFESSIONAL INDEMNITY INSURANCE**

Provide and maintain insurance in respect of Contractor Designed Works.

- Level of cover: relates to claims or series of claims arising out of one event or is the aggregate amount for any one period of insurance.
- Period of insurance required: One year.

Amount of indemnity required: £ To be confirmed.

Limit of cover for pollution/contamination claims (if none is stated, the required level of cover shall be the full amount of the indemnity cover stated): To be confirmed.

Expiry of required period of CDP Professional Indemnity insurance: Six years.

Documentary evidence: Submit details before starting work on site and/or policies and receipts for the insurances required.

#### **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 temperature (including overnight).
- Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

Not relevant for this project.

#### **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.
- Subcontractors 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.

Submit two copies.

### 231 SUBMISSION OF PROGRAMMES

Will not relieve the Contractor of his responsibility to advise the CA of the need for further drawings or details or instructions in accordance with Clause 1.7.2 of the Conditions of Contract.

### 240 COMMENCEMENT OF WORK

Inform the CA at least 5 working days before the proposed date for commencement of work on site.

### 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 the delay and to recover any lost time.

### 260 SITE MEETINGS

General: Site meetings will be held to review progress and other matters arising from administration of the Contract.

Frequency: Monthly. 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). The CA.

### 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): Three weeks, CA to be informed.

### 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**

- 410 **CASH FLOW FORECAST**  
As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.
- 420 **REMOVAL / REPLACEMENT OF EXISTING WORK**  
Extent and location: Agree with CA 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.
- 460 **INTERIM VALUATIONS**  
Applications: Include details of amounts requested under the Contract together with all necessary supporting information.  
Submission: At least seven days before established dates.
- 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.
- 475 **PRODUCTS STORED OFF SITE**  
Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.  
Include for products purchased from a supplier:  
- A copy of the contract of sale.  
- A written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.  
Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor. Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

## **A33 QUALITY STANDARDS/CONTROL**

### **STANDARDS OF PRODUCTION 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 quality 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 Skill Certification Scheme.  
 Evidence: Operatives must produce evidence of skills/qualifications when requested.
- 130 **QUALITY OF PRODUCTS**  
 Generally: New. (Proposed 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.
- 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 propriety 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 method 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 approved unless confirmed in writing referring to:
- Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - 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.  
Agreement 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:  
- Evidence of suitability is proved.  
- Tested to BS EN 1008 if instructed.

### **SAMPLES/APPROVALS**

- 210 **SAMPLES**  
Products or execution: 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**  
Submission, 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 for 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 method and equipment to be used in setting out of 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**  
Tolerance 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 BS5606, tables 1 and 2.

340 **CRITICAL DIMENSIONS**  
Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.  
Location: Detailed on drawings.

350 **LEVELS OF STRUCTURAL FLOORS**  
Maximum tolerances for designed levels to be :

- Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10mm.
- Floors to receive dry board/panel construction with little or no tolerance on thickness: +/-10mm.
- Floors to receive mastic asphalt flooring/underlay's directly: +/-10mm.
- Floors to receive mastic flooring/underlay's laid on mastic asphalt levelling coat(s): +/- 15mm.
- Floors to receive fully bonded screeds/topping/beds: +/- 15mm.
- Floors to receive unbounded or floating screeds/beds: +/- 20mm.

380 **RECORD DRAWINGS**  
Not relevant for this project  
Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

## **SERVICES GENERALLY**

410 **SERVICES REGULATIONS**  
Not relevant for this project  
New or existing services: Comply with the Byelaws or Regulations of the Statutory Authority.

420 **WATER REGULATIONS/BYELAWS NOTIFICATION**  
Not relevant for this project  
Requirements: Notify Water Undertakers 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**  
Not relevant for this project  
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 installations and/or work carried out to an existing installation.
- The Contractor's that the installation complies with the relevant Water Regulation or Byelaws.
- The name and signature of the individual responsibility for checking compliance.
- The date on which the installation was checked.

435 **ELECTRICAL INSTALLATION CERTIFICATE**  
Not relevant for this project  
Submit: When relevant electrical work is completed.  
Original certificate: To be lodged in the Building Manual.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATIONS CERTIFICATE  
Not relevant for this project  
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.

Certificate location: The Building Manual.  
Not relevant for this project.

445 SERVICE RUNS  
Not relevant for this project  
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 fixings of services to fabric and identification of runs and fittings.

450 MECHANICAL AND ELECTRICAL SERVICES.  
Not relevant for this project  
Final tests and commissioning: Carry out so that services are in full working order at completion of the works.  
Building Regulation 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 subcontractor where work is being prepared for the Contract.  
Designate: Architect.

530 OVERTIME WORKING  
Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.  
- Minimum period of notice: One day  
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 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.

- 610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/EXECUTIONS  
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 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, covering 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 itemised schedule, retaining duplicate schedule signed by Employer as a receipt.
- 730 MAKING GOOD DEFECTS  
Remedial work: Arrange access with the Architect.  
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**

- 110 PRECONSTRUCTION INFORMATION  
Location: Integral with the project Preliminaries, including but not restricted to the following sections:  
- Description of project: Sections A10 and A11.  
- Clients consideration and management requirements: Sections A12, A13 and A36.  
- Environmental restrictions and on-site risks: Section A12, A35 and A34.  
- Significant design and construction hazards: Section A34  
- The Health and Safety File: Section A37.
- 120 EXECUTION HAZARDS  
Common hazards: Not listed. Control by good management and site practice  
Significant hazards: The design of the project includes the following:  
- Hazard: Large trees to the rear of the property.

- 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.
- 140    **CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**  
 Submission: Present to the employer Client no later than. No later than two weeks before commencement of work on site.  
 Confirmation: Do not start construction work until the Employer has confirmed in writing that the 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: Ensure any valuable materials or easily portable equipment stored on site is kept dry and locked away overnight.
- 160    **STABILITY**  
 Not relevant for this project  
 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.
- 170    **OCCUPIED PREMISES**  
 Extent: Existing buildings will be occupied and/or used during the Contract as follows:  
 .....  
 Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.  
 Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.
- 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.
- 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**  
 Not relevant for this project.  
 Use: Only where specified or approved, and then only suitable products listed on [www.pesticides.gov.uk](http://www.pesticides.gov.uk).  
 Restrictions: Work near water, drainage or land drains must comply with the "Guidelines for the use of herbicides on weeds in or near watercourses and lakes".  
 Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.  
 Competence: Operatives must hold a BASIS Certificate of competence, or work under supervision of a Certificate holder.
- 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.
- 370 **ASBESTOS CONTAINING MATERIALS**  
 Not relevant for this project.  
 Duty: Report immediately any suspected materials discovered during execution of the Works.  
 - Do not disturb  
 - Agree methods for safe removal or encapsulation.
- 375 **ANTIQUITIES**  
 Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.  
 Prevention: Keep objects in the exact position and condition in which they were found.
- 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 of unwanted materials 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**  
 Not relevant for this project  
 Removal: Where instructed to remove materials 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, containers and surplus material.  
Minimize: Keep the site and Works clean and tidy.  
Remove: Frequently and dispose off site in a safe 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.

## **PROTECT THE FOLLOWING**

- 510 **EXISTING SERVICES**  
Not relevant for this project  
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 services 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 an 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.
- 530 **EXISTING TOPSOIL/SUBSOIL**  
Not relevant for this project  
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.

- 540 **RETAINED TREES/SHRUBS/GRASSED AREAS**  
 Not relevant for this project.  
 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.
- 541 **TREES TO BE RETAINED**  
 Not relevant for this project  
 Unless agreed otherwise by the CA, do not Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the branch spread.  
 - Sever roots exceeding 25mm in diameter.  
 - Change level of ground within an area 3m beyond the branch spread.
- 560 **EXISTING FEATURES**  
 Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other features, which are to remain in position during execution of the Works.
- 570 **EXISTING WORK**  
 Protection: Prevent damage to existing work, structure and 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 Work to be executed, cover and protect as necessary and reinstate in original positions.
- 625 **ADJOINING PROPERTY RESTRICTIONS**  
 Not relevant for this project  
 Precautions:  
 - Prevent trespass of workpeople and take precautions  
 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**  
 Not relevant for this project  
 Duty: Check proposed method 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 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 12812

640 MATERIALS FOR RECYCLING/REUSE  
BRICKS FROM THE EXISTING STEPS  
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.

### **A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING**

130 METHOD/SEQUENCE OF WORK  
Specific Limitations: Include the following in the programme:  
- The sequences of work in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

170 WORKING HOURS  
Specific limitations: 8.00am to 17.30pm. Monday to Friday unless otherwise agreed with the C.A. and the client.  
Weekend working may be permitted with 5 days prior notice to the C.A.

### **A36 FACILITIES/TEMPORARY WORKS/SERVICES GENERALLY**

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES  
Not relevant for this project  
Location: Give notice of intended siting.  
Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

### **ACCOMMODATION**

230 TEMPORARY ACCOMMODATION  
Not relevant for this project  
Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:  
- 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 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.

230 TEMPORARY ACCOMMODATION  
Facilities: Sanitary accommodation will be provided for the duration of the Contract as follows:  
- Contractor to use the public toilets, however washing of brushes will not be acceptable in the hand wash basins.

340 NAME BOARDS  
Name boards/advertisements: Not permitted, without consent.

## SERVICES AND FACILITIES

- 410 LIGHTING  
Not relevant for this project  
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  
The use of electricity is for the sole purpose of carrying out the work, and must not be used for any other purposes.  
Supply: Electricity from the Employer's mains may be used for the Works as follows:  
Continuity: The Employer will not be held 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 held responsible for the consequences of failure or restriction in supply.
- 440 TELEPHONES  
Direct communications: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.
- 520 USE OF PERMANENT HEATING SYSTEM  
Not relevant for this project  
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.
- 540 METER READINGS  
Not relevant for this project  
Charges for services supplies: Where to be apportioned ensure that:  
  - Meter readings are taken by relevant authority at possession and/or completion as appropriate.
  - Copies of readings are supplied to interested parties.
- 550 THERMOMETERS  
Not relevant for this project  
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: For likely work force numbers.
  - High visibility waistcoats to BS EN 471 Class 2.  
Number required: For likely work force numbers.
  - Safety boots with steel insole and toecap to BS EN ISO 20345  
Pairs required: For likely work force numbers.
  - Disposable respirators to BS EN 149.FFP1S
  - Eye protection to BS EN 166
  - Ear protection-muffs to BS EN 352-1, plugs to BS EN 352-2
  - Hand protection-to BS EN 388,407,420 or 511 as appropriate.

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

- 110 THE BUILDING MANUAL  
Not relevant for this project  
Responsibility: The Contractor is to assemble.  
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.
- 115 THE HEALTH AND SAFETY FILE  
Responsibility: The Employer, to ensure the contractor completes/issues.  
Contents: Obtain and Provide the following information: To :- ACoP L153  
Format: A4 ring binder, with plastic sleeves.  
Delivery to: CA By: Practical Completion.  
This can be included in the building manual.
- 155 CONTENTS 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  
Not relevant for this project  
Format: A4 size, plastic 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.

## **MATERIALS AND WORKMANSHIP**

- 76 ASBESTOS-CONTAINING MATERIALS-UNKNOWN OCCURENCES  
Discovery: Give notice immediately of suspected asbestos-containing materials when discovered during demolition work. Avoid disturbing such materials.  
Removal: Submit statutory risk assessment and details of proposed methods for safe removal.
- 78 UNFORESEEN HAZARDS  
Discovery: Give notice immediately when hazards, such as unrecorded voids, tanks, chemicals, are discovered during demolition.  
Removal: Submit details of proposed methods for filling, removal, etc.

- 85 **SITE CONDITION AT COMPLETION**  
Debris: Clear away and leave the site tidy on completion.
- 90 **CONTRACTOR'S PROPERTY**  
Components and materials arising from demolition work( except for hardcore) :  
Property of the Contractor except where otherwise provided.  
Action: Remove from site as work proceeds where not to be reused or recycled for site use.
- D20 EXCAVATING AND FILLING**
- 23 **EXCAVATION AND BACKFILLING**  
Minimal excavations are required for this project.  
Ramp shown in section G-G is the only ramp where excavations are required.  
Backfilling is generally required, following brick removal for reuse.
- 25 **INSPECTING FORMATIONS**  
Notice: Make advance arrangements for inspection of formations.
- 28 **STEPS IN FOUNDATION FORMATIONS**  
Depth of formation below ground level. See drawings.  
Step dimensions:  
- Distance between steps (minimum): As drawings .  
- Height of steps as section drawings.
- 55 **PLACING FILL GENERALLY**  
Excavations and areas to be filled: Free from loose soil, rubbish and standing water.  
Freezing conditions: Do not use frozen materials or materials containing ice. Do not place fill on frozen surfaces.  
Fill against structures, membranes or buried services: Place and compact in a sequence and manner which will ensure stability and avoid damage.
- 60 **BACKFILLING AROUND FOUNDATIONS**  
Under ramp areas to the void and areas to be tarmac: Compacted Hardcore.
- 62 **FROST SUSCEPTIBILITY**  
General: Except as allowed below, fill must be non frost-susceptible as defined in Highways Agency 'Specification for highway works' clause 801.17.  
Frost-susceptibility fill: Use only within the external walls of buildings below spaces that will be heated. Protect from frost during construction.
- 65 **HARDCORE**  
Fill: Granular material, free from harmful matter and excessive dust or clay, well graded, all pieces less than 75mm in any direction, and in any one layer only one of the following:  
- Crushed hard rock or quarry waste.  
- Crushed concrete, brick or tile, free from plaster.  
- Gravel or hoggin.  
Filling: Spread and level both backfilling and general filling in layers not exceeding 150mm. Thoroughly compact each layer.
- 75 **BLINDING TO HARDCORE**  
Surfaces to receive sheet overlays or concrete: Blind with:  
- Concrete where shown on drawings: or  
- Sand, fine gravel, or other approved fine material applied to provide a closed smooth surface.  
Permissible deviation on surface level: +0- 25mm.

## **E10 MIXING / CASTING / CURING IN SITU CONCRETE**

### **To upstands and ramps.**

- 15      **SPECIFICATION**  
Concrete generally: To BS 8500-2  
Exchange of information: Provide concrete producer with information required by BS 8500-1, clause 4 and 5.
- 20      **DESIGNATED CONCRETE**  
Designation: RC 35  
Fibres: Not required  
Aggregates:  
- Size (maximum): 20mm.  
- Additional aggregate requirements: Rounded coarse aggregate.  
Special requirements for cement / combinations: None.  
Consistence class: Contractors choice  
Chloride class: GEN 3 CI 1.0  
Admixtures: Water proof concrete.  
Additional mix requirements: Water proof additives for the use of concrete below ground, to prevent the passage of water into the basement.
- 45      **PROPERTIES OF FRESH CONCRETE**  
Adjustments to suit construction process: Determine with concrete producer. Maintain conformity to the specification.
- 50      **PREMATURE WATER LOSS**  
Requirement: Prevent water loss from concrete laid on absorbent substrates.  
- Underlay: Polyethylene sheet 250 micrometres thick.  
- Installation: Lap edges 150mm.
- 60      **PLACING AND COMPACTING**  
Surfaces to receive concrete: Clean, with no debris, tying wire clippings, fastenings or free water.  
Timing: Place as soon as practicable after mixing and while sufficiently plastic for full compaction.  
Temperature limitations for concrete: 30 degrees C (maximum) and 5 degrees C (minimum). Do not place against frozen or frost covered surfaces.  
Compaction: Fully compact to full depth to remove entrapped air especially around reinforcement, cast-in accessories, into corners of formwork and at joints. Continue until air bubbles cease to appear on the top surface.  
- Methods of compaction: To suit consistence class and use of concrete.
- 70      **CURING AND PROTECTING**  
Evaporation from surfaces of concrete: Prevent throughout curing period.  
- Surfaces covered by formwork: Retain formwork in position and, where necessary to satisfy curing period, cover surfaces immediately after striking.  
- Top surfaces: Cover immediately after placing and compacting. Replace cover immediately after any finishing operations.  
Curing periods:  
- Surfaces which in the finished building will be exposed to the elements, and wearing surfaces of floors and pavements: 10 days (minimum).  
- Other structural concrete surfaces: 5 days (minimum).  
Protection: Protect concrete from shock, indentation and physical damage.

- E20 FORMWORK FOR IN SITU CONCRETE**
- 30 **BOARD SUBSTRUCTURE FORMWORK**  
 General: Lay tightly butted and fully supported on firm, even substrate. Restrain against movement during concrete placement. Seal joints to prevent penetration of concrete.  
 Collapsible boards with cellular cardboard cores: Keep dry. Seal joints in polyethylene underlay/ overlay sheets and reseal cut polyethylene bags.
- 70 **FORMWORK**  
 General: Accurately and robustly constructed to produce finished concrete to the required dimensions.  
 Formed surfaces: Free from twist and bow with intersections, lines and angles square, plumb and true.  
 Joints between forms and completed work: Prevent loss of grout and formation of steps.  
 Holes and chases: Form with inserts or box out as required. See railing elevations for the location of holes.
- G20 CARPENTRY / TIMBER FRAMING / FIRST FIXING CAPPING TO THE HANDRAIL TOPS.**
- 02 **TIMBER PROCUREMENT**  
 Timber (including timber for wood based products): Obtained from well managed forests / plantations in accordance with:
- The laws governing forest management in the producer country or countries.
  - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITIES).
- Documentation: Provide either:
- Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or
  - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.
- 07 **HARDWOOD for the two tops over the balustrade/handrails.**  
 Species and origin:- English Oak.  
 Grading standard: To BS 5756 (not marked as may be clear finished).  
 All hardwood for this project, to be green oak carefully selected to be without shakes/twists/splits/or fishers. Rejection will occur if any of these are present.  
 Surface finish: Band sawn, with all edges sanded to 3mm radiused.
- 30 **SELECTION AND USE OF TIMBER**  
 Timber members damaged, crushed or split beyond the limits permitted by their grading: Do not use.
- 32 **NOTCHES, HOLES AND JOINTS IN TIMBER**  
 Notches and holes: position in relation to knots or other defects such that the strength of members will not be reduced.  
 Scaf joints, finger joints and splice plates: Do not use without approval.
- 34 **PROCESSING TREATED TIMBER**  
 Cutting and machining: Carry out as much as possible before treatment.  
 Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.  
 Surface exposed by minor cutting / drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

- 35 **MOISTURE CONTENT**  
Moisture content of wood and wood based products at time of installation: Not more than:
- Covered in generally unheated spaces: 24%
  - Covered in generally heated spaces: 20%
  - Internal in continuously heated spaces: 20%

**M60 PAINTING/CLEAR FINISHING**

- 12 **GLOSS PAINT TO ALL NEW BALUSTRADES AND**  
Manufacturer: AkzoNobel..

- 30 **PREPARATION GENERALLY**  
Manufacturer: AkzoNobel..

- 32 **PREVIOUSLY COATED SURFACES GENERALLY**  
Manufacturer: AkzoNobel.

- 61 **COATING GENERALLY**  
Application: In accordance with BS 6150, clause 9.  
Conditions: Maintain suitable temperature, humidity and air quality.  
Surfaces: Clean and dry at time of application.  
Thinning and intermixing: Not permitted unless recommended by manufacturer.  
Priming coats: Apply as soon as possible on same day as preparation is completed.  
Finish:
- Even, smooth and of uniform colour.
  - Free from brush marks, sags, runs and other defects.
  - Cut in neatly.

**Q24 BRICK PAVING/STEPS**

- 10 **CONVENTIONAL CLAY PAVER PAVING/STEPS.**  
**These are to be conventional brick size to match the existing (reused bricks).**  
Sub-base: Hard core brick/crushed concrete contained in concrete 150mm strips  
Compacted thickness: 75mm approx layers after compaction.  
Laying course: C35 concrete and a mortar bed over.  
Pavers: To BS EN 1344  
Requirements: To be the best match possible with the existing bricks to be reused.  
Manufacturer: To be Confirmed. Contractor to put forward samples for approval.  
Product reference: TBC  
Size: To match the existing bricks to be reused. 215x103x65mm approx.  
Colour: There is a variety within the range of the existing bricks to be matched.  
Jointing:  
Material: In accordance with BS 7533-3  
Joint width: To match the existing steps to be retained.  
Setting out. See drawings 58/D-10A,11,12A,13A  
Bond: See drawing 58/D-11. Plan.  
Features: Bricks cut specially to form radiused steps see 58/D-11  
Accessories: Front 50mm of all step edge tops to be painted in a non-slip white paint.



**Z 11 PURPOSE MADE METALWORK**  
**7 No Mild Steel handrails as detailed Drgs 58/D-01D,08,10A,11,12A,13A.**

- 31 Metal Products  
Grades of metals, section dimensions and properties: To the appropriate British Standards and suitable for the purpose.  
Fasteners: Generally, same metal as component, with matching coating and finish.

**FABRICATION**

- 50 PREPARATION FOR APPLICATION OF COATINGS  
General: Complete fabrication, and drill fixing holes before applying coatings.  
Paint, grease, flux, rust, burrs and sharp arrises: Remove.
- 51 FABRICATION GENERALLY.  
Contact between dissimilar metals in components: Avoid.  
Finished components: Rigid and free from distortion, cracks, burrs and sharp arrises.  
Corner junctions of identical sections: Mitre.  
Pre-finished metals: Do not damage or alter appearance of finish.
- 52 COLD FORMED WORK  
Profiles: Accurate, with straight arrises.
- 53 WELDED AND BRAZING GENERALLY  
Surfaces to be joined: Cleaned thoroughly.  
Tack welds: Use only for temporary attachment.  
Joints: Fully bond parent and filler metal throughout with no inclusions, holes, porosity or cracks.  
Surfaces of materials that will be self-finished and visible and visible in completed work: Protect from weld spatter.  
Flux residue, slag and weld spatter: Remove.
- 54 WELDING OF STEEL  
Method: Metal arc welding to BS EN 1011-1 and -2
- 56 FINISHING WELDED AND BRAZED JOINTS VISIBLE IN COMPLETED WORK.  
Butt joints: Smooth, and flush with adjacent surfaces.  
Fillet joints: Neat.  
Grinding: Grind smooth where indicated on drawings.
- 58 GALVANIZING  
Standard: To BS EN ISO 1461.  
Vent and drain holes: Not necessary for this project, as no hollow sections.
- 60 HANDRAIL NYLON CAPPINGS.  
Nylon Cappings to handrails: To be installed to manufacturers recommendations.  
End Caps: To be heat welded in place, to manufacturers recommendations.  
Colour: Black. However this is to be confirmed by the Architect.



## **Z21 MORTARS**

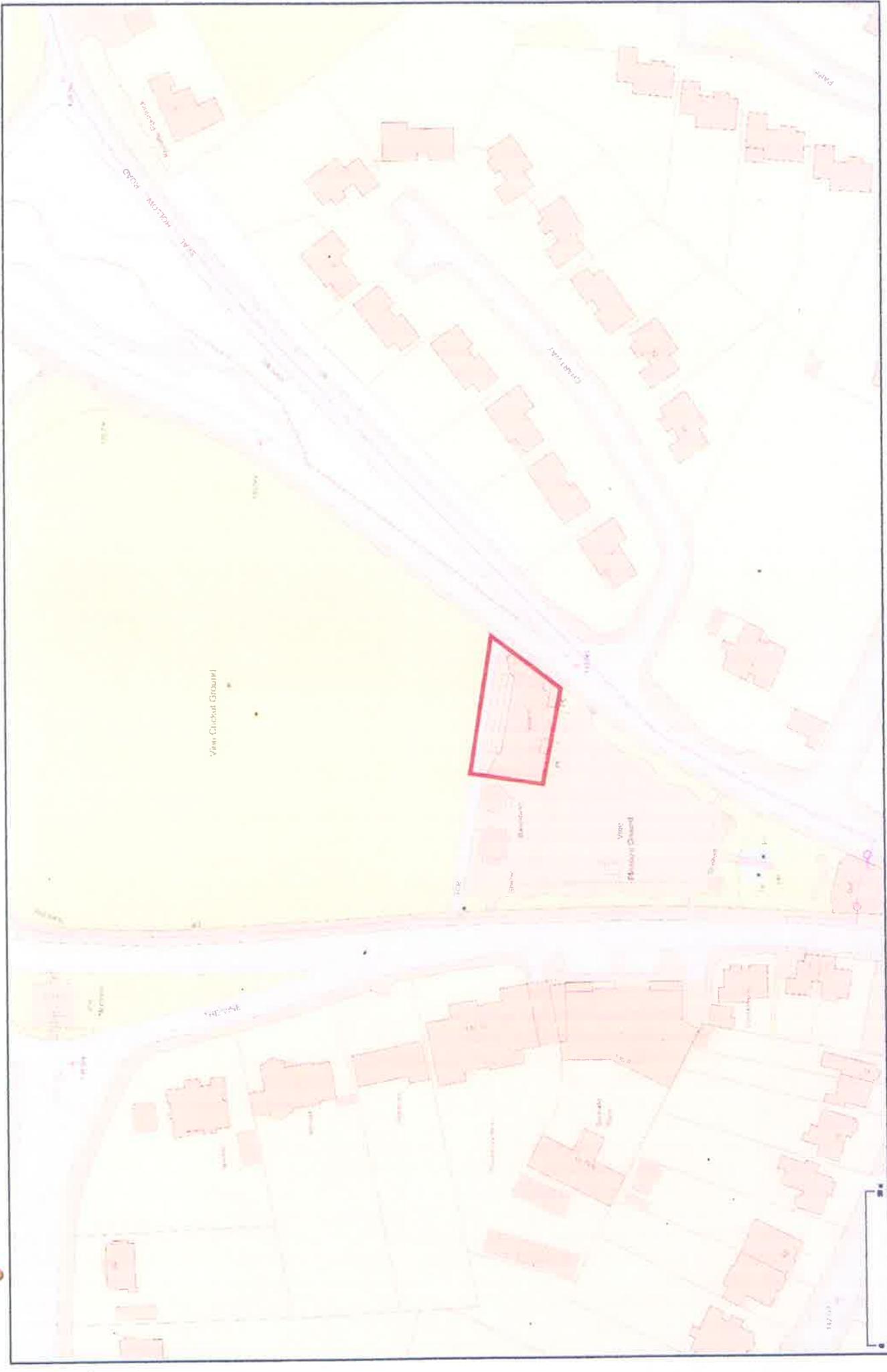
- 10 **MORTAR MIXES** For repairs to the existing brick paving areas retained, and the new work in general.  
Specification: Proportions and additional requirements for mortar materials are specified elsewhere.
- 20 **SAND FOR SITE MADE CEMENT GAUGED MASONRY MORTARS**  
Standard: To BS EN 13139.  
Grading: 0/2 (FP or MP).
  - Fines content where the proportion of sand is specified as a range(e.g. 1:1: 5-6):
  - Lower proportion of sand: Use category 3 fines.
  - Higher proportion of sand: Use category 2 fines.Sand for facework mortar: Maintain consistent colour and texture. Obtain from one source.
- 25 **SAND FOR LIME: SAND MASONRY MORTARS**  
Type: Sharp, well graded.
  - Quality, sampling and testing: To BS EN 13139
  - Grading/ Source: As specified elsewhere.
- 30 **READY-MIXED LIME;SAND FOR CEMENT GAUGED MASONRY MORTARS**  
Standard: To BS EN 998-2  
Lime: Nonhydraulic to BS EN 459-1
  - Type: CL 90SPigments for coloured mortars: To BS EN 12878.
- 40 **CEMENTS FOR MORTARS**  
Cement: To BS EN 197-1 and CE marked.
  - Types: Portland cement, CEM I
    - Portland limestone cement, CEM II/A-LL
    - Portland slag cement, CEM II/B-S
    - Portland fly ash cement, CEM II/B-V
  - Strength class: 32.5, 42.5, or 52.5.White cement: To BS EN 197-1 and CE marked.
  - Type: Portland cement, CEM I
  - Strength class: 52.5Sulfate resisting Portland cement:
  - Types: To BS 4027 and Kitemarked.
  - To BS EN 197-1 fly ash cement, CEM II/B-V and CE marked.
  - Strength class: 32.5, 42.5 or 52.5Masonry cement: To BS EN 413-1 and CE marked.
  - Class: MC 12.5
- 50 **ADMIXTURES FOR SITE MADE MORTARS**  
Air entraining (plasticizing) admixtures: To BS EN 934-3 and compatible with other mortar constituents.  
Other admixtures: Calcium chloride, ethylene glycol and any admixture containing calcium chloride.
- 60 **MAKING MORTARS GENERALLY**  
Batching: By volume. Use clean and accurate gauge boxes or buckets  
Mix proportions: Based on dry sand. Allow for bulking of damp sand.  
Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
  - Mortars containing air entrained admixtures: Mix mechanically. Do not overmix.Contamination: Prevent intermixing with other materials.
- 70 **MAKING HYDRAULIC LIME: SAND MORTARS**  
Mixing hydrated hydraulic lime: sand: Follow the lime manufacturer's recommendations for each stage of the mix.
  - Water quantity: Only sufficient to produce a workable mix.



## **APPENDIX 1.**

Site Location Plan.







## **APPENDIX 2**

New access ramp at the Cricket Pavilion. Tender/Contract sum analysis.  
(A separate copy to be completed in full before the tender figure can be accepted).



**CRICKET PAVILION.  
NEW ACCESS RAMP AND ALTERATIONS TO THE EXTERNAL STEPS.**

**58 Job number.**

**Glenn Ball Chartered Architect.  
6 Castle Drive.  
Kemsing.  
Sevenoaks.  
Kent.  
TN 15 6RL**

**Client.  
Sevenoaks Town Council  
Bradbourne Vale Road.  
Sevenoaks.  
Kent. TN13 3QG**

**June 2017**

**TENDER/CONTRACT SUM ANALYSIS.**





**WORKS TO THE PAVILION**

**TENDER SUM ANALYSIS**.(will become a contract sum analysis, to be completed in full)

This analysis must include all costs necessary to complete the work even if not specifically mentioned.

	£	£
1.0 PRELIMINARIES	.....	
Total 1.0 to summary		.....
2.0 DEMOLITION & EXCAVATIONS		
2.1 Remove iron railings each side of the existing steps retaining the bricks.	.....	
2.2 Remove brick steps, leaving the areas identified on the drawing 58/D-11.	.....	
2.3 Remove the brick margin running parallel to wall left hand side for re-use.	.....	
2.4 Remove face of wall and excavate to form concrete work section B-B, Drg10A.....	.....	
2.5 Excavate to provide room to accommodate base/footings E-E Drg 10A&12A.	.....	
2.5 Provide Heras fencing to contain the works away from the building.	.....	
Total 2.0 to summary		.....
3.0 CONCRETE & COMPACTED HARDCORE BASE FOR STEPS/PAVERS/RAMPS. Inc FORMWORK.		
3.1 Concrete step support and backfilling behind for step No5 Drg 10A,11	.....	
3.2 Concrete step support and backfilling behind for step No4 Drg 10A,11,12A,13A.....	.....	
3.3 Concrete step support and backfilling behind for step No3 Drg 10A,11,12A,13A.....	.....	
3.4 Concrete step support and backfilling behind for step No2 Drg 10A,11,12A,13A.....	.....	
3.5 Concrete step support and backfilling behind for step No1 Drg 10A,11,12A,13A .....	.....	
3.6 Concrete step support and backfilling behind for landing. Drg 10A,11,12A,13A .....	.....	
3.7 Concrete bases for ramp division walls on drawing section B-B. Drg 10A .....	.....	
3.8 Concrete base for ramp edge up stand see section G-G. Drg 13A .....	.....	
3.9 Sturdy formwork constructed to cast the walls/up stands section B-B Drg 10A .....	.....	
3.10 Cast concrete up stands to long ramp divisions, with reinforced links Including socket plugs for railings within the top of the up stands as drgs .....	.....	
3.11 Cast concrete up stand to short ramp including socket plugs for railings within the top of the up stands as drgs. ....	.....	
3.12 Compacted hardcore as spec for all ramps section E-E, F-F & G-G Drg12A,13A .....	.....	
3.13 Cast concrete to long ramp including the level landing at the base. ....	.....	
3.14 Cast concrete to the short ramp and raised surface section A-A Drg D-01A .....	.....	
3.15 Cast concrete to the small ramp near the entrance. Section E-E & 01A .....	.....	
3.16 Smooth 50mm edges to surfaces. Stiff brush surface to ramps non-slip. ....	.....	
Total 3.0 to summary		.....
4.0 BRICKWORK TO STEPS/PAVERS.		
4.1 Brick On Edge (BOE) Brickwork to step No5	.....	
4.2 BOE brickwork to step No4 including radiused bricks and reuse of tile No5	.....	
4.3 BOE brickwork to step No3 including radiused bricks and reuse of tile No4	.....	
4.4 BOE brickwork to step No2 including radiused bricks and reuse of tile No3	.....	
4.5 BOE brickwork to step No1 including reuse of tiles No1 &2	.....	
Total 4.0 to summary		.....





5.0	HANDRAILS BALUSTRADES HANDRAIL CAPPINGS OAK TOP RAILS	
5.1	Fabrication of handrail No1 near score room. Section G-G Drg 13A.	.....
5.2	Fabrication of handrail No2 & 3 Section E-E Drg 12A	.....
5.3	Fabrication of handrail No4 & 5 Section F-F Drg 13A.	.....
5.5	Fabrication of handrail No6 to the right of entrance. Section E-E Drg 12A.	.....
5.6	Fabrication of handrail No7 to steps. Section J-J Drg 13A	.....
5.7	Fabrication of handrail No8 above front wall. Section H-H Drg 13A.	.....
5.8	Fabrication of half housed joints in balustrades to ensure sections are not to long To be immersed in the galvanizing tank. Inc stainless steel C/S set screws.	.....
5.9	Galvanizing of 6 No Balustrades units.	.....
5.10	Cast handrails into preformed sockets with molten lead.	.....
5.11	Full gloss black decoration of 6 No handrails complete inc lead sockets tops.	.....
5.12	Nylon/ Plastic handrail cappings to rails 1 to 8 as sections 2-2 & 3-3. Drg 13A.....	.....
5.13	Oak top cappings as shown on section F-F & Section 1-1 Drg 13A. Including scafe joints screwed from the underside.	.....
5.14	Brass countersunk No12 screw fixings to the Oak cappings from under rail.	.....
	Total 5.0 to summary	.....

6.0	Items not listed above, deemed necessary to complete the work.	
	1).....	.....
	2).....	.....
	3).....	.....
	4).....	.....

7.0	Summary.	
	PRELIMINARIES	(1.0) .....
	DEMOLITIONS & EXCAVATIONS	(2.0) .....
	CONCRETE & COMPACTED HARDCORE BASES FOR STEPS/PAVERS/RAMPS Inc FORMWORK	(3.0) .....
	BRICKWORK TO STEPS/PAVERS	(4.0) .....
	HANDRAILS BALUSTRADES HANDRAIL CAPPINGS AND OAK TOP RAILS.	(5.0) .....
	ITEMS NOT INCLUDED ELSEWHERE	(6.0) .....
	TOTAL OF SUMMARY	.....
	PROVISIONAL SUM CONTINGENCY 5%	.....
	TOTAL	.....
	VAT @ 20%	.....
	<b>TOTAL of tender. (Including VAT)</b>	.....



