A31 PROVISION, CONTENT AND USE OF DOCUMENTS

 DEFINITIONS AND INTERPRETATIONS

A31/110 DEFINITIONS

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

A31/120 COMMUNICATION

 - Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.

 - Format: In writing to the person named in clause A10/140 unless specified otherwise.

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

A31/130 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.

A31/135 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.

A31/140 DRAWINGS

 - Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.

 - CAD data: In accordance with BS 1192.

A31/145 CONTRACTOR'S CHOICE

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

A31/150 CONTRACTOR'S DESIGN

 - Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

A31/155 SUBMIT PROPOSALS

 - Meaning: Submit information in response to specified requirements.

A31/160 TERMS USED IN SPECIFICATION

 - Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.

 - Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.

 - Supply and fix: As above, but including supply or 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.

A31/170 MANUFACTURER AND PRODUCT REFERENCE

 - Definition: When used in this combination:

 - Manufacturer: The firm under whose name the particular product is marketed.

 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.

 - Currency: References are to the particular product as specified in the manufacture’s technical literature current on the date of the invitation to tender.

A31/200 SUBSTITUTION OF PRODUCTS

 - Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.

 - Reasons: Submit reasons for the proposed substitution.

 - Documentation: Submit relevant information, including:

 - manufacturer and product reference;

 - cost;

 - availability;

 - relevant standards;

 - performance;

 - function;

 - compatibility of accessories;

 - proposed revisions to drawings and specification;

 - compatibility with adjacent work;

 - appearance;

 - copy of warranty/ guarantee.

 - Alterations to adjacent work: If needed, advise scope, nature and cost.

 - Manufacturers’ guarantees: If substitution is accepted, submit before ordering products.

A31/210 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.

A31/220 REFERENCED DOCUMENTS

 - Conflicts: Specification prevails over referenced documents.

A31/230 EQUIVALENT PRODUCTS

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

A31/250 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.

A31/260 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

A31/410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

 - Copies: Two 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.

A31/440 DIMENSIONS

 - Scaled dimensions: Do not rely on.

A31/460 THE SPECIFICATION

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

A31/470 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.

A31/480 TECHNICAL DOCUMENTS

 - Reference documents: Available for inspection by appointment during the normal office hours at the office of Koha Architects Limited

 - Document titles:

 - Sample panels, colour boards

 DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

~~A31/600 CONTRACTOR'S DESIGN INFORMATION –~~ NOT APPLICABLE

 ~~- 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 (including to the CDM Coordinator), comment, inspection, amendment, resubmission and reinspection.~~

 ~~- Information required:~~

 ~~- Format:~~

 ~~- Number of copies:~~

 ~~- Submit: Within one week of request.~~

A31/620 AS BUILT DRAWINGS AND INFORMATION

 - Contractor designed work: Provide drawings/ information

 - Submit: At least two weeks before date for completion.

A31/630 TECHNICAL LITERATURE

 - Information: Keep on site for reference by all supervisory personnel:

 - Manufacturers' current literature relating to all products to be used in the Works.

 - Relevant British, EN or ISO Standards.

A31/640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

 - Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

 - Information location: In the Building Manual.

 - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: \_\_\_\_\_\_ .

A31/650 ENERGY RATING CALCULATION

 - Calculation documentation:

 - Number of copies: Refer to M&E consultant information

 - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

A31/660 ENVIRONMENTAL ASSESSMENT INFORMATION

 - Scheme type: Refer to any assessment information contained in the M&E consultant information.

 - Assessment information:

 - Provide the following: Refer to M&E consultant information

 - Format: Refer to M&E consultant information

 - Submit: Within one week of request.