



Crossley Hill
Chartered Surveyors

SPECIFICATION OF WORK

For

Conversion of Bank into Library

At

8 Boscawen Road, Perranporth

On Behalf of

Perranzabuloe Parish Council

Project No: CH19569
Date: 26 November 2024
Issue No: 1
Revision No: -

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Section 1 – Preliminaries

			Fixed Charge			Time Related	
			£	p		£	p
	<u>A10 PROJECT PARTICULARS</u>						
A	THE PROJECT: Name: 8 Boscawen Road, Perranporth, Cornwall, TR6 0EP Nature: Refurbishment and Conversion The works include demolition works, preparatory works, internal demolition and reconfiguration, re-roofing, provision of new internal floor, provision of internal partitions, plumbing and electrical works and drainage. Location: 8 Boscawen Road, Perranporth, Cornwall, TR6 0EP Length of Contract: 20 Weeks excluding mobilisation	Itm					
B	EMPLOYER (CLIENT): Perranzabuloe Parish Council Chyanhale Ponsmere Valley Perranporth Cornwall TR6 0BA	Itm					
C	CONTRACTOR/PRINCIPAL CONTRACTOR: TBC	Itm					
D	CONTRACT ADMINISTRATOR: Crossley Hill Chartered Surveyors 5 Frances Street Truro Cornwall TR1 3DN	Itm					
E	PRINCIPAL DESIGNER: Crossley Hill Chartered Surveyors 5 Frances Street Truro Cornwall TR1 3DN	Itm					
F	LEAD DESIGNER AND BUILDING SURVEYOR: Crossley Hill Chartered Surveyors 5 Frances Street Truro Cornwall TR1 3DN	Itm					
G	THE CONTRACTOR/PRINCIPAL CONTRACTOR: The Contractor/Principal Contractor shall mean the individual, firm or company undertaking the Works and shall include the legal personal representative of such individual, or of the persons comprising such firm or company and the permitted assignees of such individual, firm or company.	Itm					
	001/1	To Collection	£		£		

		Fixed Charge		Time Related	
		£	p	£	p
<u>A11 TENDER AND CONTRACT DOCUMENTS</u>					
A	THE TENDER DRAWINGS: CH19569-0001-BR – Existing Plans and Elevations CH19569-0002-BR - Proposed Plans and Elevations CH19569-0003-BR – Sections & Details CH19569-0004-BR – Services Plans CH19569-0005-BR – Detailed Floor Plan	Itm			
B	THE TENDER SPECIFICATION: Are included at Section 2 and 3	Itm			
C	THE CONTRACT DOCUMENTS The Contract Documents comprise: <ul style="list-style-type: none"> (A) The Employer's Requirements, as contained within this document (B) The Contractor's Proposals (C) The JCT Minor Works Building Contract with Contractor's Design, 2016 Edition (MWD). 	Itm			
D	THE CONTRACT DRAWINGS None	Itm			
E	PRECONSTRUCTION INFORMATION: Is included at Appendix B of the Employer's Requirements.	Itm			
F	EMPLOYER'S REQUIREMENTS Should the Contractor deem any information contained within the Employer's Requirements to be inadequate, he must request in writing, prior to the return of tenders, any additional information required. Should no request be made, it will be deemed that sufficient and adequate information has been provided for the purposes of confirming a fully firm fixed price Contract Sum. Should the Contractor encounter any ambiguities or contradiction within the Employer's Requirements then he must immediately notify the Contract Administrator in writing prior to execution of the Contract. The Contract Administrator will issue written clarification in order to explain and/or correct any ambiguity or contradiction. Should the Contractor make no written request then it will be deemed that all sections of this document are self-explanatory, and complimentary, and no claim in this respect will be entertained. The Contractor will be expected to use his best endeavours and skills as a designer to offer the Employer alternatives which may be of benefit to the scheme, from the point of economics, design, suitability etc.	Itm			
G	CONTRACT SUM The Contract Sum must be inclusive of all requirements necessary to provide the quality of building implied by the documentation and no claim will be entertained for items not shown but which are required to complete the development to the satisfaction of the Employer. The Contract Sum is a Fully Firm Fixed Price and will not be subject to any addition in respect of variations in the price of labour, materials, plant, haulage or other costs.	Itm			
H	OTHER DOCUMENTS: From the information that we have available we consider the tender information to be as comprehensive as possible. If, however, the contractor feels that there might be information that would assist in the pricing or the completion of the works please request and we will search the records.	Itm			
<u>A12 THE SITE/EXISTING BUILDINGS</u>					
A	THE SITE: The site is located at 8 Boscawen Road, Perranporth, TR6 0EP	Itm			
B	EXISTING AREAS OF OCCUPATION ON / ADJACENT TO THE SITE: The site will be unoccupied during the course of the Contract but the surrounding areas will be in constant use.	Itm			
	001/2 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
C	<p>The following areas are to be considered to have an adjacency that might result in potential disruption:</p> <ul style="list-style-type: none"> • Adjoining residential properties • Public Parking • Public Highway • Public Footpath <p>This list is not exhaustive.</p> <p>It is absolutely imperative that the Contractor undertakes the work without any disruption of services to properties outside of their work area. If the Contractor is in doubt regarding any services they shall ask the Employer before proceeding.</p> <p>The Employer will retain responsibility to undertake all communications and agreements with the occupiers. The Contractor will be required to provide all reasonable assistance in this process including early notice of areas to be affected by the proposed works methodologies, attendance at meetings if required, design information, etc.</p> <p>The Contractor should note that all areas outside the site boundary will remain in full access for /the public throughout the Works programme.</p> <p>The Contractor shall securely partition the Works from these areas and ensure safe and secure access is maintained at all times around the perimeter of the site and to adjacent areas/buildings.</p> <p>The Contractor will take all necessary protection to the existing services throughout the Works and ensure that supplies to other buildings are not disrupted.</p> <p>Adjacent areas/buildings will remain operational throughout the Works. The Contractor will ensure that there is safe and unimpeded access for all users during the Works.</p> <p>The Contractor is to execute his Works and arrange for deliveries to and removals from the site so as to cause the minimum of inconvenience to the neighbouring occupants and general public and employ all necessary protective measures to ensure that no damage whatsoever occurs to existing buildings and highways during the Works.</p>	Itm			
	<p>EXISTING STRUCTURES:</p> <p>The Contractor should be aware that surveys have been undertaken for the project, however, the Contractor is to proceed with due caution in executing the works and carry out such further investigations as may be required. It is the Contractor's responsibility to safeguard from damage to any existing structures.</p> <p>The Contractor is to visit site and assess the locations of the proposed works and make allowances for all costs within their tender. No allowance for additional cost will be considered for claims raised after submission of tender for this change.</p>				
A	<p><u>A12 THE SITE/EXISTING BUILDINGS (CONT'D)</u></p> <p>EXISTING UTILITIES:</p> <p>The Contractor should be aware that there are surface mounted and buried cables within the work area but the Services Survey details are not comprehensive and are not definitive as to line or position of services expected. The Contractor is to proceed with due caution in executing the Works and carry out such further investigations. It is the Contractor's responsibility to ascertain the precise location of and safeguard from damage any existing services, etc., which exist within the work area and pay all costs to the appropriate body in respect of damage caused.</p> <p>The Contractor is to visit site and assess the location of the proposed services points and make allowance for all costs within their tender. No allowance for additional cost will be considered for claims raised after submission of tender for this change.</p> <p>The Contractor shall be responsible for establishing the availability of all utility services and include herein for all costs associated therewith.</p> <p>It is the Contractor's responsibility to liaise with all necessary utility companies to ascertain the position of and safeguard from damage during the works any existing underground or overhead mains, services, etc, which may exist on or adjacent to the site, and pay all costs to the appropriate Company in respect of any damage caused.</p> <p><u>The Contractor will be responsible for maintaining all services whilst remedial works are</u></p>	Itm			
	001/3 To Collection	£		£	

			Fixed Charge			Time Related	
			£	p		£	p
	being undertaken.						
B	EXISTING DRAINAGE: The Contractor should be aware that details may not be comprehensive and may not definitive as to line or position of infrastructure expected. The Contractor is to proceed with due caution in executing the Works and carry out such further investigations. It is the Contractor's responsibility to ascertain the precise location of and safeguard from damage any existing drainage infrastructure, etc. The Contractor is to protect all of the existing drainage for the duration of the project. Any damage, howsoever caused, will be made good at the Contractor's sole expense. No claim for lack of knowledge in this respect will be entertained. The Contractor is to ensure uninterrupted live drainage to all units at all times during the Works.	Itm					
C	SOILS AND GROUNDWATER: Due to the scale and nature of the works there are no specific investigation works completed for this project regarding the site soils and groundwater.	Itm					
D	SITE INVESTIGATION: Due to the scale and nature of the works there are no specific investigation works completed for this project regarding the site.	Itm					
E	ASBESTOS SURVEY: Due to the age of the property and scale and nature of the works an Asbestos Survey has not been undertaken. It is unlikely that unidentified asbestos containing materials are present within the site. However the Principal Contractor is to ensure that appropriate control measures are in place and all operatives are aware of the presence of Asbestos and what to do should a suspected ACM be discovered on site. Should a suspected ACM be discovered on site; work in the area is to cease immediately and the Principal Designer and Clients representative informed immediately. All Asbestos removal needs to be undertaken by a competent/licensed removal contractor in accordance with Control of Asbestos at Work regulations 2012. Details of the removal and completion certificates need to be made available for inclusion in the H&S File.	Itm					
	A12 THE SITE/EXISTING BUILDINGS (CONT'D)						
	SURROUNDING LAND / BUILDING USES (CONT'D)	Itm					
A	ACCESS TO THE SITE: It is essential that the Contractor is to visit site and ascertain the route for deliveries. The Contractor is to execute his Works and arrange for deliveries to and removals from the site so as to cause the minimum of inconvenience to the neighbouring occupants and general public and employ all necessary protective measures to ensure that no damage whatsoever occurs to existing buildings and facilities whilst construction operations are in progress. The Contractor is to provide a Site Management Plan that includes site materials storage, waste management, welfare provision and management processes. The routes to and the exits from the site are constrained and subject to restrictions. The Contractor is to liaise with the Police and Local Authority regarding lorries etc on the public highway, for the purposes of loading and unloading materials and plant etc, and is to include within his price for all costs in complying with the requirements of such authorities. All roads and paths etc bordering and approaching the site must be kept clean and clear of all vehicles, plant, materials and rubbish at all times.	Itm					
B	PARKING: Car Parking facilities are available to the site. Any on site parking should be undertaken in a manner not to affect the neighbouring occupants.	Itm					
	001/4 To Collection	£			£		

			Fixed Charge		Time Related	
			£	p	£	p
C	USE OF THE SITE: Do not use the site for any purpose other than carrying out the Works. The Contractor is to limit his use of the site to the immediate area of the works or to the areas of the site designated on the drawings and tender documents.	Itm				
D	HEALTH AND SAFETY HAZARDS: General: The nature and condition of the site cannot be fully ascertained, however, known specific hazards are identified in the Pre-Construction Information in Appendix B. Information: The accuracy and sufficiency of this information is not guaranteed by the Employer. Ascertain if any additional information is required to ensure the safety of all persons and the Works.	Itm				
E	SITE VISIT: Before tendering: Site visits should be arranged as necessary to ascertain the nature of the site, the type and extent of the works, access thereto and all local conditions and restrictions likely to affect the execution of the Works before tendering. The Contractor shall be deemed to have visited the site before tendering and to have satisfied himself as to the means of communication, access to the site, the extent and nature of the work and the site, the conditions under which work will be carried out, conditions affecting the supply of labour and materials, and any matters which may affect his tender as no claims on the grounds of lack of knowledge in this respect will be entertained. Appointments for visiting the site are to be made with Daryl Hill by email daryl@chsurveyors.com or 07368 179 265. <u>A12 THE SITE/EXISTING BUILDINGS (CONT'D)</u>	Itm				
A	WORKING AREA: The Contractor shall confine everything pertaining to the contract within the site boundaries. Should this area prove to be insufficient for his requirements or that of his Sub-Contractors or Supplies, the onus will be on the Contractor to provide suitable areas at some place outside the curtilage of the site, and he is to allow here or in his rates for any double handling and additional expense thereby incurred. The siting of all temporary buildings, storage areas and spoil heaps etc, must be agreed with the Employer's agent. On completion of the works the Contractor will make good and return the site areas. Where no works have been undertaken the area will be returned as the existing condition. It is the Contractor's responsibility to agree any defects on the condition with the Contract Administrator prior to possession. No claims for existing defects identified after possession will be entertained. <u>A13 DESCRIPTION OF THE WORKS</u>	Itm				
B	PREPARATORY WORK BY OTHERS: None	Itm				
C	THE WORKS: Description: The Project consists of the following: 1. Removal and replacement roof finish 2. Demolition and removal of all internal partitions and floor 3. Installation of structural steelwork 4. Provision of new ground bearing floor slab 5. Provision of Rainwater Goods and Soakaway 6. Removal of services 7. Provision of new doors & windows 8. Provision of new internal finishes 9. Mechanical and Electrical Installations for Perranzabuloe Parish Council, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB The Contractor Designed portions of works are temporary works, scaffold and access, mechanical and electrical installations. Compliance with all Local Authority codes and construction requirements. Changes resulting from compliance with Development Control or Building Regulations in	Itm				
	001/5	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	<p>relation to a contractor designed portion of the works shall not constitute a change in the Employer's Requirements and shall not be treated as if it were an instruction and shall be the sole responsibility of the contractor.</p> <p>The contractor shall be responsible for and shall be deemed to have included all costs for fees, charges, on costs, bonds, registration fees, insurances and the like required to complete the works.</p> <p>The contractor shall ensure that any contractor designed portion of the works complies with the Disability Discrimination Act 1995. Any alteration required to the contract design to achieve this will be deemed not to be a change in the Employer's Requirements.</p> <p>The contractor must ensure that any contractor designed portion of the works maintains a suitable fire and escape strategy for the buildings. Any works deemed necessary in this respect, following consultation with the Statutory Authorities, are deemed to be included.</p> <p>The building and all external works will be fully finished, to a standard as defined within the Technical Requirements, detailed herein.</p>				
D	<p>WORK BY OTHERS CONCURRENT WITH THE CONTRACT: None.</p> <p><u>A13 DESCRIPTION OF THE WORKS (CONT'D)</u></p>	Itm			
A	<p>BUILDING REGULATION APPROVAL</p> <p>The Contractor will be provided with the notice of approval together with the approved documents. The Contractor may retain copies of those documents for his own reference. Confirmation of final inspection must be passed to the Employer at Practical Completion, together with a copy of the Contractor's diary record of visits made (and works' position) by the approved inspector.</p>	Itm			
B	<p>DEVELOPMENT CONTROL REQUIREMENTS</p> <p>The Contractor shall meet all development control requirements, including but not limited to, Fire Officer's and Petroleum Officer's requirements, building licence, Counter Terrorism, and agreeing same with the Employer. The Contractor is to pay all charges relating to these matters.</p>	Itm			
C	<p>DELAYS IN APPROVAL</p> <p>Any post tender delay arising from obtaining approval for the works will not give rise to adjustment of the Contract Sum, neither will it provide grounds for an extension of time.</p>	Itm			
A	<p><u>A20 THE CONTRACT</u></p> <p>JCT MINOR WORK FORM OF CONTRACT WITH CONTRACTOR'S DESIGN (MWD):</p> <p>The Contract: is the JCT Minor Works Building Contract with Contractor's Design, 2016 Edition.</p> <p>The acceptance of any tender will be provisional pending execution of the above Form of Contract.</p>	Itm			
	001/6 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<p>Allow for the obligations, liabilities and services described therein against the headings below:</p> <p>THE RECITALS</p> <p><u>First Recital</u> THE WORKS AND THE CONTRACT ADMINISTRATOR The work comprises: See section A13. Contract Administrator: See section A10.</p> <p><u>Second Recital</u> CONTRACTOR'S DESIGNED PORTION The Works include the design and construction of:</p> <ul style="list-style-type: none"> temporary works, scaffold and access, mechanical and electrical installations <p><u>Third Recital</u> CONTRACT DOCUMENTS Contract drawings: See section A11.</p> <p><u>Fourth Recital</u> PRICED DOCUMENTS: Priced document: The Employer has provided the contractor with a Contract Specification document for pricing.</p> <p>THE ARTICLES</p> <p><u>Article 3</u> CONTRACT ADMINISTRATOR/ CONTRACT ADMINISTRATOR: Contract Administrator: See section A10.</p> <p><u>Articles 4 and 5</u> PRINCIPAL DESIGNER/PRINCIPAL CONTRACTOR: Principal Designer: See section A10. Principal Contractor: See section A10.</p> <p>CONTRACT PARTICULARS</p> <p><u>Fifth Recital and Schedule 2</u> BASE DATE: Base date: Is 10 days before the date for return of tenders.</p> <p><u>Fifth Recital and clause 4.2</u> CONSTRUCTION INDUSTRY SCHEME (CIS) Employer is not a 'contractor' for the purposes of the CIS.</p> <p><u>Sixth Recital</u> CDM REGULATIONS: The project is not notifiable but falls within the realms of the legislation.</p> <p><u>Seventh Recital</u> FRAMEWORK AGREEMENT: Not applicable (delete).</p> <p><u>A20 THE CONTRACT (CONT'D)</u></p> <p><u>CONTRACT PARTICULARS (CONT'D)</u></p> <p><u>Eighth Recital and Schedule 3</u> SUPPLEMENTAL PROVISIONS: Collaborative working: Supplemental Provision 1 does apply Health and safety: Supplemental Provision 2 applies Cost savings and value improvements: Supplemental Provision 3 applies Sustainable developments and environmental considerations: Supplemental Provision 4</p>					
	001/7 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<p>applies</p> <p>Performance indicators and monitoring: Supplemental Provision 5 does not apply</p> <p>Notification and negotiation of disputes: Supplemental Provision 6 applies</p> <p>Where Supplemental Provision 12 applies, the respective nominees of the parties are:</p> <ul style="list-style-type: none"> - Employer's nominee: TBA - Contractor's nominee: TBA <p>Or such replacement as each party may notify to the other from time to time.</p> <p><u>Article 7</u> ARBITRATION: Article 7 and Schedule 1 (Arbitration) apply.</p> <p><u>Clause 2.3</u> COMMENCEMENT AND COMPLETION: Date for Commencement of the Works: TBC. Date for Completion: TBC</p> <p><u>Clause 2.8</u> LIQUIDATED DAMAGES: At the rate of: £750.00 per week or part thereof.</p> <p><u>Clause 2.10</u> RECTIFICATION PERIOD: Period: 12 months.</p> <p><u>Clause 4.3</u> INTERIM PAYMENTS.: The first Interim Valuation Date is: One month after commencement date Thereafter at intervals of: monthly intervals Payments due prior to practical completion: Percentage of total value of the works etc.: 95 per cent. Payments becoming due on or after practical completion: Percentage of total amount to be paid: 97.5 per cent.</p> <p><u>Clause 4.3 and 4.8</u> FLUCTUATIONS PROVISION: No fluctuations provision applies.</p> <p><u>Clause 4.8.1</u> SUPPLY OF DOCUMENTATION: Period: 4 weeks from the date of practical completion.</p> <p><u>Clause 5.3</u> CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY: The required level of cover is not less than £2,500,000.00 for any one occurrence or series of occurrences arising out of one event.</p> <p><u>Clauses 5.4A, 5.4B and 5.4C</u> INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS: Clause 5.C applies.</p> <p><u>Clause 7.2</u> ADJUDICATION: The Adjudicator is: To be appointed by nominator. Nominator of Adjudicator: President or a Vice President or Chairman or Vice Chairman of the: RICS.</p> <p><u>Schedule 1 paragraph 2.1</u> Appointer of Arbitrator (and of any replacement): President or Vice President of the Royal Institution of Chartered Surveyors</p> <p><u>A20 THE CONTRACT (CONT'D)</u></p> <p><u>CONTRACT PARTICULARS (CONT'D)</u></p> <p>THE CONDITIONS</p> <p>SECTION 1: DEFINITIONS AND INTERPRETATION</p> <p>1.1 The definition of 'Conditions' shall include any additional clauses or provisions hereby added and the Conditions as hereby amended and added to.</p>					
	001/8 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
A	1.1 Insert new definition: "Material: all designs, drawings, models, plans, specifications, design details, photographs, brochures, reports, notes of meetings, CAD materials, calculations, schedules, programmes, bills of quantities, budgets and any other materials provided in connection with the Works (and completed Works) and all updates, amendments, additions and revisions to them and any works, designs, or inventions incorporated or referred to in them for any purpose relating to the Works (and completed Works)."	Itm			
	1.1 Insert new definition: "Permitted Uses: the design, construction, completion, reconstruction, modification, refurbishment, development, maintenance, funding, disposal, letting, fitting-out, advertisement, demolition, reinstatement and repair of the Works (and the completed Works)."				
	1.1 Insert new definition: "Standard of Care: all the reasonable skill, care and diligence to be expected of a qualified and experienced architect (or other appropriate professional designer) undertaking the design of works similar in scope and character to the Works."				
	Clause 1.4 RECKONING PERIODS OF DAYS: Amendments: none.				
	Clause 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 as a deed.					
CONTRACT GUARANTEE BOND: Contract Guarantee Bond: is not required.					
WARRANTIES The Contractor will not be required to enter into Standard JCT Collateral Warranty agreements.					
A20 THE CONTRACT (CONT'D)					
CONTRACT PARTICULARS (CONT'D)					
WARRANTIES (CONT'D) In addition to the Contractor's requirement to take out and maintain Professional Indemnity Insurance, for a period of twelve years, following completion of the project, he shall ensure all Sub-Contractors with a design responsibility take out and maintain similar insurance.					
001/9	To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
A	ADMINISTRATION OF CHANGES REQUIRING INSTRUCTIONS: The Contractor is to allow within his tender all costs associated in administering the Contract, including (but not restricted to) provision of sufficient administration, technical and financial personnel required for preparing change quotations, back-up documentation and compensation event negotiation, reproduction of drawings and other documents, for his own use and the use of sub-contractors, etc. No claim for additional cost in connection with this clause will be entertained.	Itm				
<u>A30 TENDERING/SUBLETTING/SUPPLY</u>						
<u>MAIN CONTRACT TENDERING</u>						
A	SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.	Itm				
B	TENDERING PROCEDURE: In accordance with JCT Tendering Practice Note 2012 for Construction projects. Errors: Alternative 1 is to apply.	Itm				
	001/10 To Collection	£			£	

			Fixed Charge		Time Related	
			£	p	£	p
	The Contractor's attention is drawn to the fact that the tender is to be submitted on a fixed price basis.					
C	EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work he must inform the Contract Administrator as soon as possible, defining the relevant part(s) and stating the reason(s) for his inability to tender.	Itm				
D	ACCEPTANCE OF TENDER: The Employer and his representatives: Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted. Will not be responsible for any cost incurred in the preparation of any tender. Any acceptance of the tender will be subject to the execution of the formal Form of Contract, and to the receipt of any approval necessary for the work. No payment will be made for loss of profit or other alleged loss due to such approval being withheld, postponed or withdrawn prior to the signing of the contract documents.	Itm				
E	PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than three months from the date fixed for the submission or lodgement of tenders.	Itm				
	<u>PRICING/SUBMISSION OF DOCUMENTS</u>					
F	PRELIMINARIES: The Preliminaries/General Conditions sections must not be relied upon as complying with SMM7.	Itm				
G	PRICING OF PRELIMINARIES: 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.	Itm				
H	PRICED DOCUMENTS: Do not alter or qualify tender 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 be included elsewhere in the tender. An elemental breakdown of the price is to be included with the tender.	Itm				
I	TENDER: 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.	Itm				
J	THE PRICED DOCUMENT: Where quantities are included within the Specification/ Schedule of works/ Work Schedules the Contractor is to note that such quantities have not been prepared in accordance with SMM7 or any other standard form of measurement and that they are prepared in accordance with the Preambles and other pricing notes included in the documentation. The Contractor is to satisfy himself as to the accuracy of any such quantities and make any necessary amendments. For the avoidance of doubt no adjustment to the contract sum will be made for any errors or inaccuracies in any quantities included within the Schedule of Works. All items within the Specification/ Schedule of Works/ Work Schedules must be priced taking into account the drawings, specifications and all other documents provided as part of the tender documents and include for all associated and ancillary works shown or clearly apparent as being necessary for the complete and proper execution of the work.	Itm				
	<u>A30 TENDERING/SUBLETTING/SUPPLY (CONT'D)</u>					
	<u>PRICING/SUBMISSION OF DOCUMENTS (CONT'D)</u>					
A	PRICING OF THE WORKS SPECIFICATION: Costs relating to items which are not priced will be deemed to have been included elsewhere in the tender.	Itm				
B	TENDER STAGE METHOD STATEMENTS: Prepare, describing how and when the following is to be carried out: • None	Itm				
	001/11 To Collection	£			£	

		Fixed Charge		Time Related	
		£	p	£	p
	To be submitted <u>with the tender</u> .				
C	PROGRAMME: Prepare a summary programme showing the sequence and timing of the principal elements of the works, asbestos survey and any subsequent removals, temporary works and periods for the planning and design, all of which must be submitted <u>with the tender</u> .	Itm			
D	PROVISIONAL ALLOWANCES: Will be omitted from the Contract at the commencement of the Works, they will only be used as and when directed by the Contract Administrator and will be measured and valued on completion in accordance with the Conditions of Contract. If the Contractor considers that any of the Defined Provisional Sums are insufficiently defined to allow them to programme them within their works they are to raise this at prior to submission of tender no claims on the grounds of lack of knowledge in this respect will be entertained.	Itm			
E	MATERIALS: The Contractor shall satisfy himself generally as to the requisite materials, both quantity and quality required, so as to make due and proper completion of the works, and shall be deemed to be conversant with the availability of labour and materials and to have made allowance accordingly. The Contractor is to ascertain for himself the delivery periods of various materials and items required for the contract at its commencement. He is to place his orders to ensure that the sequence of works may not be interrupted by the failure of such items or materials to be delivered on time.	Itm			
F	SUBSTITUTE PRODUCTS: 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. Substitutions accepted will be subject to the verification requirements of Section A31.	Itm			
G	OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN: Content – submit the following information <u>with 1 week of the start date</u> : <ul style="list-style-type: none"> - 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 and contractors and site operatives. - Arrangements for co-operation and co-ordination between contractors. - Procedures for carrying out risk assessment and for managing and controlling 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. 	Itm			
<u>A30 TENDERING/SUBLETTING/SUPPLY (CONT'D)</u>					
<u>SUBLETTING/SUPPLY</u>					
A	SITE WASTE MANAGEMENT PLAN: Person responsible for drafting the plan: The Contractor. The content of the plan shall include details of: <ul style="list-style-type: none"> - The Principal Contractor for the purposes of the plan - Location of the site. - Description of the project. 	Itm			
	001/12 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	<ul style="list-style-type: none"> - Estimated project cost. - Types and quantities of waste that will be generated. - Resource management options for these wastes, including proposals for minimisation/re-use/recycling. - The use of appropriate and licensed waste management contractors. - Record keeping procedures. - Waste auditing protocols. - Submit with tender. 				
B	FREEDOM OF INFORMATION: Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of Freedom of Information Act. Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission. Confidentiality: Maintain at all times.	Itm			
C	DOMESTIC SUB-CONTRACTS: Comply with the Construction Industry Board "Code of Practice for the selection of Sub-Contractors".	Itm			
D	SUB-LETTING: The Contractor shall not sub-let the works or any part thereof without the written permission of the Employer. The Contractor will be required to submit for approval a list of firms it is proposed to employ as Domestic Sub-Contractors for trade and specialist work. Names of firms for main element works including mechanical and electrical sub-contracts are to be submitted for approval no later than the Pre-Contract Meeting. No order to commence works will be issued until such names have been submitted and approved.	Itm			
<u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS</u>					
A	DEFINITIONS: The meaning of terms, derived terms and synonyms used in the Preliminaries/General Conditions and Specification is as defined below or in the appropriate British Standard or British Standard glossary.	Itm			
B	THE WORKS: Definition: The term 'the works' shall mean the whole of the works envisaged by this contract, including unless expressly stated otherwise, the works of nominated sub-contractors, nominated suppliers, local authorities and public undertakings.	Itm			
	001/13 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
C	<p>COMMUNICATION: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.</p> <p>Format: In writing to the Contract Administrator and Employer unless specified otherwise.</p> <p>Do not proceed until response has been received.</p>	Itm				
D	<p>APPROVAL (AND WORDS DERIVED THEREFROM) means the approval in writing of the Contract Administrator unless specified otherwise.</p>	Itm				
E	<p>SUBMIT (AND WORDS DERIVED THEREFROM) means to the Contract Administrator and the Employer unless otherwise instructed.</p>	Itm				
F	<p>PRODUCTS means materials both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.</p> <p>Includes: Goods, plant, materials, site materials and things (including components, equipment and accessories)intended for permanent incorporation in the Works.</p>	Itm				
G	<p>SITE EQUIPMENT: 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.</p> <p>Includes Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.</p>	Itm				
H	<p>TERMS USED IN EMPLOYER'S REQUIREMENTS:</p> <p><u>Remove:</u> 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.</p> <p><u>Fix:</u> Unload, handle, store, place and fasten in position including all labours and use of site equipment.</p> <p><u>Supply and fix:</u> Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.</p> <p><u>Keep for reuse:</u> Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.</p> <p><u>Make good:</u> Execute local remedial work to designated work. Make secure, sound and neat excludes redecoration and/or replacement. The meaning of the term shall not be limited by this definition where used in connection with the rectification/defects liability provisions of the Contract.</p> <p><u>Replace:</u> Supply and fix new products matching those removed. Execute work to match original new state of that removed.</p> <p><u>Repair:</u> Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/or replacement.</p> <p><u>Refix:</u> Fix removed products.</p> <p><u>Ease:</u> Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.</p> <p><u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONT'D)</u></p> <p>TERMS USED IN EMPLOYER'S REQUIREMENTS (CONT'D):</p> <p><u>Match existing:</u> 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.</p> <p><u>System:</u> Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.</p>	Itm				
	001/14	To Collection	£		£	

			Fixed Charge			Time Related	
			£	p		£	p
A	THE COSTS of conforming to the above definitions, and their meaning and extent, are deemed to be included in the rates for associated measured work.	Itm					
B	DRAWINGS: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions. CAD data: In accordance with BS 1192.	Itm					
C	CONTRACTOR'S CHOICE: Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.	Itm					
D	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. The contractor shall ensure that the CDP elements of the Works comply with the Disability Discrimination Act 1995. Any alteration required to the contract design to achieve this will be deemed not to be a change in the Employer's Requirements. Changes resulting from compliance with Development Control or Building regulations relating to the CDP elements of work shall not constitute a change in the Employer's Requirements and shall not be treated as if it were an instruction and shall be the sole responsibility of the contractor.	Itm					
E	SUBMIT PROPOSALS: Meaning: Submit information in response to specified requirements.	Itm					
F	REFERENCED DOCUMENTS: Conflicts: Drawings and specification prevails over referenced documents.	Itm					
G	MANUFACTURER AND REFERENCE: Where used in this combination: 'Manufacturer' means the firm under whose name the particular product is marketed. 'Reference' means the proprietary brand name and/or reference by which the particular product is identified. 'Currency': references are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender. Manufacturers and reference where given are to indicate the quality, finish, appearance and performance requirements for the product and shall be deemed to be 'or equivalent and approved'. If the Contractor wishes to use an alternative and equivalent product the Employer's prior to approval must be obtained. In all cases the Contractor shall be deemed to have included for the cost of providing the specified product in this tender price.	Itm					
H	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 or accessories, proposed revisions to drawings and specification, compatibility with adjacent work, appearance and copy of warranty/guarantee. Alterations to adjacent work: if needed, advise scope, nature and cost. Manufacturer's guarantees: if substitution is accepted, submit before ordering products. <u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONT'D)</u>	Itm					
A	CROSS-REFERENCES: Where a numerical cross-reference to a Specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause. Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the Specification will apply, cross-reference thereto being by means of related terminology.	Itm					
	001/15 To Collection	£			£		

			Fixed Charge		Time Related	
			£	p	£	p
	Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to Specification section dealing with general matters, ancillary products and workmanship also apply.					
	The Contractor must before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which he may discover from the Employer.					
B	<p>EQUIVALENT PRODUCTS: Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the Employer and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance.</p> <p>Submit certified English translations of any foreign-language documents. Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide revised drawings, specifications and manufacturer's guarantees as required by the Employer.</p>	Itm				
C	<p>SUBSTITUTION OF STANDARDS: Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product complying with a grade or category within a national standard of another Member State of the European Union or an international standard recognised in the UK specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. In advance of ordering notify the Employer of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.</p>	Itm				
D	<p>CURRENCY OF DOCUMENTS: References to standards, type approval certificates, catalogues, codes of practice and the like are to the editions, revisions, versions and amendments current at the date of tender. References to BSI documents are to the versions and amendments listed in the BSI standards catalogue current at the date of tender.</p>	Itm				
E	<p>SIZES: Unless otherwise stated, products are specified by their co-ordinating sizes.</p> <p>Cross section dimensions of timber shown on drawings are finished sizes for non-structural softwood and hardwood sections.</p> <p>Finished sizes for structural and hardwood sections are target sizes as defined in BS EN 336.</p> <p><u>DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</u></p>	Itm				
F	<p>DRAWINGS: Will be issued in electronic format only.</p>	Itm				
G	<p>SPECIFICATIONS AND REPORTS: Will be issued in electronic format only.</p> <p>All sections must be read in conjunction with Main Contract Preliminaries/ General Conditions.</p>	Itm				
	<u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONT'D)</u>					
A	<p>DIVERGENCE FROM STATUTORY REQUIREMENTS: Divergence between the drawings, specification or Employer's Requirements and the requirements of the Building Regulations, other statutes, statutory undertakers and other regulatory authorities.</p> <p>Action: Inform Employer immediately. No additional claims for additional costs incurred due to a delay in reporting will not be entertained.</p> <p>All sections must be read in conjunction with Main Contract Preliminaries/ General</p>	Itm				
	001/16 To Collection	£			£	

		Fixed Charge		Time Related	
		£	p	£	p
	Conditions.				
B	<p>DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the Contract Administrator any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.</p> <p>In addition, check dimensions and levels shown on drawings for compatibility with each other and with the site and work completed to date, and immediately inform the Contract Administrator of any discrepancy and seek his instructions.</p> <p>Where changes are required to drawings prepared by the Contractor or Sub-Contractors, arrange for the changes to be made and submit revised drawings for approval.</p> <p><u>DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/SUPPLIERS</u></p>	Itm			
C	<p>CONTRACTOR DESIGN INFORMATION</p> <p>General: Complete the design and detailing of parts of the Works specified.</p> <p>Provide: Production information based on the drawings, specification and other information. Liaison to ensure coordination of the work with related building elements and services.</p> <p>Master Programme: Make reasonable allowances for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, re-submission and reinspection.</p> <p>Information to be provided in paper copy (2 nr) and electronic format to the Employer.</p> <p>Submit within 5 working days of request from the Employer to the Employer.</p>	Itm			
D	<p>INSTALLATION DRAWINGS: Obtain any fabrication, shop or installation drawings, instructions, etc, provided by manufacturers and suppliers of specified components, necessary for the correct installation of such components, to be included in the project handover file.</p>	Itm			
E	<p>AS BUILT DRAWINGS AND INFORMATION: Two copies must be provided to the Employer not less than 2 weeks before the date for Completion as follows:</p> <ol style="list-style-type: none"> Record drawings of as installed mechanical and electrical installations and circuit routes. All symbols shall be strictly in accordance with B.S.1553, and drawings will be cross-referenced for ease of interpretation. As constructed general arrangement drawings, detailing plans, sections and elevations at not less than 1:50 scale. Site layouts at not less than 1:100 scale. As constructed drawings, detailing plans and schedules for all below ground services and drainage at not less than 1:100 scale. All drawings are to be provided in both PDF and DWG format 	Itm			
F	<p>TECHNICAL LITERATURE: The Contractor is to keep copies of the following on site, readily accessible for reference by all supervisory personnel:</p> <p>Manufacturers' current literature relating to all products to be used in the Works.</p> <p>Relevant B.S. Codes of Practice.</p> <p><u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONT'D)</u></p> <p><u>DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/SUPPLIERS (CONT'D)</u></p>	Itm			
A	<p>MAINTENANCE INSTRUCTIONS AND GUARANTEES: Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to the Employer on or before Practical Completion.</p> <p>Provide telephone numbers for emergency call out services for use after completion. Cover to be provided during office hours and out of hours seven days a week during the</p>	Itm			
	001/17 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	Rectification period.				
	Information to be provided in the Building Manual.				
B	ENERGY RATING CALCULATION: One copy of the calculation documentation is to be provided to the Energy Performance Certificate Assessor and one copy to be included in the Building Manual.	Itm			
C	DOCUMENT/DATA INTERCHANGE Electronic communications via e-mail are acceptable, however all notices required to be made under the Contract, in the event of a request for an extension of time, or for disruption, or for costs claimed by the Contractor for either, must be made in writing only, and be strictly in accordance with the Conditions of Contract.	Itm			
<u>A32 MANAGEMENT OF THE WORKS</u>					
<u>GENERALLY</u>					
A	SUPERVISION: Accept responsibility for co-ordination, supervision and administration of the Works on and off the site, including all sub-contracts and the cost of the person-in-charge referred to in Conditions of Contract. Arrange and monitor a programme with each Sub-contractor, Supplier, Local Authority and Statutory Undertaker, and obtain and supply information as necessary for co-ordination of the work.	Itm			
It is an absolute requirement that the principle contractor provides site supervision of the					
	001/18 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	works, who shall be in attendance on site for the whole period during which the works are being undertaken.				
	The supervisors provided by the principal contractor shall be a full time employee of the firm and shall be suitably competent and experienced to supervise the type of works being undertaken.				
B	VEHICLE SAFETY REQUIREMENTS: Ensure that all commercial vehicles delivering to site, attending site and on site have the following: <ul style="list-style-type: none"> Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside. Properly adjusted class V1 mirrors or Fresnel lens to eliminate the nearside blind spot. Side under guards. <p>Drivers must be trained on venerable road user safety through an approved course and hold a valid Certificate of Competence.</p> <p>Drivers must have a valid driving licence and be legally able to drive the vehicle.</p> <p>On request the Contractor must submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)</p>	Itm			
C	INSURANCE: Before starting work on site submit documentary evidence and/or policies and receipts for the insurance required by the Conditions of Contract.	Itm			
D	PROFESSIONAL INDEMNITY INSURANCE: Provide and maintain insurance in respect of Contractor Designed Works: <p>Expiry of required period of CDP Professional Indemnity insurance is to be 12 years from the date of Practical Completion of the Works.</p> <p>Submit details before starting work on site and/ or policies and receipts for the insurances required.</p>	Itm			
E	INSURANCE CLAIMS: 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 forthwith give notice in writing to the Employer, the Contract Administrator and the Insurers. <p>Failure to notify: Indemnify the Employer against any loss which may be caused by failure to give such notice.</p>	Itm			
F	CLIMATIC CONDITIONS: Record accurately and retain daily maximum and minimum air temperatures (including overnight). <p>Record accurately and retain records of delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.</p>	Itm			
G	OWNERSHIP: Materials arising from the works are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.	Itm			
H	PROGRESS PHOTOGRAPHS: The Contractor shall take such photographs as are necessary to record adequately the physical progress of the Works to the satisfaction of Employer who requires a full record of all work undertaken to be presented upon completion of the works.	Itm			
<u>A32 MANAGEMENT OF THE WORKS (CONT'D)</u>					
<u>GENERALLY (CONT'D)</u>					
A	CHECKING SCHEDULES AND DRAWINGS: Submit to the Employer for approval all shop drawings prior to putting the work in hand. <p>Be responsible for checking all schedules and drawings supplied by the Employer and all shop drawings commented upon by the Employer. In the event of any discrepancy being found between such schedules and drawings, or if the Contractor considers that additional detail drawings are required, then in either case the Contractor shall report such discrepancy to the Employer for instruction, or apply in writing for such detail</p>	Itm			
	001/19 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
	drawings at least 10 days before the works concerned are to be executed.					
	Ascertain from the drawings or otherwise, any holes, recesses, plugs and the like which may be required in time to form these as the works proceed. No extra payment will be allowed for cutting or forming such holes, recesses or plugs subsequently.					
B	WASTE MANAGEMENT: Keep the site and Works clean and tidy. Includes: Rubbish, debris, spoil, containers and surplus material. Minimize: Waste is to be kept to a minimum at all stages of the contract and arrange recycling wherever possible. The Contractor shall where practical segregate waste and provide suitable on-site storage as appropriate to maximise the potential for reuse and recycling of materials and reduce disposal costs. Wherever possible the use of suitable excavated material on site is encouraged to minimise the need for disposal off site and the importation of fill material. Re-use of suitable material will be subject to prior approval and compliance with relevant material specification. Remove: Frequently and dispose off site in a safe and competent manner:- <ul style="list-style-type: none"> - 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.	Itm				
C	GYPSUM AND PLASTERBOARD WASTE: Separate gypsum-based material and plasterboard from other waste so that it can be recycled or disposed of correctly. If in a mixed load gypsum-based material and plasterboard must be separately packaged and identified for separation at waste transfer sites. It is prohibited for loads containing any identifiable gypsum or plasterboard waste to be sent to landfill.	Itm				
	<u>PROGRAMME/PROGRESS</u>					
D	MASTER PROGRAMME: As soon as possible, and within 5 days of the Contract Signing, the Contractor is to prepare in an approved form a master programme for the Works, clearly identifying separately all phases, elements of the works and activities. 2 copies of the programme are to be provided to the Employer. The Master Programme shall be updated and issued to the Employer on a monthly basis, or to allow for Contract Administrator's instructions, variations, or other relevant factors. The Contractor shall immediately notify the Contract Administrator and Employer of any such revisions and shall provide two copies of each revised programme. A copy of the original Master Programme and all revisions shall be kept available for inspection in the Contractor's site office.	Itm				
E	SUBMISSION of programmes will not relieve the Contractor of his responsibility to advise the Employer of the need for further drawings or details or Instructions in accordance with the Conditions of Contract.	Itm				
F	MONITORING: The Contractor is to record progress on a copy of the programme kept on site. If any circumstances arise which may affect progress of the Works, the Contractor must submit proposals, or take action as appropriate, to minimise any delay and to recover any lost time.	Itm				
	<u>A32 MANAGEMENT OF THE WORKS (CONT'D)</u>					
	<u>PROGRAMME/PROGRESS (CONT'D)</u>					
A	MINIMISING DELAY: If any circumstances arise which may affect the progress of the Works, put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.	Itm				
B	REQUESTS FOR FURTHER INFORMATION: During the mobilisation period, the Contractor is required to examine the up to date information in his possession and prepare and issue to the Employer a schedule of further information which the Contractor requires to complete the project, along with realistic dates when information	Itm				
	001/20 To Collection	£			£	

			Fixed Charge		Time Related	
			£	p	£	p
	is required. The information may include instructions, drawings, levels, dimensions, etc. and the dates must not be unreasonably distant from or unreasonably close to the dates when it is necessary for the Contractor to receive the information, having regard to the dates in the master programme when the relevant works are to be carried out. No claim for late issue of information will thereafter be entertained provided all of the release dates for information set down in the schedule have been met. Notwithstanding the above, where an extension of time has been given, the dates may be amended accordingly by consent between the Contractor and the Employer.					
C	CONDITION SURVEY/RECORD PHOTOGRAPHS Before commencing the Works the Contractor shall undertake a condition survey including the taking of record photographs. Any adjacent properties shall be included, together with the road, footpaths, etc; to be used by the Contractor. The Contractor is to allow for all costs incurred in connection with the preparation of the surveys and the distribution of copies for the Employer and the Project Manager. The Contractor is to ensure he has adequately considered his intended methods of work, for effects on adjacent structures, inside and outside the site boundary. It is the Contractor's sole responsibility to ensure that any temporary shoring or support necessary is provided and maintained at all times.	Itm				
D	PHOTOGRAPHIC RECORDS Provide photographic records of the condition of existing plot and external areas to highlight existing defects / condition prior to the Contractor commencing the Works. Image format: digital storage format (JPEG). Numbers of images from each location: sufficient to highlight condition.	Itm				
E	CONTRACTOR'S SITE MEETINGS: Hold meetings with appropriate Sub-Contractors and Suppliers shortly before main site meetings to facilitate accurate reporting of progress.	Itm				
F	NOTICE OF COMPLETION: Give the Contract Administrator and Employer at least 3 weeks' notice of the anticipated dates of Practical Completion of the Works.	Itm				
G	NOTICE OF VISITS: Give the Contract Administrator and Employer 2 days' notice of visits by Building Control, Planners, Party Wall Surveyors, Building Guarantee Surveyors or other regulatory visit.	Itm				
H	CONTRACTOR'S PROGRESS REPORTS: Submit a progress report at least 2 working days before site meetings. The report must include: 1. A progress statement and progress against programme 2. Details any matters affecting or likely to affect progress of the works 3. Information required. 4. Any requirements for further drawings or details or instructions. At a minimum a monthly Progress Report must be issued to the Employer.	Itm				
I	EXTENSIONS OF TIME: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the conditions of the contract, written notice must be given to the Employer of all the causes which apply concurrently. 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, together with all other relevant information required.	Itm				
J	ADVERSE WEATHER: Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.	Itm				
	<u>A32 MANAGEMENT OF THE WORKS (CONT'D)</u>					
	<u>CONTROL OF COST</u>					
A	ESTIMATED COST OF VARIATIONS: If the Employer issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days. The cost and impact on programme of any variation is to be agreed with the Employer prior to instruction. The Contractor should note that any changes to the Contract requiring an instruction will	Itm				
	001/21 To Collection	£			£	

		Fixed Charge		Time Related	
		£	p	£	p
	be subject to an additional fee to be agreed between the Contract Administrator and the Employer and as such the Contractor should not undertake any works without instruction prior to issuance of such instruction.				
B	MEASUREMENTS: Give reasonable notice before covering up work which requires to be measured.	Itm			
C	PROPOSED INSTRUCTIONS: Quotations: If a proposed instruction requests and estimate of cost, submit without delay and in any case within seven days. Include: - A detailed breakdown of the cost, including any allowance for direct loss and expense. - Details of any additional resources required. - Details of any adjustments to be made to the programme for the Works. - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction. Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.	Itm			
D	DAYWORK VOUCHERS: Give reasonable notice to the Contract Administrator and Employer of the commencement of any work for which daywork vouchers are to be submitted. Before being delivered, each voucher must be: - Referenced to the instruction under which the work is authorised, and - Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct. No claims for work done on a daywork payment basis will be permitted unless under the written order of the Contract Administrator. The Contractor shall give to the Contract Administrator and Employer reasonable notice of the commencement of any such work ordered and shall submit proper daywork sheets signed by the person-in-charge describing the work involved and giving names, trades and time daily and the materials employed, to be delivered in duplicate, for the verification of the Contract Administrator or Employer, not later than the end of the week following that in which the work has been executed. One copy, if correct, will be signed by the Contract Administrator or Employer and returned to the Contractor. The signature to any daywork sheet is not to be taken as deciding that the work is to be paid for on a daywork payment basis, but vouching the time and materials to be correct for the work described. All work which is ultimately covered up must be recorded by the Employer or their Quantity Surveyor before so doing and the Contractor must give reasonable notice to the Contract Administrator, Employer and the Quantity Surveyor when such work is ready for recording.	Itm			
E	INTERIM VALUATIONS: At least 7 days before each due date, submit to the Contract Administrator details of amounts due under the Contract, together with all necessary supporting information.	Itm			
F	UNFIXED MATERIALS: At the time of each valuation disclose to the Contract Administrator which of the unfixed materials and goods on site are free from, and 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. When requested provide evidence of freedom from reservation of title. Where evidence of freedom of reservation of title cannot be provided, the value of such items shall not be included in interim valuations.	Itm			
G	OVERTIME: The cost of all overtime necessary to complete the works by the agreed date must be allowed by the Contractor in his Tender. Under no circumstance will additional payment be paid in respect of overtime carried out. A32 MANAGEMENT OF THE WORKS (CONT'D) CONTROL OF COST (CONT'D)	Itm			
A	NON-PRODUCTIVE TIME: No claims for non-productive time will be considered and the Contractor is to allow here or in his prices for any overtime that he considers necessary for the efficient completion of the work and for the convenience of the Employer.	Itm			
B	GOOD PRACTICE: Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and in accordance with good building practice. Omissions or errors in description and/or quantity shall not vitiate the Contract nor	Itm			
	001/22 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	release the Contractor from any obligations or liabilities under the Contract.				
	<u>A33 QUALITY STANDARDS/CONTROL</u>				
	<u>MATERIALS AND WORK GENERALLY</u>				
C	INCOMPLETE DOCUMENTATION: Where and to the extent that products or works 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. They will also be suitable for the purpose stated or reasonably inferred from the project documents. Omissions or errors in descriptions and or quality in the contract documents shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.	Itm			
D	WORKMANSHIP SKILLS: All operatives shall be appropriately skilled and experienced for the type and quality of the work. All operatives shall be registered with the Construction Skills Certification Scheme. Operatives must provide evidence of skills/qualifications when requested by the Employer.	Itm			
E	GENERAL QUALITY OF PRODUCTS: Products to be new unless otherwise specified. For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by the Employer. Where a choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested by the Employer. Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance. Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together. If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.	Itm			
F	QUALITY OF EXECUTION: Generally fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Dimensions : Check on-site dimensions. Finished work: Not defective, 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.	Itm			
G	PROPRIETARY PRODUCTS: Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/ instructions. Inform the Employer if these conflict with any other specified requirement. Submit copies to the Employer when requested. The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturer's literature current at the date of tender. Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform the Employer and do not place orders for or use the affected products without further instructions. Where British Board of Agreement certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.	Itm			
	<u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u>				
	<u>MATERIALS AND WORK GENERALLY (CONT'D)</u>				
A	CHECKING COMPLIANCE OF PRODUCTS: Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that: - The sources, types, qualities, finishes and colours are correct, and match any approved samples. - All accessories and fixings which should be supplied with the goods have been supplied. - Sizes and dimensions are correct. Where tolerances of components are critical,	Itm			
	001/23 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	<p>measure a sufficient quantity to ensure compliance.</p> <ul style="list-style-type: none"> - The delivered quantities are correct, to ensure that shortages do not cause delays in the work. - The products are clean, undamaged and otherwise in good condition. - Products which have a limited shelf life are not out of date. 				
B	<p>PROTECTION OF PRODUCTS:</p> <ul style="list-style-type: none"> - Prevent over-stressing, distortion and any other type of physical damage. - Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work. - Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate, store off the ground and allow free air movement around and between stored products. - Prevent excessively high or low temperatures and rapid changes of temperature in the products. - Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use. - Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured. - Keep different types and grades of products separately and adequately identified. - So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used. - Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion. - Ensure that protective measures are fully compatible with and not prejudicial to the products/materials. 	Itm			
C	<p>SUITABILITY OF RELATED WORK AND CONDITIONS: Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that:</p> <ul style="list-style-type: none"> - Previous, related work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work. - All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing. - The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishes are installed. 	Itm			
D	<p>GENERAL QUALITY OF WORKMANSHIP:</p> <ul style="list-style-type: none"> - Operatives must be appropriately skilled and experienced for the type and quality of work and take all necessary precautions to prevent damage to the work from frost, rain and other hazards. - Inspect components and products carefully before fixing or using and reject any which are defective. - Fix or lay securely, accurately and in alignment. - Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with relevant British Standards. - Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not overtighten fixings. - Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular. - Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval. 	Itm			
	<u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u>				
	<u>MATERIALS AND WORK GENERALLY (CONT'D)</u>				
A	<p>MANUFACTURER'S RECOMMENDATIONS/INSTRUCTIONS: Comply with manufacturer's printed recommendations and instructions current on the date of the invitation to tender.</p> <p>Submit details of changes to recommendations or instructions.</p> <p>Use ancillary products and accessories supplied or recommended by main product manufacturer. Comply with limitations, recommendations and requirements of relevant valid certification of Agreement certified products.</p>	Itm			
B	<p>B.S. 8000 BASIC WORKMANSHIP: where compliance with B.S. 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished</p>	Itm			
	001/24 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	<p>work.</p> <p>Where B.S. 8000 gives recommendations on particular working methods or other matters which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the Contract.</p> <p>If there is any conflict or discrepancy between the recommendations of B.S. 8000 on the one hand and the project documents on the other, the latter will prevail.</p>				
C	<p>WATER FOR THE WORKS: The Contractor is to provide clean and uncontaminated water for the works. If other than mains water supply is to be used provide evidence of suitability. Test to B.S. EN 1008 if instructed.</p> <p>The Contractor may opt to use the existing permanent water supply. Any such agreement will be entirely between the Contractor and the Employer and will not form part of this Contract.</p>	Itm			
D	<p>LIGHTING AND POWER FOR THE WORKS: The Contractor is to provide all necessary temporary lighting and power for the works.</p> <p>The Contractor must arrange all temporary installations and equipment.</p> <p>The Contractor may opt to use the existing permanent electric supply from the existing buildings. Any such agreement will be entirely between the Contractor and the Employer and will not form part of this Contract.</p> <p>Distribute in accordance with British Standard Code of Practice CP 1017 – Distribution of Electricity on Construction and Building Sites. All temporary supplies will be installed by competent electricians and tested in accordance with the IEE Regulations and statutory requirements and a copy of the completion certificate made available.</p> <p>Remove all temporary works on completion and reinstate where disturbed.</p> <p><u>SAMPLES/APPROVALS</u></p>	Itm			
E	<p>APPROVAL OF PRODUCTS: Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.</p>	Itm			
F	<p>SPECIFIC TESTING of all materials as required by the Specification/ Engineer will be undertaken by the Contractor and the Contractor must allow here for <u>all</u> costs in connection therewith.</p> <p><u>ACCURACY/SETTING OUT GENERALLY</u></p>	Itm			
G	<p>SETTING OUT: Submit details of methods and equipment to be used in setting out the Works.</p> <p>Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify the Employer in writing of any discrepancies and obtain instructions before proceeding.</p> <p>Inform the Contract Administrator and Employer when overall setting out is complete and before commencing construction.</p> <p><u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u></p> <p><u>ACCURACY/SETTING OUT GENERALLY (CONT'D)</u></p>	Itm			
A	<p>APPEARANCE AND FIT: Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.</p> <p>Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.</p>	Itm			
	001/25 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
	Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) not be greater than those given in B.S. 5606, Tables 1 and 2.					
B	CRITICAL DIMENSIONS: Critical dimensions: Set out and construct the Works to ensure compliance with specified and manufacturing tolerances of components. Ensure critical building dimensions are maintained.	Itm				
	SERVICES GENERALLY					
C	IDENTIFICATION OF EXISTING SERVICES: Any work involving removal or alteration of existing services, drainage, etc, must be undertaken with extreme care. It is the Contractor's responsibility to identify each service that will or may be affected by the works. It is imperative that all such services are identified, protected and if necessary isolated, prior to commencement of the works. Any costs associated with rectification of damage caused or loss suffered due to non-observance of this clause will be recovered from the Contractor.	Itm				
D	SERVICES REGULATIONS: Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.	Itm				
E	SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.	Itm				
F	MECHANICAL AND ELECTRICAL SERVICES: Where work is undertaken to existing service installations they must have final tests and commissioning carried out so that they are in full working order at Practical Completion.	Itm				
	Submit certificates (Practical Completion will not be certified until correctly completed certificates have been issued).					
	Test and Commissioning Certificate and Building Regulations Notice: Copies to be lodged in Building Manual.					
	SUPERVISION/INSPECTION/DEFECTIVE WORK					
G	SUPERVISION: In addition to the constant management and supervision of the works provided by the Contractor's person-in-charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.	Itm				
H	PERSON-IN-CHARGE: Give maximum possible notice to the Contract Administrator and Employer before changing the person-in-charge.	Itm				
I	OVERTIME WORKING: Whenever overtime is to be worked, give the Employer not less than 24 hours' notice, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.	Itm				
	No additional payment will be made in respect of overtime worked unless the Contract Administrator has specifically ordered overtime work to be carried out and that additional payment will be made.					
	Additional payment, where confirmed, shall be the net difference between flat time and overtime rates. Accurate and detailed weekly returns are to be submitted to the Employer and Contract Administrator.					
	Observe any special working conditions and restrictions relating to working hours specified elsewhere.					
	A33 QUALITY STANDARDS/CONTROL (CONT'D)					
	SUPERVISION/INSPECTION/DEFECTIVE WORK (CONT'D)					
A	DEFECTS IN EXISTING CONSTRUCTION: are to be reported to the Contract Administrator and Employer without delay. Obtain instructions before proceeding with work which may:	Itm				
	- Cover up or otherwise hinder access to the defective construction, or - Be rendered abortive by carrying out of remedial work.					
B	ACCESS FOR INSPECTION: Give the Employer not less than 5 days' notice before removing scaffolding or other facilities for access.	Itm				
	001/26 To Collection	£			£	

			Fixed Charge		Time Related	
			£	p	£	p
C	TIMING OF TESTS AND INSPECTIONS: Agree dates and times of tests and inspections with the Employer a minimum one week in advance, to enable the Employer, their consultants, funder and other affected parties (including the Council's Building Control and building guarantee provider) to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.	Itm				
D	TEST CERTIFICATES: Submit a copy of each certificate to the Employer as soon as practicable and keep copies of all certificates on site and incorporate within the Building Manual.	Itm				
E	PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS: As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract or appear that they may not be in accordance, submit proposals to the Contract Administrator and Employer for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Such proposals may be unacceptable to the Employer and he may request contrary instructions to be issued by the Contract Administrator.	Itm				
F	MEASURES TO ESTABLISH ACCEPTABILITY: Wherever inspection or testing shows that the work, materials or goods are not in accordance, with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures will be at the expense of the Contractor, and will not be considered as grounds for extension of time.	Itm				
G	QUALITY CONTROL: Establish and maintain procedures to ensure that the Works, including the work of all Sub-Contractors, comply with specified requirements. Maintain full records, keep copies on site for inspection by the Employer, and submit copies of particular parts of the records on request. The records must include: - Identification of the element, item, batch or lot, including location in the Works. - The nature and dates of inspections by the Contractor or the Employer, tests and approvals. - The nature and extent of any non-conforming work found. - Details of any corrective action.	Itm				
H	DEFECTIVE WORK: when instructed by the Contract Administrator, submit proposals for opening up, examination and/or testing. Where examination and/or testing shows that the work is not in accordance with the specification and/or drawings, and measures are taken as instructed by the Contract Administrator to remedy the defective work, such measures will be at the expense of the Contractor and will not be considered as grounds for an extension of time. In addition to the requirements of Clause 2.38 any defects, shrinkages or other faults, which appear and are notified within the Rectification Period, shall be deemed to include shrinkage cracks due to drying out of the works. All such normal shrinkage cracks shall be made good by the Contractor at no cost to the Employer, notwithstanding that materials and workmanship may be in accordance with this Contract.	Itm				
<u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u>						
<u>WORK AT OR AFTER COMPLETION</u>						
A	GENERALLY: Make good all damage consequent upon the work and remove all temporary markings, coverings and protective wrappings unless otherwise instructed Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work. Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction.	Itm				
Obtain COSHH dated data sheets for all materials used for cleaning and ensure they						
	001/27	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	are used only as recommended by their manufacturers.				
	Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.				
	Adjust, ease and lubricate moving parts of work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.				
B	SECURITY AT COMPLETION: Leave the Works and Compound area secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.	Itm			
C	MAKING GOOD DEFECTS: Make arrangements with the Employer and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform the Employer and Contract Administrator when remedial works to the various parts of the Works are completed.	Itm			
	During the Rectification Period the Contractor will be advised by the Employer of defects that have occurred. Such defects shall be categorised by the Employer and dealt with by the Contractor as described hereafter.				
	In the event that the Employer at his sole discretion considers a defect life threatening or extremely significant, on-site staff, or others employed by the Employer, may remedy or temporarily make good such defects without first informing the Contractor.				
	Such actions by the Employer shall neither absolve the Contractor of his responsibility to maintain the works, nor shall the Contractor be entitled to recover any costs that he may incur as a result of later providing the permanent remedy to the defect in accordance with the following categories. In addition the Employer may recover the cost of the temporary remedy from the Contractor.				
	a) Category A - Urgent The Contractor shall attend the site within 12 hours, and remedy the defect within 24 hours of the receipt of the notice from the Employer.				
	b) Category B - Essential The Contractor shall attend the site within 3 days and remedy the defect within 7 days of the receipt of the notice from the Employer.				
	c) Category C - Non urgent The Contractor shall attend the site and make good the defects within the Rectification Period.				
	If the Contractor is unable to obtain parts or materials within the time dictated by the Categories described above the following action will be taken:- a) Inform the Employer of the non-availability of the parts or materials and submit in writing proposals for a temporary repair and request approval. b) On receipt of the approval carry out the temporary repair at no cost to the Employer. c) Agree with the Employer a date when the final making good shall be completed. Written agreement of completion, signed by both parties, is to be provided to the Contract Administrator in order for the Making Good Defects Certificate to be issued				
	<u>A34 SECURITY/SAFETY/PROTECTION</u>				
	<u>GENERALLY</u>				
A	CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007: Under his responsibilities in accordance with the above legislation the Employer/client hereby draws the Contractor's attention to the fact that the Construction (Design and Management) Regulations 2007 will apply fully to this Contract. The Contractor is required to read and comply with all recommendations contained in the code of practice relating to the Regulations "Managing Construction for Health & Safety" and "Management of Health and Safety at Work" published by the HSE.	Itm			
	001/28 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	<p>Allow for all costs of fulfilling the role of "Principal Contractor" under the terms of the CDM Regulations.</p> <p>The Contractor shall be responsible for all matters of Health, Safety and Welfare relative to this Contract during the Contract period.</p> <p>The Tenderer shall review the design and the Pre-Construction Information in detail, including methods of working, etc., specifically applicable to this contract, that require consideration to comply with CDM Regulations and that will be provided for in his formal Health and Safety plan.</p> <p>The preferred Tenderer shall, prior to acceptance of his tender, resolve any queries with the Contract Administrator and/or CDM Co-ordinator, take over, develop, update and publish his formal Health and Safety Plan and take full responsibility for construction of the project in accordance with the Plan and CDM Regulations.</p> <p>No claim for additional costs, nor for an extension of time for the completion of the Works, will be considered for complying with the CDM Regulations.</p> <p>Promptly provide the CDM Co-ordinator with any further information throughout the course of the Contract in order that he can review, amend or add to the Health and Safety File, including the provision of record documentation etc., in order to comply with CDM Regulations.</p>				
B	<p>EXECUTION HAZARDS: Common hazards are not listed. Control by good management and site practise.</p> <p>Significant hazards; refer to the Pre-Construction Information for details of any identified significant hazards.</p>	Itm			
C	<p>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: Occupational Exposure Limits.</p> <p>Common hazards are not Listed. Control by good management and site practise.</p> <p>Significant hazard refer to the Pre-Construction Information for details of any identified significant hazards regarding specified construction materials.</p>	Itm			
D	<p>CONSTRUCTION PHASE HEALTH AND SAFETY PLAN: Submission: Present to the Employer/Client not later than two weeks before commencement of work on site unless otherwise agreed.</p> <p>Confirmation: Do not start any enabling or construction work on site until the Employer has confirmed in writing that the Construction Phase Health & Safety Plan includes the procedures and arrangements required by the CDM Regulations.</p> <p>Content: Develop the plan from and draw on the Outline Construction Health & Safety Plan, as Section A30, and the Pre-Construction Information Document.</p> <p>Liaise with the CDM Co-ordinator, keep all requisite records and comply in all respects with the requirements of the Construction (Design and Management) Regulations 2007.</p> <p>Hand over to the CDM Co-ordinator prior to Practical Completion all documents and information reasonably required by him and listed in the Pre-Construction Information Document. Pursuant to Regulations 20(2)(e) of the Construction (Design and Management) Regulations 2007.</p> <p>The Contractor's attention is drawn to the fact that, under the terms of the Contract (Clauses 2.21 and 3.18.3), Practical Completion will not be achieved until the above conditions have been complied with.</p>	Itm			
E	<p>NATIONAL WORKING RULES FOR THE BUILDING INDUSTRY: The Contractor is to comply with the Working Rule Agreement as published by the Construction Industry Joint Council.</p>	Itm			
	<p><u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u></p> <p><u>GENERALLY (CONT'D)</u></p>				
A	<p>SECURITY: Adequately safeguard the site, the Works, products, materials and plant affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site and the Works.</p> <p>The Contractor shall provide all necessary facilities for the safeguarding of the works, materials and plant against damage and theft including those provided by all Sub-Contractors and Suppliers, or others working under separate Contract with the Employer. Provide all necessary watching, lighting, shelter and fuel for the security of the works and the protection of the public.</p>	Itm			
	001/29 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
	Special requirements:					
	The Contractor's attention is drawn to the fact that members of the public and workers will be in close proximity to the Works at all times. The Contractor must adopt a security procedure to ensure no unauthorised personnel may gain access to any working area or storage compound. Details of the Contractor's proposed security arrangements must be submitted to the Project Manager prior to commencement on site.					
	The Contractor is to pay for the provision of emergency access to the site, if required.					
B	STABILITY: Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading. Details of design loads may be obtained from the Contract Administrator.	Itm				
C	OCCUPIED PREMISES Extent: Adjacent hospital operational areas will be occupied and / or used during the Contract 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 authorised in advance.					
D	OCCUPIER'S RULES AND REGULATIONS Compliance: Conform to the occupier's rules and regulations affecting the site.					
E	EMPLOYER'S REPRESENTATIVE'S 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.					
F	PERMIT TO WORK PROCEDURES will be in operation for all of the following works: - Interruption to power supplies/IT connections/fire and security alarms/telephone systems. - Interruption to mechanical service supplies. - Interruption to water supplies. - All hot works.	Itm				
	<u>PROTECT AGAINST THE FOLLOWING:</u>					
G	EXPLOSIVES: Do not use.	Itm				
H	NOISE: The Contractor's attention is drawn to Sections 60 and 61 of the Control of Pollution Act 1974. The Contractor will be responsible for complying with all requirements and restrictions imposed by this Act and must allow in his tender for all costs necessitated thereby. No instructions issued to the Contractor by the Contract Administrator shall relieve the Contractor from compliance with this Act. Comply generally with the recommendations of B.S. 5228: Part 1, Clause 9.3 for minimising noise levels during the execution of the Works. Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. The Contractor's attention is particularly drawn to the fact that the use of portable music players and the like will not be allowed on the site.	Itm				
	<u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u>					
	<u>PROTECT AGAINST THE FOLLOWING: (CONT'D)</u>					
A	POLLUTION: Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways. If pollution occurs, inform the appropriate Authorities, the Contract Administrator and the Employer without delay and provide them with all relevant information.	Itm				
B	PESTICIDES: Use: Only where specified or approved, and then only suitable products listed on www.pesticides.gov.uk . Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.	Itm				
	001/30	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	Containers: Comply with manufacturer's disposal recommendations, Remove from site immediately when empty or no longer required. Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.				
C	<p>NUISANCE: The Contractor must take all necessary precautions for the prevention of nuisance arising from dust, excessive noise and vibration, in any event dust will not be allowed to encroach into occupied buildings or public areas. The Contractor must discuss with the Contract Administrator and Employer measures he proposes to adopt to counter nuisances described above and must give notice of, and agree periods when noisy operations and operations causing vibrations are to be executed. The Contractor must comply with the prescribed quiet periods detailed in the A35 – Working Hours item, when noisy operations and operations causing vibrations cannot be executed.</p> <p>The Contractor must allow for dealing with any complaints in connection with alleged nuisance arising from the execution of the Works and for making such arrangements and negotiations as may be necessary, including temporarily suspending any portion of the Works, and must include for everything required to enable the Works to be completed by the due dates, as no claims for lack of knowledge in this respect will be entertained.</p> <p>The Contractor's attention is drawn to the fact that should either the Contract Administrator or the Employer, deem it necessary to suspend the Works at any time, the Works shall cease forthwith until such time as an instruction is given to continue. After two hours and failing an instruction to proceed the Contractor shall seek approval from the Contract Administrator to recommence working.</p>	Itm			
D	ASBESTOS BASED MATERIALS: Report immediately to the Contract Administrator any suspected asbestos based materials discovered during the works. Avoid disturbing such materials. Agree with the Contract Administrator methods for safe removal or encapsulation.	Itm			
E	<p>ANTIQUITIES: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.</p> <p>Keep objects in the exact position and condition in which they were found.</p>	Itm			
F	<p>FIRE: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire.</p> <p>Comply with Joint Code of Practice "Fire Prevention on Construction Sites" published by the Construction Confederation and The Fire Protection Association (Joint Fire Code).</p> <p>All cutting equipment and fuel for same, and other items of plant and equipment subject to fire hazard, must be safely and securely stored when not in use.</p> <p>The Contractor shall ensure that no materials arising from waste, alteration or demolition work are burned on site.</p> <p>Emergency lighting shall be provided.</p> <p>Smoking will not be permitted on the site.</p> <p>Burning will not be permitted on site.</p>	Itm			
	<u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u>				
	<u>PROTECT AGAINST THE FOLLOWING: (CONT'D)</u>				
A	<p>INCLEMENT WEATHER: Allow for carefully covering up and protecting exposed works from inclement weather including storms and Spring Tides</p> <p>The Contractor, as part of his best endeavours to prevent delay in the progress of the works, will be expected to adopt measures to prevent or minimize harmful effects of weather conditions on the works. The extent to which he has taken such measures will be taken into account when considering any notice of delay due to exceptionally adverse weather conditions.</p>	Itm			
	001/31 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
B	<p>MOISTURE AND HUMIDITY: Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly, provide and maintain the necessary equipment, fuel and attendance for drying the works. Control the drying out and humidity of the Works and the application of heat to prevent blistering and failure of adhesion, damage due to trapped moisture and excessive movement.</p> <p>Do not fix or install within the building any moisture sensitive materials or finishes including suspended ceilings if the humidity levels exceed 70% at 21°C (or manufacturers recommended maximum) and once fixing has commenced this level must not be exceeded at any time during the remainder of their contract period.</p>	Itm				
C	<p>WASTE: Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy. Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.</p> <p>Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority. Remove all surplus hazardous materials and their containers regularly for disposal offsite in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.</p> <p>Retain waste transfer documentation on site.</p> <p>No unauthorised persons may have access or take possession of demolition materials.</p>	Itm				
D	<p>ELECTROMAGNETIC INTERFERENCE: Take all precautions to avoid excessive electromagnetic disturbance of apparatus and specialist equipment outside the site.</p>	Itm				
E	<p>LASER EQUIPMENT: Install, use and store construction laser equipment in accordance with B.S. EN 60825-1 and the manufacturer's instructions. Use either Class 1 or Class 2 laser equipment, ensuring that the laser beam is not set at eye level and is terminated at the end of its useful path. The use of Class 3A and Class 3B laser equipment will not be permitted without the approval of the Contract Administrator and Employer and subject to the submission of a method statement on its safe use.</p>	Itm				
F	<p>POWER ACTUATED FIXING SYSTEMS: use is not permitted on site.</p>	Itm				
G	<p>WORK IN ALL SECTIONS: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.</p> <p>The Contractor shall be responsible for any damage to adjoining buildings, public and private roads, and footpaths fencing, gates, underground and overhead services, mains, waterways, and all other property of every kind and description, if caused by or attributable in any way to the execution of this contract, and all damages shall be made good to the satisfaction of the Employer and all authorities and/or other parties concerned, at the Contractors sole expense. The Contractor shall indemnify the Employer against any claims for damage caused, howsoever caused.</p>	Itm				
<u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u>						
<u>PROTECT AGAINST THE FOLLOWING: (CONT'D)</u>						
A	<p>EXISTING SERVICES: Notify all service authorities and/or adjacent owners of the proposed works not less than one week before commencing site operations. Before starting work check positions of existing services. Where positions are not shown on drawings, obtain relevant details from Service Authorities or other owners. Observe Service Authorities' recommendations for work adjacent to existing services.</p> <p>Adequately protect, and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.</p> <p>If any damage to services results from the execution of the Works, notify the appropriate Service Authority, Contract Administrator and Employer without delay. Make</p>	Itm				
	001/32	To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
	arrangements for the work to be made good without delay, to the satisfaction of the Service Authority or other owner as appropriate. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.					
	Replace any marker tapes or protective covers disturbed during site operations to the Service Authorities' recommendations.					
B	MAINTENANCE OF PUBLIC AND PRIVATE ROADS AND FOOTPATHS: The Contractor shall be responsible for all damage to roads or streets (whether public or private) arising out of, or in the course of, or by reason of the execution of the Works. The Contractor shall be responsible at all times for keeping roads or streets immediately adjacent to the site of the Works free from mud, dirt, rubbish, etc, arising as aforesaid, and for the observance of any bye-law or regulation imposed by a competent authority requiring roads or streets to be kept free from mud, dirt, rubbish, etc.	Itm				
	The Contractor shall observe the requirements of the Local Government (Miscellaneous Provisions) Act, 1976, controlling the depositing or mixing of mortar, cement, etc.					
C	TRESPASS: the Contractor shall be responsible for the control of all workmen employed by him or Sub-Contractors on the site and shall prevent them from trespassing onto the adjoining land and shall indemnify the Employer from any claim so arising.	Itm				
D	EXISTING FEATURES: 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.	Itm				
E	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	Itm				
F	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 works.	Itm				
G	EXISTING STRUCTURES Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. Supports: During execution of the works: <ul style="list-style-type: none"> 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 works is strong enough to support existing structure Prevent oversteering of completed work when removing supports Adjacent structures: Monitor and immediately report excessive movement Standard: Comply with BS 5975 and BS EN 12812	Itm				
	<u>A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING</u>					
A	SCOPE: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.	Itm				
B	USE OF THE SITE: See section A12.	Itm				
C	SEQUENCE OF WORKS: Refer to A20, clause 2.2. The Contractor can either carry out the work in a sequential manor or concurrently to ensure the completion date is achieved and the Contractor is to ensure sufficient resource is provided to achieve this.	Itm				
D	WORKING HOURS: Normal working hours on this contract will be 0800 hrs to 1800 hrs Monday to Friday and 0800 to 1300 hrs Saturday. Working on Sundays will be by agreement with the Employer only.	Itm				
	001/33	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
E	<p>No works shall be permitted outside of normal working hours without the prior approval of the Employer. There shall be no working permitted on Sundays, Bank Holidays or National Holidays.</p> <p>If a relaxation of this condition is required at any time to allow work outside those times, the prior agreement must be obtained from the Council Environmental Protection Section or Council Area Planning Officer.</p> <p>WORK OUTSIDE NORMAL HOURS: obtain prior permission from the Employer to carry out work outside normal working hours which will also be subject to any Establishment Regulations, Special Restrictions, etc.</p>	Itm			
<u>A36 FACILITIES/TEMPORARY WORK/SERVICES</u>					
<u>GENERALLY</u>					
A	<p>SPOIL HEAPS, TEMPORARY WORKS AND SERVICES: Location: Give notice of intended siting. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.</p>	Itm			
B	<p>TEMPORARY STORAGE OF MATERIALS SET ASIDE FOR RE-USE: Location: Give notice of intended siting. Maintenance: Alter, adapt and move as necessary. Remove surplus materials from site when no longer required and make good.</p>	Itm			
	001/34 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
C	<p>TEMPORARY ACCOMMODATION: The Contractor's welfare is to be confined to the works area. See Preliminaries 001/5A.</p> <p>There are opportunities to utilise facilities provided by the Employer. See preliminaries 001/5A.</p> <p>Provide suitable temporary accommodation for the purposes of the Contractor to deliver the Works.</p> <p>The Contractor is to provide details of their proposed site accommodation as part of the Contractor's Proposals.</p> <p>No accommodation and facilities are required for the Employer and his consultants.</p> <p>Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. Provide table and chairs for 8 people.</p>	Itm				
D	<p>NAME BOARDS/ ADVERTISEMENTS: Provide a temporary name board displaying:</p> <ul style="list-style-type: none"> - Title of Project - Name of Employer - Name of Consultants - Name of Contractor <p>Maintain, alter, adapt and move as necessary. Remove when no longer required and make good.</p>	Itm				
E	<p>PLANT, TOOLS, VEHICLES AND EQUIPMENT: The Contractor shall provide everything necessary for the proper execution of the work including all requisite plant, tools, vehicles, gantries, chutes, tarpaulins, rods, pegs, moulds, templates, levels, tackle and other implements and conveniences required for the expeditious carrying out of the works in proper sequence.</p> <p>Comply with the Factories Act or other regulations governing the use of machinery guards and other safeguards for the protection of work persons.</p>	Itm				
F	<p>GENERAL ACCESS SCAFFOLDING AND WORKING PLATFORMS: The Contractor is to comply with all current Health and Safety Regulations relating to the Height Regulations 2005. The Contractor is to provide, erect and maintain all necessary access scaffolding and other safe working platforms for the proper execution of the works, including moving, adapting as necessary during the course of the works, dismantling and removal on completion. All scaffolding work including erections, alterations and dismantling is to be carried out by qualified scaffolders.</p> <p>All working platforms must be capable of supporting the intended loads, adequately supported and braced, and provided with guard rails or barriers and toe boards. All scaffolding must be erected with legs/standards vertical and bearing on firm level ground using base plates, or on spreader boards if on soft ground.</p> <p>Tower scaffolds and other proprietary scaffold systems must be erected, used and dismantled in accordance with manufacturer's instructions. Mobile towers must have all wheels and outriggers locked and never be moved whilst in use or when loaded with materials. Only use internal ladders to access tower scaffolds, do not climb up the outside of the tower to reach the platform.</p> <p>Provide safe access to all scaffold/working platforms. Ladders are to be adequately tied to prevent slipping, correctly angled (75 degrees, i.e. 1 out of every 4 up), and extend 1m above the working platform.</p> <p><u>A36 FACILITIES/TEMPORARY WORK/SERVICES (CONT'D)</u></p> <p><u>GENERALLY (CONT'D)</u></p> <p>GENERAL ACCESS SCAFFOLDING AND WORKING PLATFORMS: Inspections of scaffolding/working platforms are to be carried out by a competent person at maximum 7 day intervals and recorded in an Inspection Report. Should the Contractor remove any of his scaffolding/working platforms before ascertaining whether it is required by any sub-contractor he must re-erect it if required at his own expense.</p> <p>The Contractor is to provide a full breakdown of costs, fixed and time related, and a programme relating to that cost for the scaffold installation with their tender submission.</p>	Itm				
	001/35	To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
A	<p>MOBILE AND SUSPENDED ACCESS EQUIPMENT: (Including Mobile Elevating Work Platforms (MEWPs), Mast Climbing Work Platforms (MCWPs), temporary suspended access cradles and platforms).</p> <p>Mobile and other suspended access equipment must only be used where it is suitable for its intended purpose and only used by suitably trained and competent personnel.</p> <p>SERVICES AND FACILITIES</p>	Itm				
B	<p>MOBILE AND SUSPENDED ACCESS EQUIPMENT:</p> <p>Equipment must only be installed or erected, or modified by specialist contractors and a handover certificate obtained covering safe working load, operation, maintenance and emergency procedures.</p> <p>Do not move equipment in an elevated position or operate close to overhead cables.</p>	Itm				
C	<p>LIGHTING AND POWER: Provide all necessary temporary lighting and power required for the execution of the Works, including temporary connections.</p> <p>The Contractor is to allow for making all temporary connections, distribution about the site in accordance with CP 1017, alterations and adaptations as necessary and clearing away on completion and making good.</p>	Itm				
D	<p>WATER: Provide fresh potable water for the work. The Contractor is to allow for making all temporary connections, providing hoses, storage tanks, etc., alterations and adaptations as necessary and clearing away on completion and making good.</p>	Itm				
E	<p>TELEPHONES: Provide as soon as practicable after the Date of Possession a temporary on site telephone for use by the Contractor and Sub-Contractors at all times during normal working hours and for emergency purposes only outside normal working hours. Make arrangements (e.g. an external bell) to ensure that incoming calls are answered reasonably promptly. Allow for the cost of a modest number of calls made by those acting on behalf of the Employer. Contact names and telephone numbers for the site, Contractor's office and out of hours emergencies shall be supplied to the Contract Administrator and the Employer at the commencement of the Contract.</p>	Itm				
F	<p>THERMOMETERS: Provide on-site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.</p>	Itm				
G	<p>SAFETY HEALTH AND WELFARE OF WORKPEOPLE: The Contractor shall ensure that all safety and welfare measures required under or by virtue of the provisions of any enactment, or regulations or the working rules of any industry are strictly complied with.</p> <p>The Contractor shall provide and maintain on site all necessary facilities for his own employees and for those employed by all Sub-Contractors.</p> <p>The Contractor shall designate all sites as hard hat areas unless the work is being carried out internally amidst occupied premises.</p>	Itm				
H	<p>DRYING THE WORKS: Allow for providing all necessary temporary heating, including fuel, which may be required to enable the works to proceed at all times, including that required to enable workpeople to work during inclement weather, to protect the works from damage due to frost and to enable trade to follow upon trade. Provide all necessary temporary equipment, fuel and attendance for drying and controlling the humidity of the Works.</p> <p>A36 FACILITIES/TEMPORARY WORK/SERVICES (CONT'D)</p> <p>SERVICES AND FACILITIES (CONT'D)</p>	Itm				
A	<p>SMALL PLANT AND TOOLS: The Contractor shall provide all plant and tools necessary for the completion of the Works and shall maintain and remove same on completion. All plant and tools shall comply with current Statutory Regulations and Orders and power tools are to be a maximum of 110 volts.</p>	Itm				
B	<p>PERSONAL PROTECTIVE EQUIPMENT: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:</p> <p>Safety helmets to B.S. EN 397, neither damaged nor time expired. Number required: 3.</p> <p>High visibility waistcoats to B.S. EN 471 Class 2. Number required: 3.</p>	Itm				
	001/36	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
A	<p>Safety boots with steel insole and toecap to B.S. EN ISO 20345. Pairs required 4. Disposable respirators to B.S. EN 149. FFP1S. Eye protection to B.S. EN 166. Ear protection – muffs to B.S. EN 352-1, plugs to B.S. EN 352-2. Hand protection – to B.S. EN 388, 407, 420 or 511 as appropriate.</p>				
	<p><u>A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING</u></p> <p>EMPLOYER'S COMMISSIONING PERIOD: All mechanical and electrical services installations must be complete and operational before final commissioning can take place. All items of plant, such as boilers, pumps and motorised valves shall be pre-commissioned as far as practically possible prior to the final commissioning by the Employer. The water treatment to the heating systems shall be checked for compliance before boilers will be allowed to run.</p> <p>Practical completion will not be given until the commissioning requirements laid out in the Specification have been met.</p> <p>All builders' works within the building zones to be commissioned must be complete so that the systems can be tested in a finished environment (i.e. all doors, windows, floor</p>	itm			
	001/37	To Collection	£	£	

		Fixed Charge		Time Related	
		£	p	£	p
B	<p>wall and ceiling finishes complete).</p> <p>THE BUILDING MANUAL: Purpose: The Building Manual (incorporating the Health and Safety File) is to be a comprehensive information source and guide for the Employer and future users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.</p> <p>Where the Contractor deems a section or sub-section to be "not applicable" they shall seek confirmation in writing from the Employer.</p> <p>Compilation:</p> <ul style="list-style-type: none"> - Prepare all information for Contractor Designed work including as-built drawings. - Obtain or prepare all other information to be included in the Manual. <p>Content:</p> <p>PART 1: GENERAL: Content as detailed below.</p> <p>PART 2: BUILDING FABRIC: Content as detailed below.</p> <p>PART 3: BUILDING SERVICES: Content as detailed below.</p> <p>PART 4: THE HEALTH AND SAFETY FILE: Content as detailed below</p> <p>PART 5: THE BUILDING USER GUIDE: Content as detailed below</p> <p>A complete draft of the manual must be submitted to the Employer for comment not less than 2 weeks before the date of submission of the final copies of the Manual.</p> <p>The Contractor must not proceed with production of the final copies of the Manual until authorised to do so by the Employer.</p> <p>The Contractor is to provide the Employer with 2 paper copies and 1 electronic copy not less than 2 weeks after the date of Practical Completion.</p>	Itm			
	<p>CONTENT OF THE BUILDING MANUAL PART 1: GENERAL Obtain and provide the following, including all relevant details not included in other parts of the Manual:</p> <p>Index:</p> <ul style="list-style-type: none"> List of the constituent parts of the manual, together with their location in the document. <p>The Works:</p> <ul style="list-style-type: none"> A description of the buildings and facilities. Details of ownership. Health and safety information – other than that specifically required by the Construction (Design and Management) Regulations. <p>The Contract:</p> <ul style="list-style-type: none"> The parties: Names, addresses (including e-mail), telephone and fax numbers of the Consultants and designers, Authorities and statutory undertakers plus copies of consents and approvals, Contractors, Sub-Contractors, suppliers and manufacturers. Overall design criteria <p>Operational requirements and constraints of a general nature:</p> <ul style="list-style-type: none"> Maintenance contracts and contractors. Emergency procedures and contact details in case of emergency Description and location of other key documents <p>A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING (CONT'D)</p> <p>CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC/SERVICES Obtain and provide the following, including all relevant details not included in other parts of the Manual:</p> <p>Design criteria:</p> <ul style="list-style-type: none"> Loadings Durability of individual components and elements Loading restrictions Insulation values Fire ratings Other performance requirements. 	Itm			
A					
001/38 To Collection		£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	<p>Construction of the building:</p> <ul style="list-style-type: none"> A detailed description of methods and materials used. As-built drawings recording details of construction, together with an index. Information about repair, renovation or demolition. Maintenance of the building fabric: Instructions for general maintenance detailing work to be done, acceptable tolerances and frequency of operation. Product details: Copies of manufacturer's current literature including COSHH data sheets and recommendations for cleaning, repair and maintenance. Environmental and trafficking conditions: Details of those that may result in damage/disfigurement. Guarantees, warranties and maintenance agreements: Obtain from suppliers, Sub-Contractors and manufacturers. Test certificates and reports required in the specification and by the Building Regulations. 				
B	<p>PRESENTATION OF BUILDING MANUAL: Format: A4 size, plastic covered, loose leaf, four-ring binders with hard covers, each indexed, divided and appropriately cover titled.</p> <p>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.</p> <p>As-built drawings: The main sets may form annexes to the Manual.</p>	Itm			
C	<p>TRAINING OF EMPLOYER: Before Practical Completion the Contractor is to explain and demonstrate to Employer the purpose, function and operation of the installations including all items and procedures listed in the Building Manual.</p> <p>Obtain 2 copies of signed confirmations that this process has been completed. The Contractor shall retain one copy and include the other in the Building Manual.</p>	Itm			
D	<p>SPARE PARTS: Details: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Employer for maintenance of the services installations.</p> <p>Include in the priced schedule for:</p> <p>Manufacturer's current prices, including packaging and delivery to site.</p> <p>Checking receipt, marking and numbering in accordance with the schedule of spare parts.</p> <p>Referencing to the plant and equipment list in Part 3 of the Building Manual.</p> <p>Painting, greasing, etc., and packing to prevent deterioration during storage.</p> <p>Latest date for submission: One week before the date for completion stated in the contract.</p>	Itm			
<u>A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF</u>					
A	<p>MANAGEMENT AND STAFF: The Contractor is to allow for all salary and wage costs of management and staff required and encompassing the following:-</p> <ol style="list-style-type: none"> National Insurance Contributions. Pensions. National minimum wage Annual and public holidays. Travelling time, expenses, fares and transport. Subsistence and lodging allowances. Guaranteed time. Incentive and bonus payments and operations of such schemes, non-productive 	Itm			
	001/39 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	<p>time and all costs of overtime working.</p> <p>i. Sick pay.</p> <p>j. Guaranteed minimum bonus.</p> <p>k. Severance pay and obligations under the Redundancy Payments Act.</p> <p>l. Training board levies.</p> <p>m. Any other disbursements arising from the employment of labour.</p>				
A	<p><u>A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION</u></p> <p>For details of site accommodation required or made/not made available by the Employer see Section A36.</p> <p>SITE ACCOMMODATION</p>	Itm			
	001/40 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES					
For details of services and facilities required or made/not made available by the Employer see Section A36.					
A	POWER	Itm			
B	LIGHTING	Itm			
C	FUELS (excluding fuels for testing and commissioning)	Itm			
D	WATER	Itm			
	001/41	To Collection	£	£	

			Fixed Charge		Time Related	
			£	p	£	p
E	TELEPHONE AND ADMINISTRATION	Itm				
F	SAFETY, HEALTH AND WELFARE (see A34, A36)	Itm				
G	STORAGE OF MATERIALS (see A33 and A36)	Itm				
H	RUBBISH DISPOSAL (see A34)	Itm				
I	CLEANING (see A33)	Itm				
K	PROTECTION OF WORK IN ALL SECTIONS (see A34)	Itm				
L	SECURITY (See A34)	Itm				
M	MAINTAIN PUBLIC AND PRIVATE ROADS (see A34)	Itm				
N	SMALL PLANT AND TOOLS	Itm				
O	ADDITIONAL SERVICES AND FACILITIES ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:	Itm				
COLLECTION PAGE						
Page Nr 001/1						
Page Nr 001/2						
Page Nr 001/3						
Page Nr 001/4						
	001/42	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
	Page Nr 001/5				
	Page Nr 001/6				
	Page Nr 001/7				
	Page Nr 001/8				
	Page Nr 001/9				
	Page Nr 001/10				
	Page Nr 001/11				
	Page Nr 001/12				
	Page Nr 001/13				
	Page Nr 001/14				
	Page Nr 001/15				
	Page Nr 001/16				
	Page Nr 001/17				
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	Page Nr 001/22				
	Page Nr 001/23				
	Page Nr 001/24				
	Page Nr 001/25				
	Page Nr 001/26				
	Page Nr 001/27				

		Fixed Charge		Time Related	
		£	p	£	p
<u>COLLECTION PAGE</u>					
Brought Forward					
Page Nr 001/28					
Page Nr 001/29					
Page Nr 001/30					
Page Nr 001/31					
Page Nr 001/32					
Page Nr 001/33					
Page Nr 001/34					
Page Nr 001/35					
Page Nr 001/36					
Page Nr 001/37					
Page Nr 001/38					
Page Nr 001/39					
Page Nr 001/40					
Page Nr 001/41					
Page Nr 001/42					
Page Nr 001/43					
	£			£	
TOTAL FIXED CHARGE COSTS				£	
TOTAL TIME RELATED COSTS				£	
002/44	To General Summary			£	

Section 2 – Preambles

REF	ELEMENT	COST (£)
1.0	Generally	
1.1	Familiarity with Documents	
1.1.1	All Schedules of Works must be read in conjunction with the details of contract and Preliminaries contained within Section 1 of this Specification.	
1.1.2	Any discrepancies must be notified to the Contract Administrator for clarification. Any claim for additional payment resulting from the Contractor's failure to familiarise himself with the documents, works and conditions attached thereto will not be entertained.	
1.2	Site Conditions	
1.2.1	The Contractor must undertake a site inspection and ascertain the condition and nature of the site and include for all works necessary for the safe and proper execution of the specified work.	
1.2.2	No additional application for payment will be entertained where the Contractor has failed to undertake a site inspection prior to tender.	
1.3	Pricing	
1.3.1	All clauses within the Specification document must be individually priced, including preliminaries. The pricing indicated will form the basis of valuation in the event of any variation order received.	
1.3.2	Pricing must be carried to the summary page and a full set of priced documents must be submitted with the Form of Tender in the envelopes provided.	
1.4	Extent of Specified Works	
1.4.1	The Employer gives no guarantees that all or any of the works will be undertaken. Funding for this project is limited and the viability of works may be dependent upon the prices received.	
1.5	Protection and Site Security	
1.5.1	The Contractor must allow for providing all necessary temporary protection to surfaces, services, fixtures and fittings either adjoining or within the work area which may be affected during the course of the works. All furniture and items within the property to be fully protected for the duration of the works. Any damage resulting from failure to provide adequate protection will be made good at the Contractor's expense.	
1.5.2	The Contractor is responsible for ensuring that the site remains secure at all times and provide adequate temporary fencing/boarding/ alarms as maybe required.	
1.6	Removal of Debris and Surplus Materials	
1.6.1	All debris arising from the works must be removed from site on a daily basis. The Contractor must allow for providing all necessary lockable covered skips, which will be required.	
1.6.2	The Contractor should allow for the fact that the building will be in constant use and should therefore remove debris in such a manner that does not affect or impede the residents.	

REF	ELEMENT	COST (£)
1.7	Storage of Materials	
1.7.1	Under no circumstances are the premises to be used for the storage of materials and equipment. The Contractor is therefore advised to allow for regular deliveries of materials.	
1.8	Asbestos Containing Materials	
1.8.1	There always remains a risk that further ACMs maybe discovered during the course of the works. If the Contractor suspects further materials. Works to that area must cease and the Contract Administrator informed for further instruction.	
1.9	Licences and Agreements	
1.9.1	The contractor is responsible for obtaining all necessary licenses and agreements to safely carry out the works. These agreements may include: Scaffold Licence	
	Sub-Total	£0.00

Section 3 Schedule of Work

REF	ELEMENT	COST (£)
1.0	General Items	
1.1.0	Occupied Site	
1.1.1	The Contractor must note and allow for within his tender sum that the works will be executed whilst people not connected with the Contractor are living within the subject property and the neighbouring buildings and the surrounding area will be in constant use.	
1.1.2	It is a requirement of the project that all the necessary temporary protection for both proper weather-proofing and for the safety of occupants and members of the public be included.	
1.1.3	Where scaffold is provided it is to be undertaken in such a way to ensure that access to any of the residential properties and storage cupboards are not impeded.	
1.2.0	Facilities	
1.2.1	The Principal Contractor must note and allow for the fact that there are no existing facilities on site suitable for secure storage. Therefore the Contractor will make alternative arrangements for delivery and storage of materials.	
1.2.2	The Principal Contractor will be responsible for his own messing and toilet facilities. Space will be made available within the grounds to allow for the provision of temporary toilet and messing facilities.	
1.3.0	Drawing, Plans and Specifications	
1.3.1	The responsibility for ascertaining quantities or areas other than those identified and the actual detailed construction will remain with the Contractor and claims for failure to correctly identify and ascertain the same will not be entertained.	
1.3.2	The Principal Contractor is to retain on site for use by any Subcontractors, Contract Administrator, Employer and others all parties, the plans, specifications and other reference documentation.	
1.4.0	Access	
1.4.1	The Principal Contractor must establish and allow for within his tender for all access arrangements with respect to undertaking the repair and redecoration work.	
1.4.2	On no account is access to the subject or neighbouring buildings to be impeded.	
1.4.3	Any claims with respect to the above will not be entertained.	
1.5.0	Method Statements	
1.5.1	The Principal Contractor is to submit prior to the commencement of works for approval by the Contract Administrator a Method Statement containing: <ul style="list-style-type: none"> i. A full description of the procedures to be undertaken and sequence of the same. ii. Procedures for undertaking works at high level and the scaffold access provided. iii. Procedures for the removal of waste. iv. Procedures for managing works including lines of communication. v. Procedures and installations which will be incorporated in order to safeguard the users of the building and the general public. 	

REF	ELEMENT	COST (£)
1.6.0	Plant and Equipment	
1.6.1	The Principal Contractor shall provide all necessary plant, scaffolding, propping, cradles, hoists and tools for the execution of the works and all materials, carriage, cartage, labour, tarpaulins and whatever else may be required in connection therewith for the proper execution of the works.	
1.6.2	The Principal Contractor must accept full responsibility for the stability and structural integrity for works during the contract and maintain and replace as necessary.	
1.6.3	The Principal Contractor will bear sole responsibility for provision, maintenance and insurance for loss and expense of all plant, scaffolding, hoists, cranes, cradles, tools and vehicles used on site.	
1.6.4	The Principal Contractor shall be responsible for any damage to fabric or property or any adjoining properties as a result of any plant, scaffolding, cranes, hoists, tools, cradles and vehicles and must make good at his own expense	
1.7.0	Contingency	
	The contractor is to allow a sum of £15,000.00 as a contingency. The contingency is only to be used on the instruction of the contract administrator.	£15,000.00
	Sub-Total	£15,000.00

REF	ELEMENT	COST (£)
2.0	Demolition and Preparation	
2.1	Building	
2.1.1	Allow for carefully stripping out all existing bank fixtures and fittings from the building	
2.1.2	Allow for carefully removing all internal doors including all associated architraves, stops and linings	
2.1.3	Allow for stripping out all internal floor finishes	
2.1.4	Allow for stripping out all sanitary ware and associated above ground drainage	
2.1.5	Allow for stripping out all external windows including all associated glazing, blinds and reveal linings	
2.1.6	Allow for carefully stripping out the existing electrical and mechanical services back to the associated meter and stop cock.	
2.1.7	Allow for all necessary temporary support and allow for demolition of all internal walls and partitions including those forming the original vault area.	
2.1.8	Allow for carefully stripping off all the internal finishes from the internal face of the external walls being careful not to damage any retained structures.	
2.1.9	Allow for removing the existing vault door and associated fittings. Allow for retaining manufacturers sign for re-hanging on site.	
2.1.10	Allow for carefully removing the internal money deposit store being careful not to damage retained structures.	
2.1.11	Allow for all necessary temporary weatherings and remove the existing rooflight and associated fittings being careful not to damage retained structures.	
2.1.12	Allow for carefully cleaning off existing roof finish and removing all fittings and carefully remove lead flashing for new roof installation.	
2.1.13	Allow for carefully stripping out the plasterboard ceilings to the rear timber joist flat roof section and false ceilings/ suspended ceilings to the front sections being careful not to damage retained structures.	
2.1.14	Allow for carefully removing the internal timber lobby structure and associated double doors and store for re-use.	
2.2	Site	
2.2.1	Allow for removing all vegetation and weed growth from the site and surrounding boundary structures	
2.2.2	Allow for removing the chain and associated fittings from the front of the parking area	

REF	ELEMENT	COST (£)
2.2.3	Allow for removing the existing tarmac finish from the library garden area.	
2.3	Generally	
2.3.1	Cart all waste material off site.	
Sub-Total		£0.00



REF	ELEMENT	COST (£)
3.0	Excavation and Concretor	
3.1	Excavation	
3.1.1	Allow for reducing levels internally to allow for new floor finish and insulation,	
3.1.2	Allow for reducing levels as necessary within library garden to allow for new finish,	
3.1.3	Allow for excavation of new radon sump.	
3.2	Floor	
3.2.1	Allow for providing and installing a 100mm C20 concrete slab.	
3.2.2	Slab to be reinforced with A142 mesh.	
3.2.3	Install slab on 1400 gauge Visqueen DPM/Radon barrier on 15mm sand blinding. Ensure dpm laps around slab and with dry lining and tanking	
3.2.4	Allow for 150mm clean compacted hardcore.	
3.2.5	Allow for the provision of a 700x700x250mm Visqueen Radon sump installed in strict accordance with manufacturers instructions in location shown on proposed plans, Allow for connecting to the external air above ground with a 100mm diameter plastic pipe including all connections bends etc. Allow for the provision of relieving lintols where pipework passes through walls and terminate with a mushroom cap.	
3.3	Padstones	
3.3.1	Allow for excavation and installation of a 600x600mm C20 concrete pad foundation 225mm thick and 400mm below ground level for new steel column in accordance with the engineers details.	
Sub-Total		£0.00



REF	ELEMENT	COST (£)
4.0	Mason	
4.1	External Walls	
4.1.1	Allow for infilling openings to external walls where cash machines have been installed previously	
4.1.2	All external wall infills to be constructed in 100mm blockwork to the internal and to the external skin. Allow for a 50mm cavity. Ensure internal and external skins run flush with the existing.	
4.1.3	Allow for use of a1:1:6 cement:lime:sand mortar	
4.1.4	For infill sections allow for providing stainless steel starter bars.	
4.1.5	Allow for providing 100x50mm pre-stressed concrete lintels where openings are formed within external walls to allow for radon sump and where new book drop hatch is provided	
4.1.6	New sections of blockwork are to be recessed to allow render finish to run flush with the existing,	
4.2	Tanking	
4.2.1	Allow for tanking 3 lm. Of left hand side of rear wall and rear 75% left hand wall to a height of 1.5m from FFL.	
4.2.2	Rake out mortar joints to a depth of 12mm minimum and brush all debris from joints. Repoint with RIW Cementfil HB in accordance with the manufacturers details.	
4.2.3	Fill any holes or cracks with RIW Cementfil FC in accordance with the manufacturers recommendations.	
4.2.4	Substrate surfaces are to be thoroughly soaked with clean water prior to application. Ensure there is no standing water	
4.2.5	Allow for installing RIW Cementflex tanking system including all necessary primers , either brush applied or sprayed, in strict accordance with the manufacturers recommendations	
4.3	Book Drop	
	To the rear cash machine opening allow for the provision of a Letterbox4You 43-4XL through the wall locking letterbox installed in strict accordance with the manufacturers recommendations.	
Sub-Total		£0.00

REF	ELEMENT	COST (£)
5.0	Roofer	
5.1	Flat Roof	
5.1.1	Allow for engaging with an Approved Contractor from the list below to undertake the re-roofing specification from Garland Contained at Appendix A.	
5.1.2	Allow for all management and liaison with the roofing contractor to ensure a smooth installation process and to prevent any delays.	
5.1.3	The principal contractor is responsible for all necessary access and scaffolding.	
5.2	Approved Contractors	
5.2.1	The Garland Approved Contractor list is provided at Appendix A. the principal contractor is to make contact with the contractors to obtain the most competitive price.	
Sub-Total		£0.00

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REF	ELEMENT	COST (£)
7.0	Leadwork	
7.1	Generally	
7.1.1	Allow for providing and installing all leadwork as specified in the Garland Specification provided at Appendix A.	
7.1.2	Treat all lead on completion with patination oil	
Sub-Total		£0.00

REF	ELEMENT	COST (£)
8.0	Joinery and Carpentry	
8.1.0	Studwork Partitions	
8.1.1	Allow for providing and installing new studwork partitions with associated head and sole plates and noggins in positions shown on proposed floor plans.	
8.1.2	All studwork construction is to be securely nailed to adjacent structures.	
8.1.3	Allow for all necessary grounds for all wall finishes, electrical and mechanical fixings.	
8.1.4	Allow for framing around all door openings.	
8.1.5	All studwork is to be tanalised or vac-vac treated and to be 100mm C16 timber.	
8.1.6	To all studwork partitions allow for infilling voids with 100mm glass fibre quilt insulation.	
8.2	Windows	
8.2.1	Allow for providing and installing new Anthracite uPVC double glazed windows as shown on drawing no. CH19179-1001PL and CH19179-1018WD.	
8.2.2	Windows are to exactly match the drawings	
8.2.3	Fix windows in position using lugs and screws and fill gaps at reveals.	
8.2.4	Double glazed units to be tested to BS5713 and kyte marked with dual seals. Double glaze with factory fitting units 24mm thick with low e-glazing and argon filled to achieve a minimum U-Value of 1.2 W/m2k.	
8.2.5	Windows to all rooms and W.C's to have openable vents equal to 1/20 th of the total floor area.	
8.2.6	All windows to be provided with trickle vents in heads of the windows giving a minimum of 8000mm ² vent area.	
8.2.7	Windows and screens with an overall height of less than 800mm above finished floor level and within 300mm of an access door to be fitted with toughened safety glass.	
8.2.8	Windows with overall height less than 800mm above finished floor level to rear elevation to be fitted with restrictor stays.	
8.2.9	All windows to be supplied and installed by a FENSA registered installer and manufactured to comply with the security requirements of BS Publication PAS24:2012.	
8.3	External Door	

REF	ELEMENT	COST (£)
8.3.1	Allow the overhaul of the external door to include replacement of hinges, making good redundant fixings holes and replacement of existing lock with new 5-lever mortice lock.	
8.4	Internal Doors	
8.5.1	Supply and install new internal doors as indicated on proposed plan CH19569-0004-BR	
8.5.2	Doors to be sized as indicated on the door schedule.	
8.5.3	All internal doors to be hung on 1½ pairs of stainless steel hinges	
8.5.4	Supply and install new door linings and frames as required to new door openings and supply and install 25 x 25mm stops. All new timberwork is to be left ready for decoration	
8.5.5	Supply and install new 50mm chamfered architraves to all internal doors on both sides	
8.5.6	Allow for supply and installation of ironmongery shown on the door schedule.	
8.5.7	The contractor is to allow for re-installing the lobby door and associated framework into existing position. Include for replacing powered door mechanism, glass with toughened safety glass. Ensure door left in good working order.	
8.5	Skirting Boards	
8.5.1	Allow for providing and installing 25 x 125mm chamfered skirting boards. Skirting boards to be MDF	
8.5.2	Adequate secure in position with punch head nails and leave all ready for decoration.	
8.6	Window Boards	
8.6.1	To all window openings allow for supplying and installing window boards in the styles to exactly match the existing 25mm MDF boarding with rounded nose detail to internal face.	
8.6.2	Adequately secure into position and leave ready for decoration.	
8.8	Pipework Boxing	
8.8.1	Allow for providing and installing pipework boxing to all bathroom and W.C accommodation and kitchen and utility waste pipes.	
8.8.2	Form all framework in 50 x 50mm tanalised softwood and finish in two layers of 12.5mm plasterboard and skim.	
8.8.3	Allow for all necessary access hatches at changes of direction.	

REF	ELEMENT	COST (£)
8.9	Kitchen Units	
8.9.1	The Contractor is to allow for undertaking all liaison with the kitchen suppliers selected by the Client.	
8.9.2	The Contractor is to allow for liaising with suppliers in terms of construction dates and fitting of all pipework, electrical fittings etc within the kitchen area.	
8.9.3	Allow for installation of the kitchen units	
8.9.4	Allow a provisional sum of £2,500.00 for the supply of the kitchen	
8.9.5	Any claims for extension of time due to lack of communication between the Contractor and the suppliers will not be entertained if these are deemed to be as a lack of result of liaison.	
	Sub-Total	£0.00

REF	ELEMENT	COST (£)
9.0	Sanitary Fittings	
9.1	Generally	
9.1.1	Allow for the provision of the following to the fittings as indicated on the proposed plans	
9.1.2	Male WC WC Armitage Shanks Contour 21 Close Coupled Raised Height WC - S3054 Armitage Shanks Contour 21 Close Coupled 4.5l Cistern - S3654 Armitage Shanks Contour 21 Toilet Seat - S4420 Armitage Cistern Level - S4420 Basin Armitage Shanks Contour 21 55cm Washbasin - A6697 Armitage Shanks Contour 21 Mixer Tap Armitage Shanks Contour Urinal Ref:S611001 with all associated fittings and flash	
9.1.3	To the Disabled WC allow for providing and installing Armitage Shanks Close Coupled Doc M pack with additional Standing wash basin reference S6967(AC).	
9.1.4	Allow for all necessary fixing and secure into position.	
	Sub-Total	£0.00

REF	ELEMENT	COST (£)
10.0	Foul Drainage	
10.1.0	Generally	
10.1.1	The drainage is to be connected into the existing soil and vent pipes located to the rear.	
10.2.0	Drain Runs	
10.2.1	Allow for flushing through existing underground drainage system to ensure it is running clear	
	Sub-Total	£0.00

REF	ELEMENT	COST (£)
11.0	Above Ground Drainage	
11.1.0	Waste Pipes	
11.1.1	Provide and fit waste pipes as follows complete with 75mm deep soil traps. <ul style="list-style-type: none"> i. 40mm diameter urinal wastes ii. 32mm diameter Wash Hand Basin Wastes iii. 40mm diameter Washing Machine and Dishwasher Wastes iv. 40mm diameter Sink Waste v. 100mm diameter WC waste 	
1.11.2	Run all wastes in an unobtrusive manner and connect to existing SVPs	
1.11.3	Adequately fix all pipework to walls and to floor joists and provide and install adequate rodding eyes at changes of direction.	
	Sub-Total	£0.00

REF	ELEMENT	COST (£)
12.0	Rainwater Goods	
12.1	Existing Downpipes and Hoppers	
12.1.1	Allow for carefully removing existing hoopers and stripping back to a sound surface prior to redecoration.	
12.1.2	Allow for re-fitting downpipes and hoppers following decoration into original positions and seal all joints	
12.1.3	Ensure rainwater goods are left in good working order.	
	Sub-Total	£0.00

REF	ELEMENT	COST (£)
13.0	Floors, Walls and Ceiling Finishes	
13.1	External Render Finish	
13.1.1	Generally to all new blockwork walls allow for preparation and forming key. Below DPC level render in two coat work utilising a 1:4 cement:sand mix.	
13.1.2	On blockwork above DPC level allow for rendering in two coat work to form a 20-22mm thick coating. Backing coat to be 1:½:4½ cement:lime:sand and finishing coat to be 1:1:6 cement:lime:sand.	
13.1.3	Include for all necessary stainless steel stop beads, etc at changes of junction with leadwork and above DPC level.	
8.2	Dry Lining	
8.2.1	Allow for the provision of 50x50mm treated softwood framing to the inside face of the external walls as indicated on the proposed sections,	
8.2.1	Allow for providing breather membranes between the studwork and external walls.	
8.2.2	Allow for infilling between framework with either 50mm Kingspan Kooltherm K112 framing board.	
8.2.3	Allow for the provision of a Kingspan 37.5mm insulated plasterboard and a skim finish to all dry lining	
13.3	Studwork Partitions	
13.3.1	To internal studwork partitions allow for providing and installing 12.5mm plasterboard and skim to both sides. Fill between studs with 100mm mineral wool quilt insulation.	
13.3.2	To partitions within bathroom and ensuite allow for lining walls with tile backer board.	
13.4	Ceilings	
13.4.1	To internal ceiling finishes to timber roof structure allow for providing and installing 12.5mm Duplex plasterboard with skim coat finish adequately fixed to the new ceiling joists and noggin installations.	
13.4.2	To existing finishes to the solid roof structure allow for making good previous damage and damage caused during the demolition with a plaster finish. Prepare and form key. Plaster in two coat work utilising 11mm backing coat 1:1:6 cement:lime:sand and finish coat of renovating plaster to BS1191 Part 1 Class B, 2mm thick. Include for all necessary angle beads etc.	
13.5	Floor	

REF	ELEMENT	COST (£)
13.5.1	Allow for provision of 60mm Kingspan Kooltherm K103 insulation over floor slab	
13.5.2	Following installation of underfloor heating pipework allow for provision of a 75mm sand cement screed.	
13.6	Tiling	
13.6.1	Allow for the provision of two rows 300x150mm ceramic tiles behind all wash hand basins,	
13.6.2	include for all necessary grout and seal to basin.	
13.7	Floor Finishes	
13.7.1	Allow for the provision of Altro reliance 25 colour Storm to the WCs and store.	
13.7.2	Absorbent surfaces may need priming using a suitable acrylic primer or diluted acrylic adhesive / pressure sensitive adhesive in accordance with manufacturer's instructions, spray adhesives and PVA used as primers should be avoided. The primed surface must be completely dry before installation starts	
13.7.3	Spread the adhesive, following the adhesive manufacturers instructions including trowel size and coverage rate, ensuring that the correct notch size is maintained throughout the installation. If the notch shows signs of wear the trowel should be renewed immediately. Excess adhesive should be removed with a cloth with a neutral detergent in the case of acrylic adhesive or with alcohol for two component adhesives. Removal of excess adhesive should be done as work progresses and whilst the adhesive is still wet.	
13.7.4	Once the material has been laid out and conditioned, all joints should be overlapped by approximately 20mm and cut in to form a tight joint to remove the factory edge, and any damage from storage and handling	
13.7.4	After the specified open time, which can depend upon the subfloor, underlayment and ambient conditions, place the floor covering back into the adhesive pushing out any air bubbles. Remove any excess adhesive immediately and depending upon the adhesive used roll the whole area with a floor roller both width ways and length ways. All joints within the sheet should then be grooved and hot welded.	
13.7.5	The offices and library area allow for providing and installing Commercial Grade carpet tiles. Allow a provision allowance of £30.00 per square metre for the supply of the tiles. Add for fittings. Include for all necessary preparation, underlay, adhesive and threshold strips.	
13.7.6	To the lobby area allow for the provision of coir matting.	
Sub-Total		£0.00

REF	ELEMENT	COST (£)
14.0	Plumbing and Central Heating	
14.1	Mains	
14.1.1	The Contractor is to allow for liaising with the statutory authority in respect of assessing and reconnection of the mains water supply.	
14.2	Central Heating & Hot Water	
14.2.1	Allow for the installation of a new air source heat pump heating and hot water system.	
14.2.2	Allow for the provision of a Air Source heat pump, in the Location shown on the proposed plans of a sufficient size and capacity to serve the property.	
14.2.3	Allow for the provision of underfloor heating to the whole of the premises	
14.2.4	All service pipework to run in an unintrusive manner as possible. Manifold and internal plant to be provided within the small store adjacent to the male wc.	
14.2.5	All for the provision of a thermostat in the central hall area.	
14.3	Cold Water	
14.3.1	Allow for the provision of a direct cold water supply to all fitting internally to include kitchen sink, dishwasher, wcs, urinal and wash hand basins,	
14.3.2	Allow for the provision of an external tap provided in the location shown on the proposed plan.	
14.4	Lagging	
14.4.4	Allow for adequately lagging and insulating all exposed pipework.	
14.5	Certification	
14.5.1	The contractor is responsible for all Part P/ Gas Safe Certification.	
14.6	Builders Work in Connection	
14.6.1	The Contractor shall allow for attendance in cutting holes through ceilings and walls, cutting in chases and making good. Include for forming all holes through walls and partitions, taking up and re-fixing floor boards and drilling joists.	
14.6.2	Where pipework cannot be concealed allow for formation of boxing to be formed in a timber studwork and finished with a plasterboard and skim with skirtings around the base and continuous cornice if necessary.	

REF	ELEMENT
14.6.3	Maintain the smooth running of mechanical installation so that no holdups occur due to the lack of attendance.
	Sub-Total

COST (£)
£0.00

REF	ELEMENT	COST (£)
15.0	Electrical Installation	
15.1.0	Generally	
15.1.1	The installation to the property is to be carried out in strict accordance with the latest edition of the Institute of Electrical Engineers regulations in equipment supplied by Crabtree Electrical Industries or similar approved.	
15.1.2	The Contractor is to allow for liaising with the statutory authority in respect of assessing and the reconnection of the mains supply.	
15.2.0	Wiring Installation	
15.2.1	Provide electrical wiring installation to be carried out by an NICEIC Contractor and to comply with the latest edition of the Institute of Electrical Engineers Wiring regulations.	
15.2.2	Wiring to be laid in chases behind plasterwork and in partitions protected by conduit. All wiring should be run in such a way that it can be renewed if necessary at a later date.	
15.2.3	Wiring installation is to be carried out in strict accordance with drawing no. CH19569-0004-BR	
15.3.0	Fittings	
15.3.1	Provide and fix electrical fittings as shown on the electrical plan and schedule discussed above including provision of dado trunking to office	
15.3.2	Electrical fittings are to have plastic face plates to exactly match the existing.	
15.4.0	Fixings and Accessories	
15.4.1	The following should be included with all items specified. <ul style="list-style-type: none"> i. Fixings of any description. ii. Conduit fixings including couplers, bushes, block nuts, clips etc. iii. Cable clips and saddles. iv. Earthing clamps. v. Isolating bushes. vi. Minor accessories. vii. Cable bonding nipples. 	
15.5.0	Metal Boxes	
15.5.1	Metal boxes unless specified otherwise should be rust-proof steel boxes with lugg grip entry points with levelling and adjusting face plates and earth terminals should be used.	
15.6.0	Setting Out	
15.6.1	A schedule of electrical fittings is provided on the electrical plan. Install fittings in positions identified.	
15.6.2	Agree cable routes and ascertain the precise locations for outlets, luminaries, appliances, control gear and other equipment before commencing installation.	
15.7.0	Location of Cables	

REF	ELEMENT	COST (£)
15.7.1	Locate horizontal cables in walls within 150mm of the ceiling or within a band of 150mm and 300mm above the floor. Locate vertical cables directly above or below the switch outlet being served. Do not bury any cables in the walls or other part of the building without conduits.	
15.8.0	Fixing Cables	
15.8.1	Adequately support and secure cables without kinking and fix flat at a maximum of 1m centres.	
15.8.2	To switches and sockets run the cable through conduit with a minimum of a 6mm plaster cover, terminating level 450mm above finish floor level or 150mm above work surfaces.	
15.9.0	Testing	
15.9.1	Upon completion of the installation carry out a test and arrange for all certification.	
15.9.2	Provide a completion certificate in accordance with the latest edition of the IEE Wiring Regulations.	
15.10.0	Circuit List	
15.10.1	Provide a comprehensive circuit list next to the meter and consumer unit which is to be hand written or clearly printed.	
15.11.0	Builders Work in Connection	
15.11.1	The Contractor shall allow for attendance in cutting holes through ceilings and walls, cutting in chases and making good. Include for forming all holes through walls and partitions, taking up and re-fixing floor boards and drilling joists.	
15.11.2	Where wiring cannot be concealed allow for formation of boxing to be formed in a timber studwork and finished with a plasterboard and skim with skirtings around the base and continuous cornice if necessary.	
15.11.3	Maintain the smooth running of electrical installation so that no holdups occur due to the lack of attendance.	
15.12.0	Extract Fans	
15.12.1	Supply and fit flush Airtec systematic ventilating fans to wc. Fans to be ducted through external wall.	
Sub-Total		£0.00

REF	ELEMENT	COST (£)
16.0	Decoration	
16.1.0	Externally	
16.1.1	Full preparations of all render, woodwork and metalwork to be carried out.	
16.2.0	Preparation	
16.2.1	Initial preparation of surfaces should be as follows: <ul style="list-style-type: none"> i. Removal of dirt and any contaminants before commencement of abrasive cleaning. ii. Rub down with abrasive paper or cloth with nylon pads. Wire wool all surfaces that need smoothing. iii. Rub down anywhere that does not cause damage to frail surfaces, arises and mouldings. iv. Remove dry abrasion dust by vacuum. v. Remove wet abrasion dust by washing. vi. Stop nails, screws, cracks etc. vii. Fill in smooth depressions. viii. Seek instructions if any unsound substrates are encountered. 	
16.2.2	Final preparation of surfaces immediately prior to decorating should include washing, wiping or otherwise removing any dirt or contaminant and removing any moisture or condensation by drying the surfaces and applying general warmth if necessary.	
16.2.3	Do not apply coating when: <ul style="list-style-type: none"> i. Airborne dust and grit is present. ii. Air temperature is below 4 degrees c. iii. Relative humidity exceeds 80%. iv. Temperature of the surfaces is too low. 	
16.2.4	Coatings should be applied as follows: <ul style="list-style-type: none"> i. Wipe surfaces with white spirit. ii. Make good any existing priming. iii. Apply knotting and stopping to all new timberwork. iv. Prime surfaces of timberwork not previously primed. v. Apply specified coatings below. Allow adequate intervals between coats vi. Lightly rub down between coats with wet and dry paper. 	
16.3.0	Decoration	
16.3.1	Prepare and paint all render in one coat undercoat and two full coats of external emulsion. Dulux Weathershield or similar approved.	
16.3.2	Prepare and paint all woodwork in one coat undercoat and two coats gloss finish.	
16.3.3	Prepare and paint exposed metalwork in one coat Dulux metal shield quick drying primer and two full Dulux metal shield gloss coats.	
16.4.0	Internally	
16.4.1	Include for all preparation as specified for external decoration.	

REF	ELEMENT	COST (£)
16.5.0	Decoration	
16.5.1	Prepare and paint all plasterwork in one coat undercoat and two full coats of vinyl matt emulsion.	
16.5.2	Prepare and paint all woodwork in one coat undercoat and two coats gloss finish.	
16.6.0	Paint	
16.6.1	All paint to be used internally and externally shall be from the Dulux Range.	
16.6.2	All decorations will be carried out in accordance with the manufacturer's recommendations.	
16.6.3	Exact colours to be agreed on site.	
	Sub-Total	£0.00

REF	ELEMENT	COST (£)
17.0	External Works	
17.1	Air Source heat Pump base Allow for cutting out existing tarmac finish to allow a 1200x750mm base to house the air source heat pump. Allow for reducing levels and install a 150mm hardcore layer with a C20 mix 100mm concrete slab. Allow for a trowel finish which finishes flush with the existing.	
17.2	Parking Area	
17.2.1	Following removal of the existing vegetation growth allow for overlaying the existing finish with a new wearing course	
17.2.2	Supply and lay 40mm asphalt wearing course graded to meet adjoining finishes and drainage.	
17.2.3	Allow for adjusting manhole covers to suit.	
17.3	Library garden	
17.3.1	Allow for reducing levels to suit now finish to area shown	
17.3.2	Provide treated softwood edging timbers, 150x50mm.	
17.3.3	Supply and lay 100mm Granular sub-base material well graded (40mm to dust) Type 1 quality material. Sub-base material should be placed in layers not exceeding 75mm in thickness or twice the nominal maximum aggregate size. Each layer should be fully compacted before the next layer is placed.	
17.3.4	Overlay granular base with a 35mm thick sharp sand layer.	
17.3.5	Provide and install a new astor turf finish to whole of area fixed to edging boards	
17.4	Fencing	
17.4.1	To the boundary surrounding the library garden allow for providing and installing a fence to sit 1.8m high as measure from the roadside elevation.	
17.4.2	to plinth adjacent to Liskey Hill allow for providing and installing 100mm heavy duty galvanised shoes bolted into location to take posts.	
17.4.3	To the Wainsway elevation allow for excavation to set posts in a minimum of 600mm.	
17.4.4	Provide and install 100x100mm treated timber fence posts and 2000mm centres.	
17.4.5	Provide 3 no. treated timber rail horizontally between posts.	



REF	ELEMENT	COST (£)
17.4.6	Provide and install 22x150mm fence boards vertical all securley fixed to cross rails with a 15mm gap between boards.	
17.5	Bike Rack	
17.5.1	Allow for providing and installing a 3 hoop (6 bike) Toastrack bike rack.	
17.5.2	Adequately bolt in position in accordance with manufacturers recommendations.	
	Sub-Total	£0.00

REF	ELEMENT	COST (£)
18.0	Making Good	
18.0.1	On completion of the works allow for making good to all areas of garden, paving and general finishes which were disturbed, damaged or removed as part of the works.	
18.0.2	Unless stated otherwise in this document all areas are to be made good to a condition as found at the commencement of the project.	
Sub-Total		£0.00

Summary

Total (Excl. VAT)

Appendix A – Garland Specification



PROPOSAL SPECIFICATION

Former Barclays Bank Perranporth

StressPly Flex Roof Refurbishment System

Version 1.0

garlanduk.com

Prepared for:
Corssley Hill Chartered
Surveyors

For the attention of:
Daryl Hill

Date of Issue:
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Garland **UK**

Your building envelope, protected by the industry experts.

For over 20 years Garland UK have built trusted relationships with thousands of customers nationwide, providing experienced, unbiased technical advice alongside manufacturing innovative building envelope systems - helping our customers to make the best decision for their asset.

Working primarily within the commercial, residential, industrial and public sectors, our technicians have advised on over 20,000 projects and installed over 5 million square metres of roofing to date. Above all, we're proud to be 100% employee owned, achieving ESOP certification in 2008.

We offer

- ✔ New build, refurbishment and retrofit solutions
- ✔ Wide range of waterproofing systems including metal profile, modified bitumen, liquid coatings, green roof and metal facades
- ✔ Market-leading Single-Point Guarantees
- ✔ Solar energy systems
- ✔ Technical roofing expertise
- ✔ Dedicated Technical Manager throughout entire project
- ✔ Roof Asset Management Programme (RAMP)



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REVISIONS RECORD

This document is subject to regular changes and as such, any significant amendments are recorded below. All amendments must be brought to the attention of all personnel within the organisation.

Version number	Revision Date	Revision	Incorporated By
1.0	Nov 24	First Issue	Jl
1.1			
1.2			
1.3			

1. PRELIMINARIES

Introduction

This document has been compiled by The Garland Company (UK) Limited. It provides specific bespoke details to the waterproofing solution specified for the roof surveyed.

Please see the full Garland RAMP® Report for further Information.

Size approximately – Roof Sections – 195 Sq. Metres + details/parapets

Square metre areas given are approximate only and should only be used as a guide. For accurate tendering purposes the contractor should confirm exact areas.

When the project is underway your Garland Representative will be readily available for onsite consultations when required, whilst providing inspections as described below.

On satisfactory completion of the work and Garland invoices paid in full, all Garland (UK) guarantees and relative documentation will be sent directly to the supervising officer with the guarantees also being published as a PDF File to the clients RAMP database to act as a permanent future record.

We would respectfully request that all relevant parties be in attendance on the day of final inspection to ensure that the roofing works undertaken is to the complete satisfaction of the client.

All works are to be undertaken using The Garland Company (UK) Limited specification and approved contractors.

It is a mandatory requirement that all related materials specified in this document are solely purchased through The Garland Company UK LTD and The Viking Products Group LTD. No substitutions are allowed. Failure to comply will void the Garland guarantee and a non-conformity report issued. Garland Regional Technical Managers will check conformity as part of our quality assurance process.

The Contractor is to ensure that the roofing work is left secure at the end of each working day and that equipment is left safe at the end of each work period.

Any questions regarding specification content or application should be directed to your Garland Regional Technical Manager.

The contractor shall provide all necessary containers and storage facilities for the materials required, maintain them and clear them away on completion.

Prior to the application of products supplied and manufactured by The Garland Company UK Ltd, it is strongly advised to conduct a peel bond test on a suitably prepared part of the substrate to ensure that a satisfactory adhesion can be achieved. It is also wise to repeat this process as the project progresses to ensure a sufficient bond is continued.

The contractor is to take their own core samples to satisfy themselves regarding any existing roof build-up and ascertain the extent of work involved in regard to the fragility of the liners and the depth and condition of insulation and spacer systems. No claims arising from failure to do so will be considered.

All work should satisfy the requirements of current Building Regulations. It is recommended that confirmation of individual project requirements is sought from the local Building Control Office before commencement.

It is the responsibility of the roofing contractor to ensure that the building remains watertight at all times. Areas of waterproofing removed within a single day should be done so ensuring the provision of appropriate night joints/ seals.

All products must be installed in accordance with the manufacturer's recommendations. No responsibility can be taken by the manufacturers where conditions of use are beyond our control. Garland products are available for sale in accordance with The Garland Company UK Ltd standard conditions of sale which are available on request. Whilst any information contained herein is to the best of our knowledge true and accurate, no warranty is given or implied in connection with any recommendations or suggestions made by us or our representatives, agents, or distributors, as the conditions of use and any labour involved are beyond our control. Our warranty is therefore limited to the quality of the supplied product.

Garland will not be held liable for existing roof rainwater design and drainage. When refurbishing a roof, any existing rainwater issues should be made aware to the Garland Representative.

IMPORTANT: Copyright Notice

This Specification and all documents produced by Garland in connection with the project ("Documents") are subject to copyright laws. Garland retains the copyright in all Documents and will grant a license to the client and the roofing contractor to use the same solely for the purpose for which the Documents were prepared in connection with the project and subject expressly to Garland receiving payment in full for all its products mentioned in this Specification. For the avoidance of doubt, neither the client, its contractors nor representatives shall be entitled to copy or otherwise pass the Documents to any competitor of Garland or otherwise utilise the same to carry out the project using products which have not been supplied by Garland.

For the avoidance of doubt Garland owns all intellectual property rights (including copyright) relating to the Documents it produces, the above provision is lawful and falls within the provisions of the Copyright, Designs and Patents Act 1988. Disregard for this provision constitutes an infringement of our lawful statutory rights.

Any breach whatsoever of the legislation, including copying, communicating, lending, or issuing copies of the copyright work to others or making an adaptation of a copyright work or doing any of the acts listed above in relation to an adaptation is subject to both criminal prosecution and civil liability.

By requesting, receiving and using the information contained within this proposal you agree to be bound by the copyright terms.

Any questions regarding specification content or application should be directed to your Garland Regional Technical Manager.

CDM Notification

CDM Regulations 2015 are applicable to any construction project regardless of size and duration.

Pursuant to the Construction Design and Management Regulations 2015, you may have a duty to appoint a Principal Designer and a Principal Contractor (in writing) in connection with this project. Garland does not undertake the duties of either a Principal Designer or a Principal Contractor. We do not have the necessary skills, training or experience to perform either of these roles. We are not undertaking any such duties on your behalf.

We can supply, on request, details of some consultants who act as Principal Designers but the onus remains upon you to satisfy yourself that anyone you appoint has the relevant capabilities, resources, skills and understanding in order to undertake this role.

Unless we hear from you confirming the appointment of a Principal Designer and a Principal Contractor, with contact details for these persons, we will assume that you have decided to take on this role and perform the relevant duties yourself.

Building Safety Act Notification

Building Safety Act Regulations 2022 are applicable to any construction project regardless of size and duration.

Pursuant to the Building Safety Act Regulations 2022, you may have a duty to appoint a Principal Designer and a Principal Contractor (in writing) in connection with this project. Garland does not undertake the duties of either a Principal Designer or a Principal Contractor. We do not have the necessary skills, training or experience to perform either of these roles. We are not undertaking any such duties on your behalf.

We can supply, on request, details of some consultants who act as Principal Designers but the onus remains upon you to satisfy yourself that anyone you appoint has the relevant capabilities, resources, skills and understanding in order to undertake this role.

Unless we hear from you confirming the appointment of a Principal Designer and a Principal Contractor, with contact details for these persons, we will assume that you have decided to take on this role and perform the relevant duties yourself.

It will be the duty of the Principal Designer to check this specification to ensure compliance with current Building Regulations.

Garland will not be responsible for registering Higher-risk Buildings with the Building Safety Regulator.

Asbestos Components

An Asbestos Survey, in particular the Refurbishment & Demolition Survey in line with HSG 264 must be carried out. If licenced Asbestos is found within the building then it must be removed by a suitable licenced contractor prior to start of the works.

It shall be the responsibility of the Contractor to ensure that any work carried out on asbestos based or asbestos-cement components complies with the Asbestos (Licensing) Regulations, the Control of Asbestos at Work Regulations and all requirements of the Health and Safety Executive, including Codes of Practice and guidance A0, A9 and A12.

Detailed Health and Safety Procedures, together with method statements, must be submitted as part of the Health and Safety Plan with regard to any works to, clean, remove or dispose of Asbestos based products.

Quality Assurance Inspection

On commencement of roofing works, regular site visits will be made throughout the duration of the contract. The quality assurance report will be produced and uploaded to Garland's online RAMP database system ready to be viewed by the client. As well as the reports being published to the database, a PDF copy will be emailed to the client after each and every site visit.

On satisfactory completion of the work, all guarantees and relevant documentation will be sent directly to the client as well as a PDF document uploaded to the Garland RAMP database for future record.

For the avoidance of doubt, Garland's inspections will be in addition to any inspections carried out by the Contract Administrator and/or others on behalf of the Client and pursuant to the Client's contract with the roofing contractor. Garland has no responsibility for certification of payments, completion etc. pursuant to the contract with the roofing contractor.

Compartmentation

Junction of compartment wall with roof

The roof construction must allow for proper compartmentation as required. You must refer to Approved Document Part B, Building Bulletin 100 for Schools and your local building control office for further information and guidance.

Garland employees are not qualified fire protection officers or designers; therefore a competent person must be appointed to oversee any requirement.

Quality and Codes of Practice

To ensure quality, the applicable codes of practice and standards must be followed. This specification should be delivered in line with the following standards:

BS 6229 - 2018 – Flat roofs with continuously supported flexible waterproof coverings - Code of practice

BS 8217 - 2005 – Reinforced bitumen membranes for roofing - Code of practice

Safe2Torch

An initial survey during the tender stage must be carried out by the roofing contractor to determine any areas of fire risk and to inspect any known areas noted within the designer's risk assessment and this specification.

Attention must be made to fire risk areas which can be but not limited to any combustible materials and substrates, void areas or areas where the substrate is unknown. Any additional risks recognised must be raised with the contract administrator immediately.

All areas of striped waterproofing exposing the deck or substrate must be treated as high risk.

As per the NFRC Responsible Specification Checklist high risk areas for direct torch on applications are:

DECKS AND INSULATION

- Timber / Other combustible materials
- Insulation (Unless designed for torch on membranes)

DETAILS

- Expansion joints with voids and/or combustible fillers
- Fibreboard, timber or cork fillets
- Detail under all abutments to roof tiles, slates and thatch
- Detail under cladding / rendering
- All abutments with open cavities (open perpend)
- All timber substrates
- Change in level details with fixed timber fascia and/or all soffits, gutters or restricted spaces
- Window sills and frames, door sills, louvered vents, air ducts, intakes and outtakes
- Junctions to existing waterproofing with flammable insulation / deck materials
- Vulnerable plastic curbs, domes, pipes and the like
- Working when in close proximity to potentially flammable coatings
- Existing weathering components with concealed flammable materials. These include:
 - Timber, DPC or sarking membranes beneath fixed metal capping systems
 - Existing kitchen extraction plant coated in oils or fats
 - Flammable wrapping to trunking/ducting
 - Timber cladding
 - Metal or plastic copings/cappings
- Metal deck (refurbishment) where old materials may accumulate in the troughs

DISCLAIMER

It is always the responsibility of the contractor to carry out a risk assessment on all aspects of the contract. The above list is solely to aid in the assessment of the risks where the use of a gas torch is being considered.

FIRE RISK ROOF AREAS

It is **NOT** safe to use a gas flame in all high risk or unknown areas. These areas **MUST** be torch free and alternative materials must be used as listed in this specification. The torch free zone must be no less than 900mm from the high-risk area.

IDENTIFIED FIRE RISK AREAS

2. AERIAL VIEW



3. SPECIFICATION

Garland StressPly Flex Roof System

StressPly Flex is an elastomeric modified bitumen waterproofing membrane system. The waterproofing compound made from special grade of modified bitumen with SBS elastomers and fillers. The SBS modifiers boost the thermal, mechanical and aging characteristics of the membrane compound; the non-woven spun-bond polyester carrier reinforcement provides the membrane with its excellent tensile strength, tear/puncture resistance and elongation properties. StressPly Flex upper surface is finished with mineral slate.

Important Notes

Prior to any works commencing on site, Garland UK will undertake adhesion tests on the roof deck. We request that sufficient time is allowed for this operation with the client providing safe access to all roof sections as required. If access to the roof is not possible prior to the commencement of roofing works with Garland materials on site, we reserve the right to carry out these tests then with consequent/ additional time to complete roofing works pending test results.

During adhesion testing Garland UK will not be liable for costs associated with the delay of the project, including but not limited to scaffolding, contractor downtime or any other client/contractor costs. If these adhesion tests are not successful roofing works with Garland materials must not commence.

Garland reserve the right to withdraw this specification and any guarantee of Garland products if we deem the adhesion testing unsuccessful and no acceptable alternative fixing method is available.

Please contact your local Garland representative for additional information on the above item.

4. MATERIAL/SYSTEM SCHEDULE

DECK:	Existing Deck
SUBSTRATE:	Existing waterproofing following preparation
DECK PRIMER:	Garland Garla-Prime (25L / 5L)
FIRE RISK AREAS:	Garland SA Contact Primer (5L)
VAPOUR CONTROL LAYER:	Garland Torch Flex Vapour Barrier (10.0m x 1.0m)
FIRE RISK AREAS:	Garland SA Flex Vapour Barrier (10.0m x 1.0m)
THERMAL INSULATION:	Bitumen faced PIR Insulation
FIRE RISK AREAS:	Mineral coated glass tissue faced PIR insulation
INSULATION ADHESIVE:	Garland Insul-Lock Adhesive (6L)
INSULATION PRIMER:	Garland SA Contact Primer (5L) (Mineral coated glass tissue faced insulation)
OUTLETS:	Viking Products Group LTD stainless steel outlets
SOIL VENTS:	Viking Products Group LTD stainless steel SVP
EDGE TRIM:	Viking Products Group LTD Viking Trim Type 3,4 or 6
UNDERLAY:	Garland Torch Flex Ultra-Vent (8.0m x 1.0m)
FIRE RISK AREAS:	Garland Dual Release - SA Base Sheet (10.0m x 1.0m)
UNDERLAY AT DETAILS:	Garland Torch Evolution Base Sheet (8.0m x 1.0m)
FIRE RISK AREAS:	Garland Dual Release - SA Base Sheet (10.0m x 1.0m)
CAP SHEET:	Garland StressPly Flex (7.5m x 1.0m)
FIRE RISK AREAS:	Garland StressPly Flex SA (10.0m x 1.0m)
SURFACE FINISH:	Mineral
BONDING METHOD:	Propane Gas Torch
FIRE RISK AREAS:	Self-Adhesive (hot air welding if necessary)

5. INSTALLATION

Preparation

Roof Area: The roof is an overlay but there is a requirement to remove the existing waterproofing and timber from the details to include up-stand, gutter, drip edge and kerb details and dispose. There is also a requirement to remove and repair all blisters in the roof

Dispose of all waste in to skips and remove from site. Remove all dust, debris and superfluous materials from the roof and leave in a dry and clean condition.

Any waterproofing stripped down to a combustible substrate must be treated as a fire risk and the self-adhesive VCL used.

Fixed Items: Any fixed item which is not to be included in the waterproofing schedule, including wires, vents, cables, lightning conductors etc., must either be totally removed or in order to allow access, be suspended/temporarily loosened from the surfaces to be treated. Such items should not be removed without proper authority or deference to safety. The waterproofing should be allowed to sufficiently cool before replacement of these fixtures.

Vent & Plant Units: Contractors must temporarily remove or raise the plant in order to allow for the installation of the new roof system. Plant must be sat on suitable protection once the roofing works are complete in order to protect the roof system. Vents must be raised in order to allow for the installation of the new roof system and to ensure a minimum upstand height of 150mm above the finished roof level.

Conductors: Any lightning conductor cables present should not be overlaid. They must either be totally removed or in order to allow access, be suspended from the surfaces to be treated. The contractor should not remove such items without proper authority.

A specialist contractor to be engaged to design and specify the required new lightning conductor system. Any new system to be installed on Viking conductor pads. No alternative pads will be accepted.

Drain Ware: Inspect all rainwater outlets and downpipes to ensure that they are free flowing. If any blockages or defects are discovered they should be brought to the client's attention as soon as possible to allow remedial action to be agreed and action to be taken as soon as practical so that the application may proceed.

New welded lead outlets to be installed to the outlet points and suitably dressed to the external hoppers.

Previous Repairs: Inspect any previous repair materials, patches, etc.; any that are loose or suspected to be loose should be removed. All repairs must be core tested, any repairs found with water trapped between the repair and the original waterproofing must be stripped.

Surface Repairs: The existing surfaces are to be inspected and made good prior to application of the primer in order to receive the new felt system. Split and reseal all blisters on the existing roof surface ready to receive primer. All areas where membrane laps are defective are to be removed back to adhered areas and made good. To the bitumen surface gas blisters should be ironed flat, slump or sag reinstated. Large cracks should be filled using a compatible material or heated and re-sealed - do not overheat. If necessary, patch repairs should be carried out and allowed to cure prior to application. Note: Exercise all necessary care when heating. It is not usually necessary to remove the existing asphalt coverings once the surface is prepared and sound. Any existing degraded and perished felt upstand or edge detail waterproofing is to be removed, deposited into skips and removed from site. This will also include removal of any existing metal apron flashing when the pitched metal panels are removed.

Final Cleaning: Remove all dust, debris and superfluous materials from the roof and leave in a dry and clean condition. All vegetation and associated debris is to be removed prior to application of the primer.

Roof Structure: All softwood timbers used in the roof structure should be treated and a minimum of class 2 durability.

Supporting Structure

The overall condition is to be checked and repairs carried out if needed to ensure a suitable substrate and structure throughout. Special care to be taken where the rafters have evident rot. Only once the sub-structure has been signed off by a structural engineer is the Garland system to be installed.

Deck

Inspect the deck for any damage repairing all items as deemed necessary, the deck must be checked to ensure its integrity and any damaged areas must be replaced.

Any peculiarities or details discovered, following the stripping of the existing waterproofing, which might affect the performance of the Garland system, should be reported immediately to your Garland Regional Technical Manager in order that we may assist in overcoming the problem.

The roof deck **MUST** be inspected by your Garland Regional Technical Manager prior to any waterproofing application. Once the roof has been approved, the following waterproofing specification should be applied.

Primers

Deck Primer: Garland Garla-Prime (25L / 5L)

Prime directly onto the roof deck prior to the installation of the new waterproofing using Garland Garla-Prime primer at a rate of 0.25 – 0.35 litres per m² and allow to dry thoroughly.

Fire Risk Areas: Garland SA Contact Primer (5L)

Apply to all details and upstands for additional adhesion. After approx. 1 hour and while the primer is still a bit tacky but does not come away on your fingers, apply the self-adhesive membrane.
DO NOT leave the primer overnight as it will become contaminated.

Vapour Control Layer

Vapour Control Layer: Garland Torch Flex Vapour Barrier (10.0m x 1.0m roll)

Install a layer of Garland Torch Flex Vapour Barrier membrane direct to the primed surface. The plastic film on the underside must be completely melted as work proceeds; this is to ensure a full torch-bond is achieved.

A minimum 80mm side laps and 100mm end laps must be obtained in order to ensure a full watertight seal. To ensure total security, all laps must extrude a minimum 5mm of bitumen bleed which should be checked thoroughly as work proceeds.

Fire Risk Areas: Garland SA Flex Vapour Barrier (10.0m x 1.0m roll)

Any areas of stripped waterproofing back to a combustible substrate must be installed with self-adhesive vapour control layer.

Any roofs with stripped detailing only must have the self-adhesive installed 1m into the roofs field.

Install a layer of Garland SA Flex Vapour Barrier in accordance with current instructions. The substrate should be clean, dry, and free of debris, dust and primed.

Starting at the low point of the roof, unroll the SA Flex Vapour Barrier in the desired position. Fold the membrane length- wise back onto itself, remove the split back release film from the exposed side and gradually push the membrane into place.

Apply even pressure along the entire length of the membrane from the centre to outer edges to avoid air pockets or wrinkles. Repeat for the other side. Firmly apply pressure with a suitable weighted roller to ensure 100% adhesion.

Heat weld the membrane laps ensuring a 50mm gap is maintained between the heat gun nozzle and seam roller for a consistent weld. Excess pressure should not be required to create a bleed. Minimum 80mm side laps and 100mm end laps must be obtained to ensure a watertight seal has been achieved.

Apply when the ambient air temperature, roll temperature and substrate temperature are all 10°C or above. Application in cool temperatures will negatively affect adhesion.

Any areas of stripped waterproofing back to a combustible substrate must be installed with self-adhesive vapour control layer.

The vapour control layer must be installed a minimum 100mm above the insulation height at all roof details (upstands, water check curbs, rooflight curbs, vent curbs, parapet walls etc.), this ensures continuity in the VCL and that roof system is protected from damaging effects of condensation.

All timber hard edges must be mechanically fixed before being encapsulated using the vapour control layer.

Insulation

To achieve 0.18w/m2k in line with current building regulations. As per the accompanying design

Insulation Adhesive: Garland Insul-Lock Adhesive (6L)

Fully bond new PIR insulation boards with Garland Insul-Lock Adhesive all laid in accordance with the Manufacturers current instructions. Apply Insul-Lock directly to the substrate in 20mm wide beads at 250mm centres and immediately place the insulation boards into the wet adhesive. Apply firm and even downward pressure to achieve full adhesion.

Insulation boards must be laid break-bond pattern in accordance with the current instructions.

Insulation Primer: Garland SA Contact Primer (5L)
(Mineral coated glass tissue faced insulation)

Apply to the upper face of the insulation boards at all details and upstands for additional adhesion at a rate of 4 – 6 m² per litre. After approx. 1 hour and while the primer is still a bit tacky but does not come away on your fingers, apply the self-adhesive membrane.

DO NOT leave the primer overnight as it will become contaminated.

Treated timber hard edges must be installed at all non-supported edges i.e. internal and external gutter edges etc. The treated timber batten must be slightly thinner than the specified insulation in order to allow for the build-up of waterproofing membranes and rainwater runoff.

Insulation should ideally be stored inside a building or within a site container, however If outside storage is unavoidable the insulation must be off ground level and covered with a waterproof sheet. The packaging of the

insulation can by no means whatsoever be relied upon to provide protection from moisture and must be avoided at all times.

All exposed/open edges of insulation must be sealed with fully bonded night joints overnight to ensure no water ingress.

All timber hard edges must be mechanically fixed and primed prior to being encapsulated with Garland SA Flex Vapour Barrier or a mechanically fixed bitumen membrane layer prior to a torch application.

Fillets must be installed to all upstands, chase details etc. If using combustible timber fillets, these must be encapsulated with SA Flex Base Sheet or a mechanically fixed bitumen membrane layer prior to a torch application.

Underlay

Underlay: Garland Torch Flex Ultra-Vent (8.0m x 1.0m roll)

Install a layer of Garland Torch Flex Ultra-Vent Sheet to the insulation boards in accordance with the approved Garland technique.

All laps and seams must be fully bonded, minimum 80mm side laps and 100mm end laps must be obtained to ensure a watertight seal has been achieved. A minimum 5mm bead of bitumen must extrude at all laps.

Underlay (at details): Garland Torch Evolution Base (8.0m x 1.0m roll)

Install a layer of Garland Torch Evolution Base Sheet fully-bonded to the insulation boards and details. Minimum 80mm side laps and 100mm end laps must be obtained to ensure a watertight seal has been achieved. A minimum 5mm bead of bitumen must extrude at all laps.

Fire Risk Areas: Garland Dual Release - SA Base Sheet (10.0m x 1.0m roll)

Install a layer of Garland Dual Release - SA Base Sheet in accordance with current instructions. The substrate should be clean, dry, and free of debris and dust. The mineral coated glass tissue faced insulation must be primed with Garland SA Contact Primer prior to installation of Garland Dual Release - SA Base Sheet.

Starting at the low point of the roof, unroll the Garland Dual Release - SA Base Sheet in the desired position. Fold the membrane length-wise back onto itself, remove the bottom split back release film from the exposed side and gradually push the membrane into place, leaving the top release film in place.

Apply even pressure along the entire length of the membrane from the centre to outer edges to avoid air pockets or wrinkles. Repeat for the other side. Firmly apply pressure with a suitable weighted roller to ensure 100% adhesion.

Heat weld the membrane laps ensuring a 50mm gap is maintained between the heat gun nozzle and seam roller for a consistent weld. Excess pressure should not be required to create a bleed. Minimum 80mm side laps and 100mm end laps must be obtained to ensure a watertight seal has been achieved.

Apply when the ambient air temperature, roll temperature and substrate temperature are all 10°C or above. Application in cool temperatures will negatively affect adhesion.

Underlay Inspection: The Approved Contractor must give reasonable notice to their Garland Regional Technical Manager of their intention to commence laying the cap sheet. This will allow a discretionary inspection of the underlay to take place, so that any remedial treatment necessary can be carried out prior to installing the cap sheet.

Mineralised Cap sheet

Capsheet: Garland StressPly Flex (7.5m x 1.0m roll)

Install a layer of Garland StressPly Flex Cap Sheet by torching in accordance with current instructions. Minimum 80mm side laps and 100mm end laps are required. A minimum 5mm bead of bitumen must extrude at all laps to ensure a watertight seal has been achieved.

Your Garland representative will thoroughly check all laps to ensure total security, any laps not found to be beaded will be pointed out to the roofing contractor where he will be required to re-seal this area.

Fire Risk Areas: Garland StressPly Flex SA (10.0m x 1.0m roll)

Install a layer of Garland StressPly Flex SA in accordance with current instructions. The substrate should be clean, dry, and free of debris and dust.

Starting at the low point of the roof, unroll the Garland StressPly Flex SA in the desired position. Fold the membrane length-wise back onto itself, remove the top release film of the Garland Dual Release - SA Base Sheet, then remove the split back release film from the exposed side of the Garland StressPly Flex SA and gradually push the membrane into place.

Apply even pressure along the entire length of the membrane from the centre to outer edges to avoid air pockets or wrinkles. Repeat for the other side. Firmly apply pressure with a suitable weighted roller to ensure 100% adhesion.

Heat weld the membrane laps ensuring a 50mm gap is maintained between the heat gun nozzle and seam roller for a consistent weld. Excess pressure should not be required to create a bleed. Minimum 80mm side laps and 100mm end laps must be obtained to ensure a watertight seal has been achieved.

Apply when the ambient air temperature, roll temperature and substrate temperature are all 10°C or above. Application in cool temperatures will negatively affect adhesion.

Detailing

Vertical work:

Skirtings more than 250 mm high should be regarded as vertical work, and it will be necessary to mechanically fasten the membrane at the top edge in accordance with 'BS 8217 - 2005 – Reinforced bitumen membranes for roofing - Code of practice'.

Hot air welding equipment:

Hot air welding equipment must be manufactured by either Leister or Sievert.

For side laps (use one of the following)

- Leister Varimat or Bitumat automatic hot air welder 240V/4600W with an 80mm nozzle.
- Leister Electron hot air hand tool 240V/4500W with an 80mm nozzle.
- Sievert TW5000 automatic hot air welder 240V/5000W with an 80mm nozzle.
- Sievert TH1750 hot air hand tool 240V/2300W with an 80mm nozzle.

For end laps and all detailing (use one of the following)

- Leister Electron hot air hand tool 240V/4500W with an 80mm nozzle.
- Sievert TH1750 hot air hand tool 240V/2300W with an 80mm nozzle.

Change in level details:

Following preparation as above the following materials are to be utilised to fully encapsulate any changes in level.

Apply the appropriate Garland primer as specified in the main waterproofing specification.

Install the specified Garland Torch Evolution Base Sheet & StressPly Flex Cap Sheet waterproof layers to the change in level detail area as per the main waterproofing specification.

Parapet walls:

Install a 18mm exterior grade plywood support to the face and top of the parapet, the plywood should be mechanically fixed to timber battens.

Ensure that surfaces are free from visible dampness and that surface lying dust, dirt and other forms of contamination are removed immediately prior to priming.

Apply the Garland SA Contact Primer to all timber detail areas and allow to dry thoroughly prior to waterproofing application.

Install the Garland SA Flex Base Sheet up and over the parapet wall to finish a minimum 10mm beyond the outer edge of the parapet.

Install the Garland StressPly Flex Cap Sheet roll up and over the parapet wall to finish a minimum 5mm beyond the outer edge of the parapet, fully bond by torching, ensuring a minimum 10mm of extruded bitumen is present at all side laps and end laps.

The roof perimeter details should be complete in a welshed drip in accordance with current British Standards and good roofing practice.

Install angle fillets to all upstand details where required.

Pipes, tubes, vents & anchor points:

Install the Viking Products Group LTD Cowled Telescopic Vent where a pipe penetrates the waterproofing system. Place the upstand pipe over the soil vent pipe centrally. Ensure the High-Performance membrane flange on the upstand pipe is fully supported and bonded by hot-air welding.

The flange should be incorporated within the built up felt layers in accordance with the current instructions. The telescopic double pipe is then positioned to fit into the soil vent pipe and simultaneously over the upstand pipe. The height of the telescopic double pipe can be altered as required and then fixed with the self-tapping screw included. Compliance for the minimum height must be in accordance with the current Building Regulations. The Cowled Telescopic Vent can be extended 700mm from flange to cowl with a 35mm lap between the telescopic double pipe and the upstand pipe. Fixing the vented cowl finishes the Cowled Telescopic Vent. The vented cowl fits over the telescopic double pipe and is fixed with the self-tapping screw included.

Where Viking Products Group LTD telescopic vent are not usable, lead sleeves must be used, if necessary these must be made up for the individual vent or pipe.

Where vent pipes and tubes can be removed or redirected so that no penetration through the waterproofing is required, this should be done so at all times.

Anchor points from flues should be removed with temporary support provided to the flue itself. Upon completion of the waterproofing system the anchor points should be re-secured to 500 mm concrete pavers located in a position dictated by the wire length laid loose on a sacrificial layer of mineral felt.

Rainwater outlets:

Parapet Outlets:

Existing parapet outlets should be maintained to allow water to discharge into the existing hoppers. Where possible, the outlets are to be sumped in order to aid the flow of surface water. If required, new lead chutes to be affixed – these are to be made to fit the existing outlet.

The specified Garland Evoulition Base Sheet & Garland StressPly Flex Cap Sheet is to be installed to the outlet area as per instructions in the detail specification. This to ensure the area is fully secure.

Rooflight:

Remove all existing waterproofing to existing rooflight upstands and dispose.
Carefully remove the existing rooflights and dispose.

Install new rooflights as per the manufacturers instructions, ensuring a minimum 150mm upstand height is achieved from the finished roof level.

Waterproofing to rooflight upstands must be treated using flashings that are separate from the main roof area.

Make good internally to match existing decoration where required.

All rooflight curbs are to be treated as a high risk and torch free zone. The curb must be primed with Garland SA Contact Primer and Garland SA Flex Vapour Barrier must be installed 100mm above the insulation height at all roof details. The rooflight must be detailed separately with the specified Garland Dual Release - SA Base Sheet and Garland StressPly Flex SA.

Roof penetrations:

All roof penetrations must be waterproofed with either a Viking Products Group LTD Cable Duct or for multiple cables a Viking Products Group LTD Roof Pro PP3 Unit.

Plant, air conditioning units, etc:

Where plant, air conditioning units or ventilation systems require positioning on top of the finished roof surface a loose laid section of Garland Waterproofing membrane should be positioned for the system to rest on.

This will require the approval of your Garland Regional Technical Manager.

Asbestos:

It is the roofing contractor's responsibility to check the relevant buildings asbestos register.

If there is any risk of Asbestos which could affect the installation of the new waterproofing system this must be brought to the attention of the contract administrator on tendering for the project.

6. ITEMS TO CONSIDER

Storage & Handling

All materials, except bulk deliveries, shall be delivered in the manufacturer's original containers. The containers shall be sealed and display the manufacturer's original label(s).

All liquid materials shall be stored in a cool, dry, shaded area during hot weather or in a dry, heated area during cold weather. Roll goods and granules shall be stored in a clean, temperature-controlled area. Any materials exposed to the elements shall be elevated above the ground and covered by a tarpaulin. Materials must not be exposed to excessive heat or direct flame.

Materials shall be handled so as to minimise damage or contamination with moisture or foreign matter. Solvent based materials are combustible. Keep containers closed when the materials are not in use.

Safety

Refer to all applicable data including, but not limited to, Material Safety Data Sheets, Technical Data Sheets, Product Labels and specific instructions for personal protection requirements.

Refer to the Hazard Elimination and Reduction Assessment for particular hazards associated with this design.

Job Conditions

Roofing materials shall not be applied during inclement weather and the installation shall not proceed in the event that precipitation is probable during application.

Notes

The contractor is to ensure water tightness of the roof at all times.

Workmanship that is incorrect and does not meet Codes of Practice will not be permitted, even if the system is watertight. The client will be told that all such faults must be remedied, before the Guarantee is issued.

Any building work which is the responsibility of the roofing contractor and has a bearing on the life of the Garland Waterproofing System must be carried out by properly trained tradesmen.

All reasonable undertakings and inclusions required to complete the works must be allowed for within the Tender price, whether or not specifically identified within the Tender Documentation or Specification. All work to conform to good practice and current British Standards and Regulations.

All the above work will be regularly monitored by your Garland Regional Technical Manager, with all progress reports to be emailed to the supervising officer the following day of the site visit.

For any further information regarding this specification please contact your Garland Regional Technical Manager.

Core samples are indicative of the roof construction only at the area where the sample was taken. The Roofing Contractor must satisfy themselves as to the existing roof construction of all roof areas prior to forwarding their Tender documentation.

If any discrepancies regarding the core samples are noted by the Roofing Contractor, they should be brought to the attention of your Garland Regional Technical Manager prior to forwarding the Tender Documentation. This will allow time for any changes in the specification to be adjusted if required.

The Garland Company (UK) Ltd does not, either itself or through its representatives, provides architectural or engineering advice or designs save in relation to its products. Garland (UK) Ltd offers no opinion on and expressly disclaims any responsibility for the integrity or structural soundness of any roof deck or structure on which its products may be applied. The Owner is advised to seek independent advice from a structural engineer as to the structural soundness and integrity of the roof deck, and its ability to properly support the contemplated roof installation. Garland accepts no responsibility or liability in relation to such matters and no Garland representative is authorised to vary this disclaimer.

Garland UK Guarantee

A 25 Year Independent Single Point Garland (UK) Guarantee is available for the roof section for both material performance and labour on this contract subject to this specification being followed and applied by a Garland (UK) approved contractor.

It is a mandatory requirement that all related materials specified in this document are solely purchased through The Garland Company UK LTD and The Viking Products Group LTD. No substitutions are allowed. Failure to comply will void the Garland guarantee and a non-conformity report issued. Garland Regional Technical Managers will check conformity as part of our quality assurance process.

Guarantee Issue Procedure

On completion of the works, the Garland (UK) Ltd Regional Technical Manager will carry out a final inspection and agree any necessary remedial works prior to signing off the roofing works to ensure that the work has been completed in accordance with the specification.

It is advised this meeting should be attended by a representative of Garland (UK) Ltd, the approved contractor's site manager and a representative for the client. Within due course of this meeting, subject to all parties being satisfied with the work, a guarantee will be issued to the client.

The guarantee will be issued to the client in hard copy and a digital copy will be attached electronically to the client's database.

Access & Maintenance

As well as Approved Document Part K requiring edge protection to roofs with access of a minimum of once a month, Working at Height Regulations 2005 places responsibility on duty holders (employer and/or building owners) to do everything in their power to prevent a fall from occurring. This correlates with Section 4 of the Health and Safety at Work Act 1974, with emphasis on owners of a non-domestic premise having a duty towards all persons even if not a direct employee to have safe systems in place.

Depending on the required maintenance plan Viking Product Group can advise on what safety system is required.

Where there is no internal access to the roof space, a Vertical Access CAT Ladder Kit or Ladder Fixing Point must be installed in a suitable location agreed with the end client, ideally away from any public accessed space. This must be fully incorporated within the Viking Safety Maintenance system.

On the roof, any changes in the roof height above should have either a Step Kit or a Vertical Access Ladder installed to allow for safe thoroughfare onto the relevant higher/lower areas of the roof space.

Twice a year during your annual inspections, the following of our maintenance and housekeeping activities should be performed but not limited to:

- Remove unnecessary debris (leaves, branches, paper, etc.) from roof surface, drains and gutters
- Trim any branches or trees that hang over the building and that can clog drains
- Reseal all areas surrounding venting, plumbing or roof top equipment
- Make all necessary repairs to roof membrane and flashings

Please note that if this roof is fragile, it is not to be walked upon without correct and safe access equipment.

Project Information

Reference GAR1598H

Date

Client GARLAND Project Former Barclays, Perranporth

Construction Type

Element : Flat roof - Former Barclays, Perranporth

Internal surface emissivity : High External surface emissivity : High

	Thickness (mm)	Thermal Conductivity (W/mK)	Thermal Resistance (°) (m²K/W)	Pitch	Bridge details Air gaps (Level, Delta U")
Outside surface resistance	-	-	0.040		
Garland cap sheet u/lay	8.0	0.230	0.035		
30mm PIR	30.0	0.024	1.250		L:0 0.000W/m²K
Tapered Insulation	d0=110.0	0.034	3.235		
2 Layers of Existing Felt	8.0	0.230	0.035		
20mm Asphalt	20.0	0.700	0.029		
100mm Concrete Deck	100.0	1.149	0.087		
200mm Airspace	200.0	-	0.160		
Plasterboard	12.5	0.510	0.025		
Inside surface resistance	-	-	0.100		
Total thickness	488.5mm				

U-value = 0.18W/m²K

U-value, Combined Method : 0.176W/m²K (upper/lower limit 4.996 / 4.996m²K/W, dUf 0.0000, dUg 0.0000, dUp0.0000, dUr0.0000, dUrc1 0.0000, dUrc2 0.0000)

Correction factors

Air gaps, Delta Ug = 0.000W/m²K

Tapered Insulation Details

Description: Tapered Insulation

Minimum tapered layer thickness: 110.0 mm

lambda: 0.034 W/mK

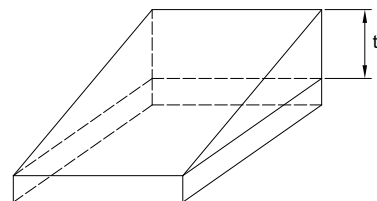
Total Area: 187.250m²

Total UA: 32.932W/K

Average U-value: 0.176W/m²K

Rectangular area

Reference	d0 (mm)	lambda (W/m.K)	t (mm)	Area (m ²)	U-value (W/m ² .K)	UA (W/K)
10G	120.0	0.034	10.0	19.50	0.184	3.587
11G	130.0	0.034	10.0	19.50	0.175	3.403
12G	140.0	0.034	10.0	19.50	0.166	3.237
13G	150.0	0.034	10.0	19.29	0.158	3.053
14G	160.0	0.034	10.0	18.40	0.151	2.782
15G	170.0	0.034	10.0	17.46	0.145	2.528
16G	180.0	0.034	10.0	15.10	0.139	2.097
5	80.0	0.034	20.0	19.50	0.227	4.430
8G	100.0	0.034	10.0	19.50	0.206	4.022
9G	110.0	0.034	10.0	19.50	0.194	3.792



Structure element : Flat roof
Condensation calculations performed in accordance with BS5250:2021

Condensation is occurring at the following layers interfaces:-

Month	Int (C°)	Int (%RH)	Ext (C°)	Ext (%RH)
Jan	20.00	58.20	3.50	86.00
Feb	20.00	57.20	3.80	82.50
Mar	20.00	57.30	5.70	80.00
Apr	20.00	57.80	8.00	77.00
May	20.00	61.60	11.30	77.00
Jun	20.00	66.10	14.40	76.00
Jul	20.00	71.00	16.50	76.50
Aug	20.00	71.60	16.10	78.50
Sep	20.00	68.70	13.80	81.50
Oct	20.00	64.60	10.70	84.00
Nov	20.00	60.10	6.40	85.50
Dec	20.00	59.00	4.50	86.50

Gc = Monthly moisture accumulation per area at an interface
Ma = Accumulated moisture content per area at an interface

Peak accumulated moisture content per area at interface (Ma) = 0.00000 Kg/m²

Annual moisture accumulation = 0.00000 Kg/m²

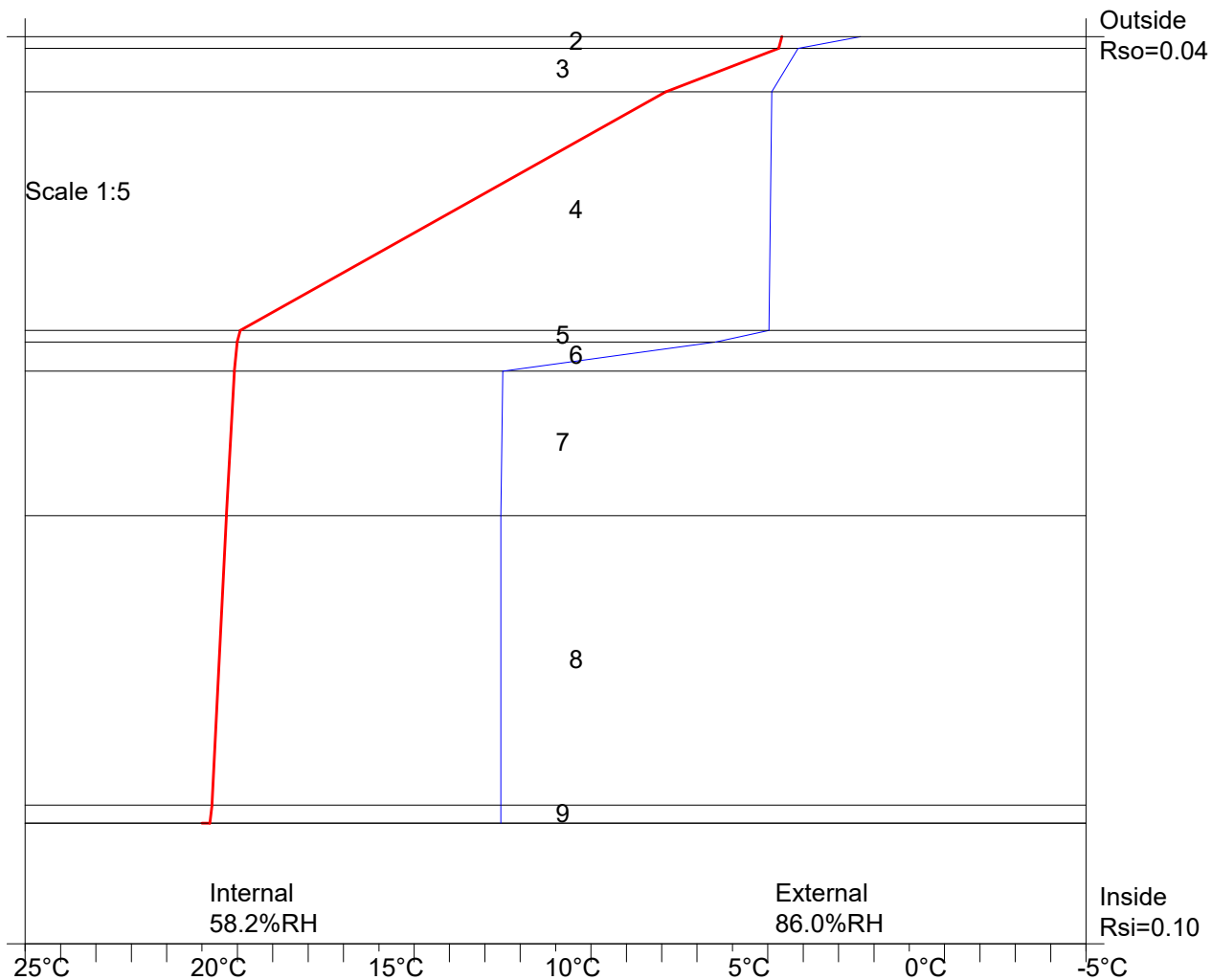
Condensation Risk Analysis (no account taken of thermal bridges)

3 - Dwellings with low occupancy

Jan (worst)	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
20.0C 58.2%	20.0C 57.2%	20.0C 57.3%	20.0C 57.8%	20.0C 61.6%	20.0C 66.1%	20.0C 71.0%	20.0C 71.6%	20.0C 68.7%	20.0C 64.6%	20.0C 60.1%	20.0C 59.0%
3.5C 86.0%	3.8C 82.5%	5.7C 80.0%	8.0C 77.0%	11.3C 77.0%	14.4C 76.0%	16.5C 76.5%	16.1C 78.5%	13.8C 81.5%	10.7C 84.0%	6.4C 85.5%	4.5C 86.5%

	Interface Temp. °C	Dewpoint Temp. °C	Vapour Pressure (kPa)	Saturated V.P. (kPa)	Worst Cond. (g/m ²)	Peak Buildup (g/m ²)	Conden- sation
1 Outside surface resistance	3.6	1.4	0.67	0.79			No
2 Garland cap sheet u/lay	3.7	3.1	0.77	0.80			No
3 30mm PIR	6.9	3.9	0.81	0.99			No
4 Tapered EPS (Average 165mm)	18.9	4.0	0.81	2.19			No
5 2 Layers of Existing Felt	19.0	5.5	0.90	2.20			No
6 20mm Asphalt	19.1	11.5	1.36	2.21			No
7 100mm Concrete Deck	19.3	11.6	1.36	2.24			No
8 200mm Airspace	19.7	11.6	1.36	2.30			No
9 Plasterboard	19.8	11.6	1.36	2.31			No
10 Inside surface resistance							No

Worst case internal / external conditions for graph : 20.0°C @ 58.2%RH / 3.5°C @ 86.0%RH



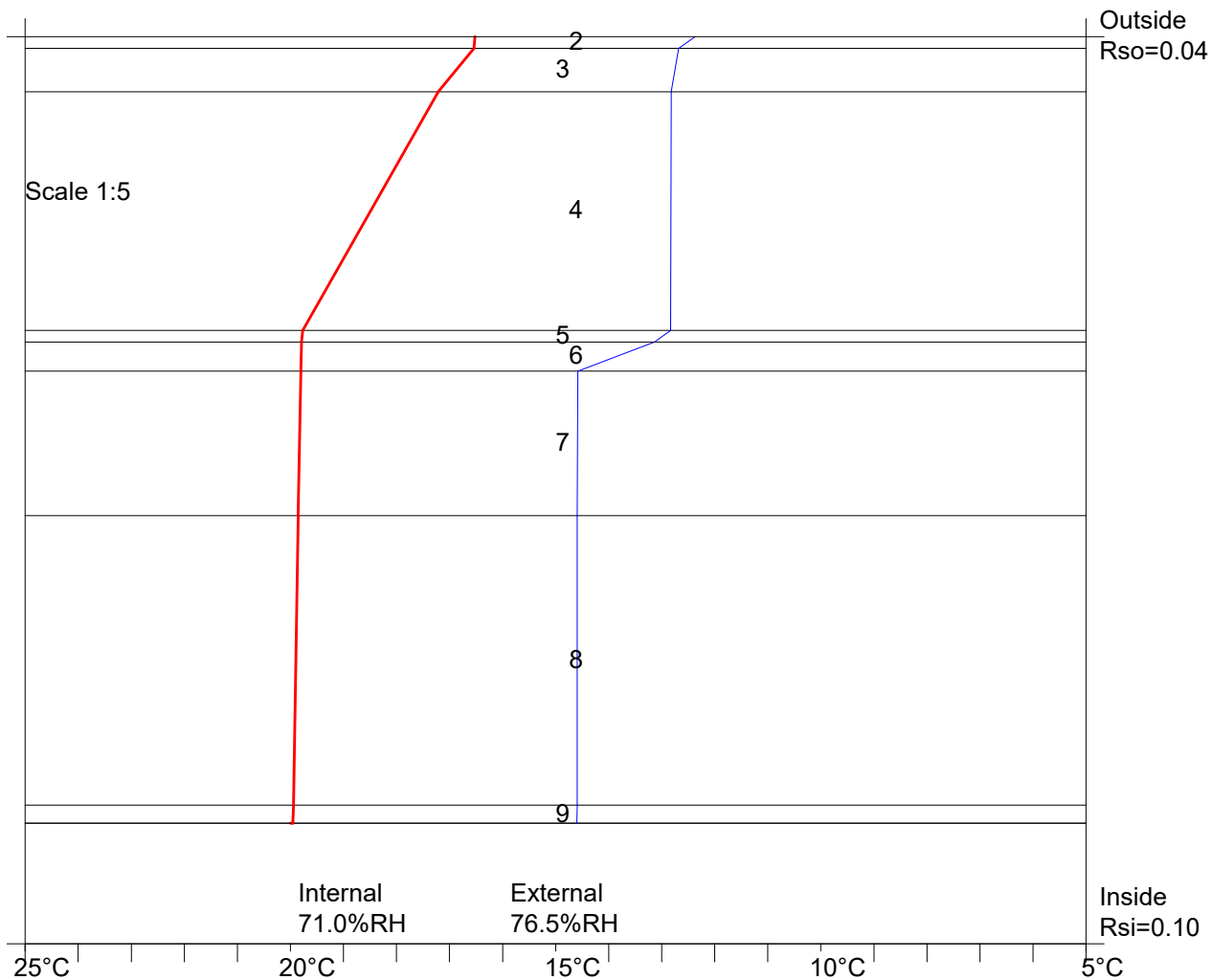
Condensation Risk Analysis (no account taken of thermal bridges)

3 - Dwellings with low occupancy

Jan (worst)	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
20.0C 58.2%	20.0C 57.2%	20.0C 57.3%	20.0C 57.8%	20.0C 61.6%	20.0C 66.1%	20.0C 71.0%	20.0C 71.6%	20.0C 68.7%	20.0C 64.6%	20.0C 60.1%	20.0C 59.0%
3.5C 86.0%	3.8C 82.5%	5.7C 80.0%	8.0C 77.0%	11.3C 77.0%	14.4C 76.0%	16.5C 76.5%	16.1C 78.5%	13.8C 81.5%	10.7C 84.0%	6.4C 85.5%	4.5C 86.5%

	Interface Temp. °C	Dewpoint Temp. °C	Vapour Pressure (kPa)	Saturated V.P. (kPa)	Worst Cond. (g/m ²)	Peak Buildup (g/m ²)	Conden- sation
1 Outside surface resistance	16.5	12.4	1.44	1.88			No
2 Garland cap sheet u/lay	16.5	12.7	1.46	1.88			No
3 30mm PIR	17.2	12.8	1.48	1.96			No
4 Tapered EPS (Average 165mm)	19.8	12.8	1.48	2.30			No
5 2 Layers of Existing Felt	19.8	13.1	1.51	2.31			No
6 20mm Asphalt	19.8	14.6	1.66	2.31			No
7 100mm Concrete Deck	19.9	14.6	1.66	2.32			No
8 200mm Airspace	19.9	14.6	1.66	2.33			No
9 Plasterboard	20.0	14.6	1.66	2.33			No
10 Inside surface resistance							No

Worst case internal / external conditions for graph : 20.0°C @ 71.0%RH / 16.5°C @ 76.5%RH





Whitesales Europa House Alfold Road Cranleigh GU6 8NQ
01483 917580 sales@whitesales.co.uk whitesales.co.uk

Project Reference: P00120314
Project: Former Barclays Perranporth, Perranporth,
Date: 14/11/2024
Area Sales Manager: Justyn Irons

Specification

Product, Quantities and Sizes

Qty	1	Rooflight Ref:
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S15a em.dome Rooflight, Polycarbonate Triple skin Clear with PVC 80mm vertical Collar to suit internal curb size of 1700 x 1700mm and to suit external size of 1800 x 1800mm. Units to incorporate: Aluminium Cowl.

Unit Net Weight: 63.00

Key Notes and Specification

(MUST BE READ AND NOTED)

em.dome Specification

em.dome rooflights are supplied with pre-applied foam sealing tape, security screws, and factory-fitted screwbolt housing units. This means that no on-site drilling of rooflights is required and, with double and triple skin units, the screws positively locate the inner skin.

Polycarbonate em.domes have been independently tested to ACR[M]001: 2005 Class B and EN1873: 1200J, and can be deemed to be Non-Fragile in accordance with the Health and Safety Executive's document HSG 33.

Delivery Terms of Modular Plastic Rooflights:

Delivery: 7-28 days – to be confirmed at time of ordering.

Due to potential supply chain issues and sudden raw material increases in these challenging times, this quote is held for a period of 4 weeks from the date shown. If an order is placed after this date, whilst we will at all times act in our customers best interest, we must reserve the right to be able to re-quote this project based on the costs at the time of placing the order. Please also note this quote is based upon supply of the products within three months of placing the order. If supply is delayed until after this period, without prior agreement, again we must reserve the right to be able to re-quote this project based on the costs at the time of supply. We appreciate your custom and continue to put every effort into mitigating the impact of the material cost increase affecting our industry.

Carriage:

Modular & Continuous Rooflight/s: Orders above £1000.00 + VAT will be carriage paid. Any orders below these amounts will have a £30.00 + VAT carriage charge when delivered to a UK mainland address. For deliveries outside this area please contact the office for more information.

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1. Contractor to be responsible for checking these details against architect drawings, site requirements and all other Tapered Roofing Systems Ltd requirements of any drawings.

2. The drawings include relevant material, including any waterproofing, complete the contract. The additional material necessary, not included in the drawings, shall be the responsibility of the contractor, up to and including the date of delivery and may also be subject to a transport charge.

3. A tapered roof will only be installed on a concrete or masonry structure. The structure must be sound and free from any defects. The structure must be able to support the weight of the roof, up to and including the date of delivery.




4. A tapered roof will only be installed on a concrete or masonry structure. The structure must be sound and free from any defects. The structure must be able to support the weight of the roof, up to and including the date of delivery.

5. All drawings are subject to change without notice. The contractor shall be responsible for checking the drawings against the architect drawings and any other requirements of any drawings.

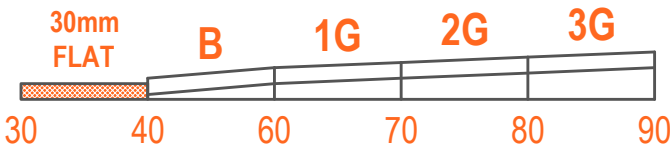
6. Fixings will occur within areas of the surface.

FORMER BARCLAYS

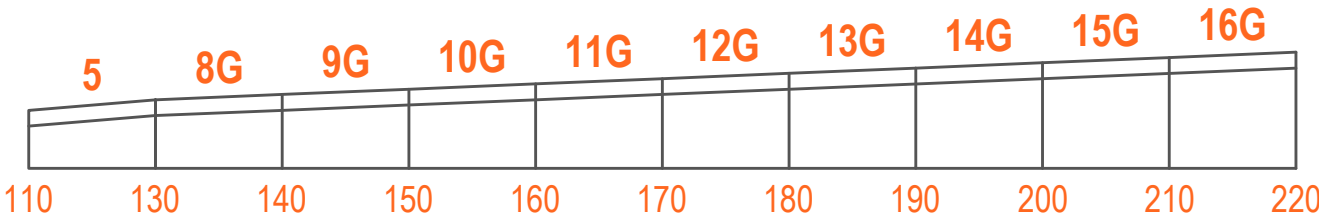
OVERLAY:
REQUIRED U-VALUE: 0.18 W/m²K
AREA: 198m²

16G	16G
15G	15G
14G	14G
13G	13G
12G	12G
11G	11G
10G	10G
9G	9G
8G	8G
5	5
 B 1G 2G 3G 3G 2G 1G B  1G B  B 1G	

1:60 & 1:120 EPS/PIR



1:60 & 1:120 EPS/PIR



IN PARTNERSHIP WITH



SCALE
A3 @ 1:100

DATE
14/11/2024

PROJECT TITLE.
FORMER BARCLAYS,
PERRANPORTH

DRAWING NO.
GAR1598H

REQUIRED U VALUE
0.18 W/m²K

MATERIAL
BITUMEN FACED EPS/PIR

REV.	DATE	REVISION DETAILS
A	14/11/2024	INITIAL DRAWING LAYOUT



The Garland Company

HIGH PERFORMANCE WATERPROOFING SYSTEMS **UK Ltd**

The Garland Company UK Ltd
Second Way
Avonmouth
Bristol
BS11 8DF
0117 440 1050
www.garlandukltd.co.uk

Garland UK Approved Contractor List 2024

Stay Dry Roofing 5 Beaumont Road, St Judes, Plymouth, PL4 9BA enquiries@staydryroofing.co.uk	Chris Egglestone 01752 250 256
Western Flat Roofing Company Industrial Estate, St Columb, Cornwall, TR9 6SQ info@westernflatroofing.co.uk	Charles Shazell 01637 880 447
Nicholas Roofing Co 38 Boyd Avenue, Padstow, Cornwall, PL28 8ER nicholasroofingco@gmail.com	Steve Nicholas 07538 961368
DFR Roofing - Plymouth Office Douglas House, Weston Park Road, Peverell, Plymouth, Devon, PL3 4NU info@dfroofing.co.uk	Glenn Williams 01752 255616
Cornwall Flat Roofing Peace Compound, Trispen, Truro. TR4 9JQ cornwallflatroofing@hotmail.co.uk	Adrian Saundry 01872 241910
Stormforce Roofing Bergstrand House, Parkwood Cl, Roborough, Plymouth Simon@stormforceroofing.co.uk	Simon Kalas 07776 141514
Maverick Roofing Solutions LTD 66 Faraday Mill Business Park, Plymouth, Devon, PL4 0ST maverickroofingsolutions@gmail.com	Paul Walters 07380 530319

YoursSincerely
Justyn Irons, Garland Uk Ltd



Appendix B - Pre-Construction Information