

Specification

Ocklynge Cemetery Chapel

Re-Roofing and Stone Repairs with Associated Works

**Ocklynge Cemetery
Willingdon Road
Eastbourne
BN21 1TL**

May 2015

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1.0 Preliminaries

A10 PROJECT PARTICULARS

110 THE PROJECT:

- Name: Ocklynge Cemetery Chapel.
- Nature: The work comprises the re-roofing of 2 no. Chapels and associated repairs, partial replacement of the external stonework, renewal of all external plumbing etc. where described or provided by way of specified items or sums.
- Location: Ocklynge Cemetery Chapel, Willingdon Road, Eastbourne.
- Length of contract: To be confirmed by Principal Contractor.

120 EMPLOYER (CLIENT):

- Name: Eastbourne Borough Council.
- Address: 1 Grove Road, Eastbourne BN21 4TW.
- Contact: Gill Steadman
- Telephone: 01323 410000.

130 PRINCIPAL CONTRACTOR:

- Name: TBC.
- Address: TBC.
- Telephone: TBC.

140 CONTRACT ADMINISTRATOR (HEREIN REFERRED TO AS 'CA'):

- Name: Alan Wetton.
- Address: 1 Grove Road, Eastbourne BN21 4TW.
- Telephone: 01323 415668.

150 PRINCIPAL DESIGNER:

- Name: Estates Department, Eastbourne Borough Council.
- Address: 1 Grove Road, Eastbourne BN21 4TW.
- Telephone: 01323 415668.

200 LOCALE:

- The property is located within Eastbourne Borough.

201 LISTED BUILDING / CONSERVATION AREA:

- The property is a Grade II listed building.
- The property is not located within a designated Conservation Area within Eastbourne Borough.

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS:

- The Location Plan drawing: To be found in Appendix A.

160 PRE-CONSTRUCTION INFORMATION:

- Format: Pre-construction information is in Appendix B.

A12 THE SITE / EXISTING BUILDINGS

110 THE SITE:

- Description: The work site is located within the designated area of Ocklynge Cemetery.

120 EXISTING BUILDINGS ON / ADJACENT TO THE SITE:

- Description: Ecclesial building, with public WC and residential property located within the grounds.

140 MAINS AND SERVICES:

- Positions: Not known, suitability of services TBC by main contractor.
- Other information: N/A.

180 HEALTH AND SAFETY FILE:

- Availability for inspection: N/A.
- Other documents: None.
- Arrangements for inspection: By appointment with CA.

200 ACCESS TO THE SITE:

- Description: Refer to appended location plan and to be agreed with the CA and Cemetery Manager.
- The Principal Contractor is to provide safe access to all areas of the site to carry out the work.
- Limitations: Restricted parking on site. No parking whatsoever within the curtilage of the cemetery

210 PARKING:

- Restrictions on parking of the contractor's and employees' vehicles: Parking restricted due to nature of the site. Contractor to liaise with Cemetery Manager regarding specific arrangements.

220 USE OF THE SITE:

- General: Do not use the site for any purpose other than carrying out the works.
- Limitations: N/A.

230 SURROUNDING LAND / BUILDING USES:

General: Adjacent or nearby uses or activities are as follows:

- - Public WC and residential property located within the grounds.

240 RISKS TO HEALTH AND SAFETY:

- General: The nature and condition of the site / building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
 - All asbestos located will be encapsulated or removed.
 - Risk of falling from height, falling stone masonry and roofing materials.
- The accuracy and sufficiency of this information is not guaranteed by the employer or the CA and the contractor must ascertain if any information is required to ensure the safety of all persons and the works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT:

- Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works.
- Arrangements for visit: By appointment with CA and Cemetery Manager.

A13 DESCRIPTION OF THE WORK**120 THE WORKS:**

- Description: As A10/110. Re-roofing of 2 no. Chapels with associated timber repairs, new rainwater goods and repair of existing stone buttresses and capping.

130 PREPARATORY WORK BY OTHERS:

- Scope: Dismantling and removal of existing scaffolding.

A20 JCT MINOR WORKS BUILDING CONTRACT 2011 (MW)

JCT MINOR WORKS BUILDING CONTRACT

- The Contract: JCT Minor Works Building Contract 2011 Edition.

- Requirement: Allow for the obligations, liabilities and services described therein against the headings below:

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR:

- The work comprises: Re-roofing of 2 no. Chapels with associated timber repairs, new rainwater goods and repair of existing stone buttresses and capping.
- Architect / Contract Administrator: See clause A10/140.

Second - CONTRACT DOCUMENTS:

- Contract documents: Work schedules will be deleted from this recital.

Third - PRICED DOCUMENTS:

- The references to work schedules and schedule of rates will be deleted.

THE ARTICLES

3 – ARCHITECT / CONTRACT ADMINISTRATOR:

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

4 and 5 – PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR:

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

7 – ARBITRATION:

- Arbitration provisions of Article 7 and Schedule 1 apply.

CONTRACT PARTICULARS

Fourth Recital and Schedule 2 – BASE DATE:

- Insert date ten days before tenders are due to be returned.

Fourth Recital and clause 4.2 – CONSTRUCTION INDUSTRY SCHEME:

- Employer at the base date is not a 'contractor' for the purposes of the CIS.

Fifth Recital - CDM REGULATIONS:

- The project is notifiable.

Sixth Recital – FRAMEWORK AGREEMENT:

- Does not apply.

Seventh Recital – SUPPLEMENTARY PROVISIONS:

- Paragraphs 1 - 5 apply.
- Paragraph 6 does not apply.

Article 7 – ARBITRATION:

- Article 7 and Schedule 1 will apply.

Clause 1.1 – CDM PLANNING PERIOD:

- The plan referred to in Regulation 2 of the CDM Regulations, including any revisions and updates.

Clause 2.2 - COMMENCEMENT AND COMPLETION:

- Date for Commencement of the works: July 2015.
- Date for Completion: October 2015.

Clause 2.8 - LIQUIDATED DAMAGES:

- At the rate of: £400.00 per week or part thereof.

Clause 2.10 - RECTIFICATION PERIOD:

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

Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC:

- Percentage: 92.5 per cent.

Clause 4.5 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR:

- Percentage: 97.5 per cent.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION:

- Period: One month from the date of practical completion.

Clause 4.11 and Schedule 2 – CONTRIBUTION, LEVY AND TAX:

- Clause 4.11 and Schedule 2 will be deleted.

Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY:

- Insurance cover (for any one occurrence or series of occurrences arising out of one event):
Not less than £10,000,000.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS - ALTERNATIVE PROVISIONS:

- Clause 5.4C applies.

Clauses 5.4A.1 and 5.4B.1 - PERCENTAGE TO COVER PROFESSIONAL FEES:

- Addition: 15 per cent.

Clause 7.2 – ADJUDICATION:

- The Adjudicator is: TBC.
- Nominator of Adjudicator: President or a Vice president or Chairman or Vice Chairman of The Royal Institution of Chartered Surveyors.

Schedule 1 paragraph 2.1 - ARBITRATION

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

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

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 under hand.

A30 TENDERING / SUBLETTING / SUPPLY MAIN CONTRACT TENDERING

MAIN CONTRACT TENDERING

- 110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.

- 120 TENDERING PROCEDURE will be in accordance with JCT Tendering Practice Note 2012. Alternative 2 is to apply.
- 160 EXCLUSIONS:
- If the contractor cannot tender for any part(s) of the work as defined in the tender documents the CA must be informed as soon as possible, defining the relevant part(s) and stating reasons for the inability to tender.
- 170 ACCEPTANCE OF TENDER: The Employer and Employer's representatives:
- Offer no guarantee that any tender will be recommended for acceptance or be accepted.
 - Will not be responsible for any cost incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY:
- Tenders must remain open for consideration (unless previously withdrawn) for not less than six months from the date fixed for the submission or lodgement of tenders. Information on the date for possession / commencement is given in section A20.

PRICING / SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION:
- The Preliminaries / General conditions sections (A10-A56 inclusive) must not be relied on as complying with RICS NRM 2.
- 250 PRICED DOCUMENTS:
- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
 - Measurements: Where not stated, ascertain from visit to site.
 - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- 300 THE PRICED SPECIFICATION must be submitted with the tender.
- 310 TENDER:
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the work.
- 480 PROGRAMME:
- The Contractor's proposed programme as specified in section A32 or a summary thereof showing the sequence and timing of the principal parts of the works, periods for planning and design and itemising any work which is excluded must be submitted with this tender.
- 500 TENDER STAGE METHOD STATEMENTS must be submitted with tender documents describing how and when the contractor proposes to carry out the following:
- Materials storage and disposal of waste from the site.
 - Scaffold access to all external elevations.
 - Provisional and maintenance of scaffold security and alarm system.
 - Means of employee identification on site.
 - Risk assessments and method statements for working at height.
 - At the same time and at the contractor's discretion method statements may be submitted for other parts of the works.
- 530 SUBSTITUTE PRODUCTS:
- Details: If the contractor wishes to substitute products of different manufacture to those specified, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
 - Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 QUALITY CONTROL RESOURCES:

- A statement must be submitted with the tender describing the organisation and resources the contractor proposes to provide to control the quality of the works, including the work of subcontractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.

551 HEALTH AND SAFETY INFORMATION:

- A statement must be submitted with the tender describing the organisation and resources the contractor proposes to provide to safeguard the health and safety of operatives, including subcontractors and any other persons who may be affected by the works.
- A copy of the contractor's health and safety policy document, including risk assessment procedures.
- Accident and illness records for the last five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit with tender.

570 OUTLINE CONSTRUCTION PHASE PLAN:

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

SUBLETTING / SUPPLY**630 DOMESTIC SUBCONTRACTORS:**

- Generally: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work they will be responsible for.

PROTECTION OF PERSONAL DATA**700 GENERAL:**

- These conditions are supplementary to those stated in the invitation to tender.
- With respect to the parties rights and obligations under this contract, the parties agree that the Council is the data controller and the contractor is the data processor.
- The contractor shall process the personal data only in accordance with instructions from the Council (which may be specific instructions or instructions of a general nature as set out in this contract or as otherwise notified by the Council to the contractor).
- Process the personal data only to the extent, and in such a manner as is necessary for the provision of the services or as is required by Law or any Regulatory Body.
- Implement appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful processing, accidental loss, destruction or damage to the personal data and having regard to the nature of the personal data which is to be protected.
- Take reasonable steps to ensure reliability of any employees, agents, consultants and contractors of the contractor who have access to the personal data.
- Obtain prior written consent from the council in order to transfer the personal data to any sub-contractors for the provision of the services.
- Ensure that all employees, agents, consultants and contractors of the contractor required to access the personal data are informed of the confidential nature of the personal data and comply with obligations of this clause.
- Ensure that none of all employees, agents, consultants and contractors to the contractor publish, disclose or divulge any personal data to any third party unless directed in writing to do so from the Council.
- Notify the Council (within 5 working days) if it receives:
 - A request from a data subject to have access to that person's personal data.
 - A complaint or request relating to the Council's obligations under the Data Protection Legislation.
- Provide the Council with full cooperation and assistance in relation to any complaint or request made, including by:
 - Providing the Council with full details of the complaint or request.
 - Complying with a data access request within the relevant timescales set out in the Data Protection Legislation and in accordance with the Council's instructions.
 - Providing the Council with any personal data it holds in relation to a data subject (within the timescales required by the Council).
 - Providing the Council with any information requested by the Council.
- Permit the Council or the Council's representative (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit the contractor's data processing activities (and / or those of its agents, subsidiaries and sub-contractors) and comply with all reasonable requests or directions by the Council to verify and / or procure that the contractor is in full compliance with its obligations under this contract.
- Provide a written description of the technical and organisational methods employed by the contractor for processing personal data (within the timescales required by the Council).
- Not to process personal information outside the European Economic Area without the prior written consent of the Council, and where the Council consents to a transfer to comply with the following:
 - The obligations of a data controller under the Eighth Data Protection Principle set out in Schedule 1 of the Data Protection Act 1998 by providing an adequate level of protection to any personal data that is transferred.
 - Any reasonable instructions notified by the Council.
- The contractor shall comply at all times with the Data Protection legislation and shall not perform its obligation under this contract in such way as to cause the Council to breach any of its applicable obligations under the Data Protection legislation.

FREEDOM OF INFORMATION

701 GENERAL:

- The contractor acknowledges that the Council is subject to the requirements of the Freedom of Information Act and the Environmental Information Regulations and shall assist and

cooperate with the Council to enable the Council to comply with its information disclosure obligations.

- The contractor shall and shall procure that its sub-contractors:
 - Transfer to the Council all requests for information that it receives as soon as practicable and in any every event within two working days of receiving the request for information.
 - Provide all necessary assistance as reasonably requested by the Council to enable the Council to respond to the request for information within the time for compliance set out in section 10 of the Freedom of Information Act or regulation 5 of the Environmental Information Regulations.
- The Council shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this contract or any other contract whether confidential information and / or any other information is exempt from disclosure in accordance with the Freedom of Information Act or regulation 5 of the Environmental Information Regulations.
- In no event shall the contractor respond directly to a request for information unless expressly authorised to do so by the Council.
- The contractor acknowledges that (notwithstanding the provisions of Clause 2) the Council may, acting in accordance with the Department of Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ('the code'), be obliged under the Freedom of Information Act, or the Environmental Information Regulations to disclose information concerning the contractor or the services:
 - In certain circumstances without consulting the contractor.
 - Following consultation with the contractor and having taken their views into account, provided always that where the previous item applies, the Council shall in accordance with any recommendations of the code, take reasonable steps, where appropriate to give the contractor advanced notice, or failing that to draw the disclosure to the contractor's attention after any such disclosure.
- The contractor shall ensure that all information is retained for disclosure and shall permit the Council to inspect such records as requested from time to time.

CONFIDENTIALITY

702 GENERAL:

- Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this contract, each party shall:
 - Treat the other party's confidential information as confidential and safeguard it accordingly.
 - Not to disclose the other part's confidential information to any other person without the owners prior written consent.
- Shall not apply to the extent that:
 - Such disclosure is a requirement of law placed upon the party making the disclosure, including any requirements for disclosure under the Freedom of Information Act 2000, or the Environmental Information Regulations pursuant to clause 0 (Freedom of Information Act 2000).
 - Such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner.
 - Such information was obtained from a third party without obligation of confidentiality.
 - Such information was already in the public domain at the time of disclosure otherwise than by a breach of this contract.
 - It is independently developed without access to the other part's confidential information.
- The contractor may only disclose the Council's confidential information to the employees, agents, consultants and contractors of the contractor who are directly involved in the provision of the works and who need to know the information, and shall ensure that such employees, agents, consultants and contractors of - Such contractor shall not and shall not procure that employees, agents, consultants and contractors of the contractor do not use any of the Council's confidential information received otherwise than for the purposes of the contract.
- Nothing in this contract shall prevent the Council from disclosing the contractor's confidential information:
 - To any Crown Body or any other Contracting Authority. All Crown Bodies or Contracting Authorities receiving confidential information shall be entitled to further disclose the

confidential information to other Crown Bodies or Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not a part of any Crown Body or any Contracting Authority.

- To any consultant, contractor or other person engaged by the employer or any person conducting an Office of Government Commerce gateway review.
- For the purpose of the examination and certification of the employer's accounts or any other examination pursuant to the Audit Commission Act 1998.
- For any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the employer has used its resources.
- The employer shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee or third party to whom the contractor's confidential information is disclosed pursuant to this clause is made aware of the employer's obligations of confidentiality.
- Nothing in this clause shall prevent either party from using techniques, ideas or know-how gained during the performance of the contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's confidential information or an infringement of intellectual property rights.

DATA IN TRANSIT POLICY

703 GENERAL:

- The customer shall comply and shall procure the compliance of its employees, agents, consultants and contractors with the security policy.
- The contractor shall permit the Council or the Council's representative (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit the contractor's activities (and / or those of its agents, subsidiaries and sub-contractors) and comply with all reasonable requests or directions by the Council to enable the Council to verify and / or procure that the contractor is in full compliance with its obligations in respect of the security policy under this contract.
- In the event of termination or expiry of the contract, the contractor shall cease to use the Council's data and at the direction of the Council:
 - Provide the Council and / or any replacement contractor with a complete and uncorrupted version of the Council data in electronic form in a format and on media agreed with the Council and / or any replacement contractor.
 - On the earlier of the receipt of the Council's written instructions or 12 months after the expiry or termination, destroy all copies of the Council's data.

EQUALITIES

704 GENERAL:

- The contractor shall:
 - Comply with and maintain policies to ensure that it and its sub-contractors comply with their and the Council's statutory obligations under the Equality Act 2010 and any regulations made thereunder, and to take all reasonable steps to secure that all servants, employees or agents of the contractor and its sub-contractors do not unlawfully discriminate against any person in decisions to recruit, train, promote, discipline or dismiss in the provision of services (whether in relation to age, disability, gender, reassignment, pregnancy and maternity, marriage or civil partnership, race, religion or belief, sex, sexual orientation or otherwise).
 - Comply with Council's requirements from time to time in relation to the elimination of unlawful discrimination and promotion of equality of opportunity, fostering good relations in connection with age, disability, gender assignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation,
 - Provide such information as the Council may reasonably require for the purpose of assessing the contractor's compliance with this clause including, if requested, recruitment and advertisements or other literature and details monitoring applicants and employees.
 - Take all responsible steps to procure the observance of the provisions of this clause in the provision of the services by all servants, employees, agents and consultants of the contractor and its sub-contractors.
- In the event of any finding of unlawful age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, and sexual orientation during the period of this contract by

any court or tribunal, or of an adverse finding in any period, the contractor shall inform the Council of his findings forthwith and shall (but in the event of an appeal, only after the final and unsuccessful outcome of the appellate process) take appropriate steps to the reasonable satisfaction of the Council to prevent repetition of unlawful discrimination.

HUMAN RIGHTS

705 GENERAL:

- The contractor shall comply with the Human Rights Act 1998 and any regulations or code of practice made thereunder ('the statutory provisions') and in carrying out such obligations shall act as though the statutory provisions relating to public authorities applied to the contractor and shall indemnify the Council in respect of all actions, claims, liabilities and demands arising out of any breach by the contractor.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS:

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

120 COMMUNICATION:

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

130 PRODUCTS:

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

135 SITE EQUIPMENT:

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

160 TERMS USED IN THIS SPECIFICATION:

- Remove: Disconnect, dismantle as necessary and take out designated products or work associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, place and fasten in position including all labour, materials and use of site equipment.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless otherwise stated.
- Keep for reuse: Do not damage designated products of 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.
- Make good: Execute local remedial work to designated areas. Make secure, sound and neat. Excludes redecoration and / or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat.

- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.

170 MANUFACTURER AND PRODUCT REFERENCE:

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

200 SUBSTITUTION OF PRODUCTS:

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

210 CROSS REFERENCES:

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS:

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS:

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

250 CURRENCY OF DOCUMENTS:

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

260 SIZES:

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

- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

- 410 ADDITIONAL COPIES OF DRAWINGS:
- Additional copies: Two copies will be issued free of charge.
- 420 ADDITIONAL COPIES OF SPECIFICATION:
- Additional copies: One copy will be issued free of charge.
- 440 DIMENSIONS:
- Scaled dimensions: Do not rely on.
- 450 MEASURED QUANTITIES:
- Ordering products and constructing the works: The accuracy and sufficiency of the measured quantities is not guaranteed.
 - Precedence: The specification and drawings shall override the measured quantities.
- 460 THE SPECIFICATION:
- Coordination: All sections must be read in conjunction with Main Contract Preliminaries / General Conditions.

DOCUMENTS PROVIDED BY CONTRACTOR / SUBCONTRACTORS / SUPPLIERS

- 710 TECHNICAL LITERATURE:
- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the works.
 - Relevant British, EN or ISO Standards.
- 720 MAINTENANCE INSTRUCTIONS AND GUARANTEES:
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the works.
 - Information location: Building Manual.
 - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: twenty four hours seven days a week.

A32 MANAGEMENT OF THE WORKS

- 110 SUPERVISION:
- General: Accept responsibility for coordination, supervision and administration of the works, including subcontracts.
 - Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work. The Foreman / Contracts Manager will not be changed without the CA's written approval.
- 115 CONSIDERATE CONSTRUCTORS SCHEME:
- Registration: Before starting work, register with the site and pay the appropriate fee:
 - Contact address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire SG12 0YX.
Tel: 01920 485959
Free phone: 0800 7831423
Email: enquiries@ccscheme.org.uk
Website: <https://secure.ccscheme.org.uk/Registration/AddNewSite.aspx>
 - Standard: Comply with the Scheme's Code of Considerate Practice, as well as Cemetery Manager instructions to cease works at any time when a funeral is taking place – reasonable notice will be given.

Minimum compliance level: Good.

120 INSURANCE:

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

130 INSURANCE CLAIMS:

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

140 CLIMATIC CONDITIONS:

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

150 OWNERSHIP

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

PROGRAMME / PROGRESS

210 PROGRAMME:

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the works, which must include details of:
 - Planning and mobilisation by the Principal Contractor.
 - Subcontractor's work.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - Work by others concurrent with the Contract.
- Submit one copy.

231 SUBMISSION of programmes will not relieve the contractor of responsibility to advise the CA of the need for further drawings, details or instructions in accordance with the Conditions of Contract.

245 START OF WORK ON SITE:

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

250 MONITORING:

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 CA's SITE MEETINGS:

- General: Site meetings will be held to review progress and other matters arising from administration of the contract.
- Frequency: Weekly or when required.
- Location: On site.
- Accommodation: Ensure availability at the time of such meetings.

- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
 - Chairperson: Contract Administrator.
- 263 CONTRACTORS PROGRESS REPORT:
- Submit a progress report to the CA 3 days prior to each CA's site meeting. Notwithstanding the contractor's obligations under the contract the report must include:
 - A progress statement by reference to the master programme of works.
 - Details of any matters materially affecting the regular progress of the works.
 - Any requirements for further drawings or details or instructions to enable the CA to fulfil their obligations under the conditions of the contract.
- 270 CONTRACTOR'S SITE MEETINGS:
- Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
- 290 NOTICE OF COMPLETION:
- Requirement: Give notice of anticipated dates for completion.
 - Period of notice (minimum): One week.
- 300 ADVERSE WEATHER:
- Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.
- 310 EXTENSIONS OF TIME:
- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, it must be given in writing and include details of the causes which apply concurrently.
 - Details: The contractor will as soon as possible submit:
 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the works beyond the date for completion.
 - All other relevant information required.
- CONTROL OF COST**
- 410 CASH FLOW FORECAST:
- As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the works at the date of each interim certificate throughout the contract period and based upon the programme of works.
- 420 REMOVAL / REPLACEMENT OF EXISTING WORK:
- Extent and location: Agree before commencement.
 - Execution: Carry out in ways that minimize the extent of work.
- 430 PROPOSED INSTRUCTIONS:
- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. The estimate must include a detailed breakdown of the cost including any allowance for direct loss and expense. Details of any additional resources which may be required and any adjustments which may have to be made to the programme for the works.
- 440 MEASUREMENT:
- Covered work: Give reasonable notice to the CA before covering work required to be measured.
- 450 DAYWORK VOUCHERS:
- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
 - Content: Before delivery each voucher must be:

- Referenced to the instruction under which the work is authorised.
- Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

460 INTERIM VALUATIONS:

- Applications: Include details of amounts due under the contract together with all necessary supporting information.
- Submission: Refer to JCT Minor Works Contract.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS:

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

480 LABOUR AND PLANT:

- At the beginning of each week provide for verification by the CA records showing, for each day of the previous week the number of tradesmen, labourers and other persons employed on the site, including subcontractors.

A33 QUALITY STANDARDS / CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION:

- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.
 - Contract documents: Omissions or errors in description and / or quantity shall not vitiate the contract nor release the Contractor from any obligations or liabilities under the contract.

120 WORKMANSHIP SKILLS:

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

130 QUALITY OF PRODUCTS:

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

135 QUALITY OF EXECUTION:

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

140 CHECKING COMPLIANCE OF PRODUCTS:

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

150 INSPECTIONS:

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

160 RELATED WORK:

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

170 MANUFACTURER'S RECOMMENDATIONS / INSTRUCTIONS:

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

180 WATER FOR THE WORKS:

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

SAMPLES / APPROVALS**210 SAMPLES:**

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

220 APPROVAL OF PRODUCTS:

- Submissions, samples, inspections and tests: Undertake or arrange to suit the works programme.

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

SERVICES GENERALLY

- 410 SERVICES REGULATIONS:
- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.
- 420 WATER REGULATIONS / BYELAWS NOTIFICATION:
- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
 - Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.
- 435 ELECTRICAL INSTALLATION CERTIFICATE (IF REQUIRED):
- Issue: When work is completed.
 - Original certificate: To be lodged in the Health & Safety file / Operations and Maintenance file.

SUPERVISION / INSPECTION / DEFECTIVE WORK

- 510 SUPERVISION:
- General: In addition to the constant management and supervision of the works provided by the principal 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.
 - Replacement: Give maximum possible notice before changing person in charge.
- 525 ACCESS FOR CA:
- Extent: Provide at all reasonable times access to the works and to other places of the contractor or subcontractors where work is being prepared for the contract.
 - Designate: Contract Administrator.
- 540 DEFECTS IN EXISTING WORK:
- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
 - Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.
- 560 TESTS AND INSPECTIONS:
- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
 - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
 - Records: Submit a copy of test certificates and retain copies on site.
- 590 RECTIFICATION FOR DEFECTIVE PRODUCTS / EXECUTIONS:

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

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION:

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

720 SECURITY AT COMPLETION:

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

730 MAKING GOOD DEFECTS:

- **Remedial work:** Arrange access with Contract Administrator.
- **Rectification:** Give reasonable notice for access to the various parts of the works.
- **Completion:** Notify when remedial works have been completed.

A34 SECURITY / HEALTH AND SAFETY

120 EXECUTION HAZARDS:

- **Common hazards:** Not listed. Control by good management and site practice.
- **Significant hazards:** The design of the project includes the following:
 - **Hazard:** Working at height, falls from height and falling objects.
 - **Precautions assumed:** Erect scaffolding with debris netting to all working areas.
 - **Hazard:** Existing dust.
 - **Precautions:** Use the appropriate Personal Protective Equipment.

130 PRODUCT HAZARDS:

- **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.
- **Common hazards:** Not listed. Control by good management and site practice.
- **Significant hazards:** Specified construction materials include the following:
 - **Hazard:** Lead materials.
 - **Precautions:** Use appropriate Personal Protective Equipment for handling and storage.
 - **Hazard:** Asbestos.
 - **Precautions:** If presumed asbestos materials located on site, stop work and inform CA.
 - **Hazard:** Lime.
 - **Precautions:** Use appropriate Personal Protective Equipment for handling and storage.

140 CONSTRUCTION PHASE PLAN:

- **Submission:** Present to the Employer / Client no later than two weeks prior to commencement of the works.

- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Construction Phase Plan, clause A30/570, and the Pre-Construction Information Plan.

150 SECURITY:

- Protection: Safeguard the site, the works, products, materials, and any existing buildings affected by the works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the works and adjoining property.
- Special requirements: Keep access road and all entrance/exit routes on the site clear.

155 IDENTIFICATION OF EMPLOYEES:

- The contractor is to ensure photographic identification passes are issued to all operatives on site, and are to be worn at all times.

160 STABILITY:

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

200 MOBILE TELEPHONES:

- Use: Will be permitted for use on site by the site foreman only.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS:

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

PROTECT AGAINST THE FOLLOWING**220 NOISE CONTROL:**

- The contractor is to note the adjacent property will be occupied throughout the duration of the contract and allow for certain noisy works to be carried out as to cause as minimal disturbance to end users as possible. The contractor is to highlight potential noisy works in their programme when submitted with their tender.

230 POLLUTION:

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

250 USE OF PESTICIDES:

- Use: Not permitted.

360 NUISANCE:

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Good practice: There will be no shouting, whistling, playing of any music or swearing on site. Any operative found or accused on more than one occasion will be removed from site immediately.

370 DANGEROUS OR HAZARDOUS MATERIALS:

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

380 FIRE PREVENTION:

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

390 SMOKING ON SITE:

- Smoking on site: Not permitted.

400 BURNING ON SITE:

- Burning on site: Not permitted.

410 MOISTURE:

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

420 INFECTED TIMBER / CONTAMINATED MATERIALS:

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

430 WASTE:

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

PROTECT THE FOLLOWING**500 WORK IN ALL SECTIONS:**

- Protection: 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 additional protection to ensure damage does not occur.
- Temporary: Provide all temporary weather proofing and cover up and properly protect the works and materials from snow, frost and inclement weather and cover up at the end of each working day.

510 EXISTING SERVICES:

- Confirmation: Notify all service authorities, statutory undertakers and / or adjacent owners of proposed works not less than one week before commencing site operations.

- Identification: Before starting work, check and mark positions of mains / services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
 - Comply with service authority's / statutory undertaker's recommendations.
 - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities / statutory undertakers or other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth.
 - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the works:
 - Immediately give notice and notify appropriate service authority / statutory undertaker.
 - Make arrangements for the work to be made good without delay to the satisfaction of service authority / statutory undertaker or other owner as appropriate.
 - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's / statutory undertakers recommendations.

520 ROADS AND FOOTPATHS:

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

530 EXISTING TOPSOIL / SUBSOIL:

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the works.
- Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES / SHRUBS / GRASSED AREAS:

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

550 WILDLIFE SPECIES AND HABITATS:

- General: Safeguard the following;
- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

560 EXISTING FEATURES:

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the works.
- Special requirements: Prevent damage to Commonwealth War Graves' "Sword of Sacrifice" Memorial immediately in front of the Chapel

570 EXISTING WORK:

- Protection: Prevent damage to existing property undergoing alteration or extension.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

580 BUILDING INTERIORS:

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

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT:

- Protection: Prevent damage or move as necessary to enable the works to be executed. Reinstall in original positions.
- Extent: Before work in each room starts the employer will remove the following:
 - N/A.

625 ADJOINING PROPERTY RESTRICTIONS:

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

630 EXISTING STRUCTURES:

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

640 MATERIALS FOR RECYCLING:

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

A35 SPECIFIC LIMITATIONS ON METHOD / SEQUENCE / TIMING**130 METHOD / SEQUENCE OF WORK:**

- Specific Limitations: Include the following in the programme:
 - Stonework then roofing work.

135 PHOTOGRAPHIC SURVEY:

- Prior to commencement of the works, the contractor will carry out an inspection of the property with the CA to take written and photographic schedules of condition of roofs, etc. which may be affected by the work. The schedule of condition is to be approved and certified by both parties.

140 ACCESS TO THE SITE:

- Where the construction work is deemed to have direct environmental impact which will affect public thoroughfare, the impact areas are to be kept clear and tidy at all times and at no time shall the area be used for storage or disposal of materials, etc.

141 ACCESS SCAFFOLDING (SCAFFOLDING COMPANY TO BE NASC APPROVED):

- Ensure that scaffolding is erected early enough and dismantled late enough to suit programmes of all subcontractors.
- The contractor must allow sufficient allocation within their programme for snagging inspections carried out by the CA and any works arising from these inspections.

- The contractor must obtain the CA's consent prior to dismantling the scaffolding in order to ensure all necessary inspections have been made.
- The works will not be considered for practical completion until all works including removal of access scaffolding have been completed.
- Where there are extensions to the property, scaffolding is to be properly bridged and loads evenly spread to avoid damaging these areas.
- Scaffold design to maintain unhindered access to and from the building at all times.
- All roof and wall surfaces are to be cleaned as the scaffold is struck ensuring all gutters, outlets, ledges and sills are swept clean and decorations are made good in areas where access was restricted by the scaffolding.
- Upon striking ensure all putlog holes are made good using appropriate materials to match.
- Allow to construct scaffolding in accordance with the detailed requirements and to BS EN12811-1.
- The sub-contractor will submit detailed proposals in the form of construction drawings and associated engineer's calculations to the principal contractor for approval. The principal contractor will then submit to the Principal Designer.
- The scaffold is to be erected in such a way that as to not hinder the progress of the works. No extras or variations will be accepted for reconstructing sections of scaffolding that have obstructed works or damaged sections of the building and the contractor will be required to remedy such defects at his own cost.
- The contractor is to for the duration of the project supply and fit fire retardant debris netting fully to all required elevations.

142 SCAFFOLD ALARM:

- A remotely monitored alarm is required to be installed to the first lift of scaffolding to all elevations of the building. The alarm must be operational at all times the site is unattended including during the erection and dismantling of the scaffolding. The scaffolding alarm company will be a member of the SSAIB and must comply with the requirements of SS2006.

170 USE OR DISPOSAL OF MATERIALS:

- Specific limitations: SWMP not required.
- Storage of materials and plant, etc. will be at the contractors own risk.
- Building rubbish will be kept in suitable bags and removed from site and not stored or dumped anywhere on the premises, scaffolding, or on the tarmac and paving areas.

190 WORKING HOURS:

- Generally: 08.00 to 17.00 weekdays, permission will be required from the CA to work Saturdays. There will be no working on Sundays.

200 STAGE SNAGGING:

- The contractor is offer up areas of completed works for inspection by the CA in stages e.g. repairs, preparation, each coating of paintwork etc.

A36 FACILITIES / TEMPORARY WORK / SERVICES

GENERALLY

100 POSSESSION OF THE SITE:

- The contractor will be held responsible for the care of the works and the existing premises. On possession of the site, the contractor will rod and clean all rainwater gullies, pipes, hoppers etc. and ensure their correct operation and shall maintain during the contract and finally check and clean on completion of the work.

115 SCAFFOLDING AND ALARMS:

- Supply, erect and maintain as necessary to carry out the works suitable access scaffold, access towers, ladders or other access equipment suitable for use by all specified trades and sub trades to all levels of all elevations.

120 SCAFFOLD GANTRY:

- The contractor must make allowance for the provision of a full working gantry, if deemed required.

ACCOMMODATION

210 WELFARE:

- Site welfare: The internal area of the Chapel will be offered as welfare facilities for the duration of the contract.
- Should keys be required for access & securing welfare facilities, these will be provided by the Cemetery Manager. Contractor to liaise
- Adaptions: The contractor will make the necessary arrangements to amend the existing facilities in order to comply with the CDM 2015 Regulations.
- Replenishment: The contractor will ensure the welfare facilities and WC areas are replenished on a regular basis throughout the duration of the contract.
- Cleaning: The contractor will ensure all welfare and WC areas are kept clean throughout the duration of the contract.
- First aid: The contractor will ensure all first aid requirements are supplied and kept replenished.

220 ROOM FOR MEETINGS:

- Facilities: Provide suitable furniture for site meetings, where not otherwise available.
- Furniture: Provide table and chairs for six people, where not otherwise available.
- Site office: The contractor may use the area for a site office if deemed appropriate.

230 TEMPORARY ACCOMODATION:

- Proposals for temporary accommodation and storage for the works: Submit two weeks prior to commencement of the works.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.
- Meeting room: On request and subsequent Client approval, the meeting room may be used to store materials / tools at the contractor's own risk.

TEMPORARY WORKS

340 NAME BOARDS / ADVERTISEMENTS:

- Name boards / advertisements: Contractor to submit proposals to CA for approval.

SERVICES AND FACILITIES

410 LIGHTING AND POWER:

- Work and inspection: Provide temporary lighting and / or power to external areas delivered from the permanent installation if required.

420 LIGHTING AND POWER:

- The contractor is to note that where no electrical power supply is readily available on site, the contractor will provide the appropriate portable generator for use on the site. All generators used on site are to be silent running.

430 WATER:

- A water supply will be available on site. The contractor is to liaise with the Cemetery manager in respect of connection and metering of reasonable usage.
- The employer will not be responsible for the consequences of failure or restriction in supply.

435 WATER RESTRICTIONS:

- If the water supply is or likely to be restricted by emergency legislation, inform the CA without delay and ascertain the availability and additional cost of water from alternative sources.

440 TELEPHONES:

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

540 METER READINGS:

- Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and / or completion as appropriate.
 - Copies of readings are supplied to interested parties.

550 THERMOMETERS: Provide on-site and maintain in accurate in accurate condition:

- A maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

570 PERSONAL PROTECTIVE EQUIPMENT:

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: Four.
 - High visibility waistcoats to BS EN 471 Class 2. Number required: Four.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: One.
 - Disposable respirators to BS EN 149.FFP1S.
 - Eye protection to BS EN 166.
 - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION / MAINTENANCE OF THE FINISHED BUILDING GENERALLY**120 THE HEALTH AND SAFETY FILE:**

- Purpose: To provide information about the structure or materials used, which might affect the health or safety of anyone if construction works, (including cleaning, maintenance, alterations, refurbishment and demolition) are carried out.
- Contractor designed and performance specified work: Obtain or prepare details of construction methods and materials, general maintenance instructions and as-built drawings.
- Other information: Obtain or prepare details of utilities and services, materials hazards, access requirements/restrictions and maintenance and decommissioning instructions.
- Number of copies: Submit two copies to the Principal Designer.
- Latest date for submission: Two weeks before the date for completion stated in the contract documents.

A40 CONTRACTOR'S GENERAL COST ITEMS**100 MANAGEMENT AND STAFF:**

- Cost significant items: Site supervision.

200 SITE ACCOMMODATION:

- Cost significant items: Welfare facilities.

300 SERVICES AND FACILITIES:

- Details: Services or facilities required or not made available by the employer. See section A36.

400 TEMPORARY WORKS:

- Cost significant items: Scaffolding, hoist and alarms.

Total Preliminaries to collection £

2.0 Materials and Workmanship

To be read with the Preliminaries and Schedule of Works

C20 Demolition

- 5 SURVEYS:
- Scope: Before starting work, carry out a survey and submit a report and method statement covering the following:
 - Condition and methods with sequences for the removal of the roofing and stone materials.
 - Removal methods of hazardous materials.
 - Type and location of adjoining or surrounding premises which may be adversely affected by the works.
 - Identification, location, disconnection and removal of services.
 - Arrangements for protection of personnel and the public.
 - Arrangements for control of site transport and traffic.
- 25 LOCATION OF SERVICES:
- Services affected by the works: Locate and mark positions.
 - Mains services: Arrange with the appropriate authorities for locating and marking positions.
- 45 SERVICES WHICH ARE TO REMAIN:
- Damage: Give notice and notify the service authority or owner of damage arising from the execution of the works.
 - Repairs: Complete to the satisfaction of service authority or owner.
- 50 WORKMANSHIP:
- Standard: Competent to undertake the specified work.
 - Operatives: Appropriately skilled and experienced for the type of work. Holding or in training for relevant CITB Certificates of Competence.
 - Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of removal to be used.
- 65 STRUCTURES TO BE RETAINED:
- Parts which are to be kept: Protect.
 - Extent of work: Cut away and strip out the minimum necessary.
- 76 ASBESTOS CONTAINING MATERIALS:
- Discovery: Give note immediately of suspected asbestos containing materials discovered. Avoid disturbing such materials and submit details of methods for safe removal.
- 90 CONTRACTOR'S PROPERTY:
- Components and materials arising from the removal work: Property of the Contractor except where otherwise provided. Remove from site as work proceeds.

F21 Natural Stone / Ashlar Walling / Dressings

TYPES OF WALLING / DRESSINGS

110 SLOPING PARAPET COPINGS:

- Stone: To BS EN 771-6:2011 or other national equivalent and so marked.
- Name: Bath Limestone.
- Surface finish: Smooth.
- Size: To match existing.
- Colour: To match existing.
- Potential Supplier: Archer Stone Restoration Ltd (Wivelsfield Green), T E Tilley Ltd (Brighton), CWO Ltd (Cathedral Works), Harry Stone Quarry or Chichester Stoneworks Ltd. **To be agreed with Employer**
- Additional requirements: Decorative corbel kneeler stones.
- Quality: Free from vents, cracks, fissures, discolouration, or other defects deleterious to strength, durability or appearance. Before delivery to site, season thoroughly, dress and work in accordance with shop drawings prepared by supplier.
- Mortar mix: 1:3 NHL3.5 lime: sand and as Z21.
- Additional requirements: Bed joint reinforcement to every course. Colour to match stonework.
- Bond: As existing.
- Joints: As existing.

GENERAL / PRODUCTION

250 CUTTING AND DRESSING STONE:

- Timing: After seasoning but before delivery to site.
- Accuracy of exposed and joint surfaces: Square, true planes free from hollow or rough areas.
- Dimensions: Maintain specified joint widths.
- Orientation for natural bed of stones: Appropriate to properties of stones and positions.

260 IDENTIFICATION OF STONE UNITS:

- Marking: Clearly and indelibly on concealed faces to indicate the natural bed and position in finished work.

LAYING AND JOINTING

300 REFERENCE STONES:

- General: Forward samples of proposed stone and obtain approval of appearance before proceeding.

315 ADVERSE WEATHER:

- General: Do not use frozen materials or lay on frozen surfaces.
- Air temperature: Do not lay stones in lime mortar at or below 5°C and falling or below 3°C and rising.
- Temperature of walling during curing: Above freezing until mortar has hardened.
- Newly laid stone: Protect from rain and snow and drying out too rapidly in hot conditions and in drying winds.

325 LAYING GENERALLY:

- Stone selection: Do not use units with damaged faces or arrises.
- Accuracy: Stones to be level and true to line.
- Absorbent stones: Dampen in warm weather to reduce suction. Do not soak.
- Mortar joints: Lay in full bed of mortar with all joints and voids filled.
- Appearance: Neat and consistent.
- Cleanliness: Keep facework clean. Rubbing and other abrasive or chemical cleaning methods to remove marks and stains will not be permitted.

390 POINTING:

- Joint preparation: Rake out to depth of 10-15 mm as work proceeds, remove debris, dampen surface and repoint joints.
- Mortar application: Neat and consistent.

G20 Carpentry / timber framing / first fixing

05 GRADED SOFTWOOD FOR JOISTS, PURLINS, RAFTERS ETC:

- Graded standard: To BS EN 14081 or other national equivalent and so marked.
- Strength class: C24.
- Surface finish: Regularized.
- Treatment: CCA impregnation to Property Care Association Commodity Specification, Service life: 40 years.

10 UNGRADED SOFTWOOD FOR INTERNAL NONSTRUCTURAL USE:

- Quality of timber: Free from decay, insect attack (except pinhole borers) and with no knots wider than half the width of the section.
- Strength class: C16.
- Surface finish: Regularized.
- Treatment: CCA impregnation to Property Care Association Commodity Specification, Service life: 40 years.

15 PLYWOOD:

- Standard: Marine plywood to an approved national standard.
- Thickness: 18 mm and 24 mm.
- Bond quality to BS EN 636: Class 3.
- Surface finish: Sanded.
- Treatment: Uncoated.

30 SELECTION AND USE OF TIMBER:

- Timber members damaged, crushed or split beyond the limits permitted by their grading: Do not use.
- Notches and holes: Position in relation to knots or other defects such that the strength of members will not be reduced.
- Scarf joints, finger joints and splice plates: Do not use.

35 PROCESSING TREATED TIMBER:

- Cutting and machining: Maximise before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
- Surfaces exposed by minor cutting and drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

40 MOISTURE CONTENT:

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

50 ADDITIONAL SUPPORTS:

- Provision: Where not specified, position and fix additional studs, noggins or battens for edge of sheets etc.
- Material properties: Additional studs, noggins and battens to be of adequate size and have the same treatment, as adjacent timber supports.

97 EAVES SOFFIT VENTILATORS:

- Airway: Provide the equivalent of a continuous opening to tile manufacturer's recommendations for eaves ventilation to all perimeters.

H62 Plain Tiling

TYPE(S) OF TILING

105 MACHINE MADE CLAY PLAIN TILES TO ALL PITCHED ROOFS:

- Base: Existing rafters.
- Pitch: As existing.
- Underlay: Dupont Tyvek Supro Plus Breather Membrane.
- Battens: As clause 245.
- Fixing: As clause 275.
- Tile manufacturer: Marley Eternit Limited.
- Reference: Hawkins machine-made clay tiles.
- Colour: Staffordshire Blue.
- Finish: Fine sanded.
- Size: 265 mm x 165 mm.
- Minimum headlap: 65 mm.
- Fixing: As clause 275.

210 BASIC WORKMANSHIP:

- Carry out all tiling work in accordance with BS 5534:2015.
- Set out and give true lines and regular appearance, fitting neatly at all edges, junctions and features.
- Fix tile roofing to make the whole sound and weathertight at the earliest opportunity.
- Repair any defects as quickly as practicable to minimise damage and nuisance. Keep gutters and pies free from debris and clean out on completion.

225 SUITABILITY OF STRUCTURE / BASE:

- Before commencement of tiling, survey supporting structure / base, checking line, level and fixing points. Report immediately to the CA of the structure / base is unsuitable to receive tiling.

240 UNDERLAY:

- Handle carefully to prevent tears and puncture and repair with manufacturer's recommendations.
- Lay parallel to eaves, maintaining consistent tautness, to minimise gaps.
- Vertical laps not less than 150 mm wide, coinciding with supports. Horizontal laps not less than 150 mm. Fix with 20 mm x 3 mm zinc coated steel extra-large head felt nails.
- Where pipes and other components penetrate the underlay, cut neatly and accurately and turn flanges up to give a tight, watershedding fit. Install underlay seals, catchment trays and weathering membranes where specified.
- Ensure that underlay does not obstruct roof ventilation.
- Where specialist vapour permeable underlay materials are specified, lay strictly in accordance with the manufacturer's instructions.

245 BATTENS / COUNTERBATTENS:

- Sawn softwood species to BS 5534, clause 4.12.1. Permissible characteristics and defects must not exceed the limits given in BS 5534, Annex C. Moisture content not more than 22% at the time of fixing.
- Preservative treatment: As Property Care Association specification.
- Fix as specified below.

265 BATTENS ON TIMBER SUPPORTS:

- To be in straight horizontal lines, aligned on adjacent areas, spanning over three supports, with no batten less than 1200 mm long.
- Joints to be square cut, butted centrally on supports and must not occur more than once in any group of four battens on any one support.
- Provide an additional batten where an unsupported lap in the underlay occurs between battens.
- Fix each batten to each support, splay nailing at ends.

- Ensure that batten fixings are specified to the correct length and diameter to resist anticipated design loads, including wind uplift forces.

275 TILE FIXING:

- Lay each course half broken bond with tails aligned.
- Use left hand and right hand 1½ width tiles at ends of alternative courses to maintain bond and ensure that cut tiles are as large as possible.
- Fix tiles in accordance with BS 5534:2015 Zone 1 and to manufacturer's recommendations. In all cases fix perimeter tiles, i.e. tiles on eaves course, top course, at verges, adjacent to valleys and abutments and around all obstructions. Liaise with tile manufacture for additional tile fixing requirements.
- Nail tiles where specified, using 45 mm x 3.35 mm Marley Eternit Aluminium nails (code 30398).

ROOF TILING EDGES / JUNCTIONS / FEATURES

305 GENERALLY:

- Ensure that all preparatory information e.g. rigid sarking, ventilation openings and valley boards, are communicated to other trades.
- Form all details using the specified Marley Eternit Limited recommended fittings and accessories: Do not improve without approval.
- Fittings and accessories to be supplied by Marley Eternit Limited to match the tile colour and finishes unless specified otherwise.
- Cut tiles only where necessary, with an appropriate tool, to give straight clean edges.
- Fix edge tiles and fittings securely to neat, true lines.
- Ensure that all soakers are fixed in accordance with manufacturers recommendations.
- Adequately protect tiles adjacent to sloping parapets whilst lime mortar repairs are being undertaken, remove protection on completion.

320 EAVES UNDERLAY SUPPORTS:

- Lay each course of eaves tiles on treated timber boarding to match existing.
- First row of tiles to be bedded on lime mortar mix to be 1:3 lime:sand (mixture of building sand and sharp sand).
- Ensure that batten fixings are specified to the correct length and diameter to resist anticipated design loads, including wind uplift forces.

345 VALLEYS:

- Lay Marley Eternit Limited valley tiles to match new Hawkins machine-made clay Staffordshire blue tiles, allow to mechanically fix to valley board and to bed on lime mortar, mix to be 1:3 lime:sand (mixture of building sand and sharp sand).
- New valley tiles to be supported on existing timber valley boards.

355 SIDE ABUTMENTS (Lime mortar fillets to all sloping parapets):

- Turn underlay up at least 50 mm.
- Install new zinc soakers to every course, supported on lower tile and mechanically fixed to the batten immediately above.
- Cut tiles to closely fit to abutment.
- Trim felt and zinc soakers to CA's approval prior to laying new mortar fillets.

365 LEAD BOX GUTTER:

- Fix 18 mm external quality lay boards to form back gutter supported on rafters.
- Form new box gutter with 24 mm marine plyboard supported on new joists and to Lead Sheet Association recommendations.
- Provide timber tilting fillets.
- Fix not less than 325 mm width of BS 5534 Annex A Type 5U or an equivalent UV durable type underlay underlapping first width of underlay and dress over tilting fillet.
- Dress Code 5 lead to full width and full length of box gutter in accordance with the Lead Sheet Association recommendations.
- Fix all tiles to eaves course as clause 320.

375 RIDGES:

- Lay a length of permeable underlay over ridge overlapping general permeable underlay by not less than 150 mm.
- Lay and mechanically fix new Marley ridges to match existing and to manufacturers recommendations. Ridges to be pointed in lime mortar to match existing.
- Ridge ends: To be infilled with lime mortar, mix 1:3 lime:sand (mixture of building sand and sharp sand).

380 MORTAR FILLETS:

- All sloping parapets to be pointed in lime mortar, mix 1:3 lime:sand (mixture of building sand and sharp sand).
- New mortar fillets to be undertaken in stages to match existing fillets.

M20 Plastered / Rendered / Roughcast Coatings**10 LIME MORTAR RENDER TO SLOPING PARAPETS:**

- Background: Brickwork.
- Preparation: As clause 80.
- Render Coat(s): NHL 3.5 1:3 lime:sand (mixture of building sand and sharp sand). Allow to test existing render to ensure correct match. To be carried out in conjunction with lime mortar roof fillets.
- Thickness (excluding dubbing out): 9-16 mm.
- Lime: To BS EN 459-1:2001, Building Lime definitions, specifications and conformity criteria, British Standards Institute London 2002.
- Thickness: To match existing.

45 MIXING:

- Measure materials accurately by volume using clean gauge boxes. Proportions of specified mortar mixes are for damp sand. Adjust proportions if dry sand is used.
- Mix materials thoroughly to a uniform consistency and appearance using suitable mechanical or manual means or, for proprietary mixes, as recommended by the manufacturer.
- Do not use admixtures unless specified or approved.

50 CONTAMINATION: Do not allow contamination of one type of material by another, or by any set material.**55 CLEANLINESS:** Protect thoroughly all existing work and approaches using suitable boards, sheets, etc. Clean off all droppings on to finished work immediately.**60 ADVERSE WEATHER:**

- Do not carry out external work when air temperature is below 3°C and falling or below 1°C and rising.
- Take all necessary precautions to enable internal coating work to proceed without damage when air temperature is below 3°C.
- Do not use frozen materials and do not apply coatings to frozen or frost bound backgrounds.

70 ACCEPTANCE OF BACKGROUNDS: Before preparation or application of coatings ensure that:

- Backgrounds are secure, adequately true and level to achieve specified tolerances, free from contamination and loose areas, reasonably dry and in a suitable condition to receive specified coatings.
- All cutting, chasing, fixing of concealed conduits, service outlets and the like, and making good of the background, is completed.

80 PREPARATION GENERALLY:

- Remove efflorescence, dust and other loose material by thoroughly dry brushing.
- Remove all traces of paint, grease, dirt and other materials incompatible with coating by scrubbing with water containing detergent and washing off with plenty of clean water. Allow to dry before applying coatings unless specified otherwise.

110 APPLICATION:

- Thoroughly wet backing material / preceding coat to reduce suction prior to applying base coat. Rule off base coat and comb when semi-dry to provide key for undercoat. Allow base coat to dry for a minimum of 3 days to allow for initial shrinkage and test for strength prior to applying undercoat. Repeat procedure for undercoat and finishing coat.
- Finishing coat to be finished with a smooth wooden float and lightly worked in a circular figure & figure of eight method to achieve a finish to match all adjacent areas.
- All lining out is to match previous patterns. Mark out with a rule and marking tool using levels and plumb rules.
- Daywork joints are to be finished where possible at a natural break point or by striking off at a true level to avoid rugged edges.
- Repairs to cornices / plinths / string courses and other mouldings are to match exactly existing profiles by using horsed moulds comprising of a zinc profile mounted on a wooden frame run along horizontal rails and guides. Care is to be taken to achieve a smooth finish to the top coat. Excessive dragging or pitting to the surface will not be acceptable. Rub down edge joints if necessary to marry up with the original adjacent material.
- Make good backing material prior to running moulded profiles. Re-bed loose brickwork or tile and build up deep voids using tile or brick. Rake out mortar joints and prepare as before described.

120 DRYING OF RENDER:

- Keep each undercoat and final coat damp for the first 3-4 days by covering with polyethylene sheet and / or spraying with water.
- Allow each coat to dry out thoroughly to ensure that drying shrinkage is substantially complete before applying next coat.
- Adequately protect newly applied external coatings against frost and rain for the first 48 hours using polythene sheet hung clear of the face, or other approved method.

150 PAINTING OF RENDER / STUCCO:

- Allow new areas of render to dry for the maximum possible period prior to painting (in accordance with the ICI or Keim specification). The contractor is to allow the programme this work early in the contract. Protect all new work from rain and direct sunlight until dry.

R10 Rainwater Goods**10 PIPEWORK FOR EXTERNAL USE:**

- Manufacturer and reference: Marley Alutec.
- Pipes, fittings and accessories: 3m downpipes, outlets and / or 76 mm hopper heads (standard) and 76 mm shoes or connect into existing drainage.
- Type: Traditional.
- Size(s): 76 mm.
- Finish / Colour: Heritage black.
- Method of jointing: Pipe sockets.
- Method of fixing: Pipe clips.

30 GUTTERS:

- Manufacturer and reference: Marley Alutec Evolve.
- Gutters and fittings: 3m gutters, union joiners and stop ends.
- Profile: Deepflow
- Size: 125 mm.
- Colour: Heritage black.
- Fixing: 1 no. fixed rafter arm to each timber rafter.
- Accessories: Wire mesh balloon protection to hopper heads.

40 INSTALLATION GENERALLY:

- Install pipework / gutters to ensure the complete discharge of rainwater from the building without leaking.
- Obtain all components for each type of pipework / guttering from the same manufacturer unless specified otherwise.

- Provide access fittings and rodding eyes as necessary in convenient locations to permit adequate cleaning and testing of pipework. To be agreed with CA and Conservation Officer.
- Avoid contact between dissimilar metals and other materials which would result in electrolytic corrosion.
- Adequately protect pipework / gutters from damage and distortion during construction. Fit purpose made temporary caps to prevent ingress of debris. Fit all access covers, cleaning eyes and blanking plates as the work proceeds.
- Where not specified otherwise use plated, sherardized, galvanized or non-ferrous fastenings, suitable for the purpose and background, and compatible with the material being fixed.

200 **FIXING GUTTERS:**

- Set out to a true line and even gradient to ensure no ponding or backfall. Position high points of gutters as close as practical to the roof and low points not more than 50 mm below the roof.
- Position outlets to align with connections to below ground drainage, unless instructed otherwise.
- Provide for thermal and building movement when fixing and jointing, and ensure that clearances are not reduced as fixing proceeds.
- Seal as specified to make watertight.
- Ensure that roofing underlay is dressed into gutter.

220 **FIXING PIPEWORK:**

- Fix securely at specified centres plumb and / or true to line.
- Make changes in direction of pipe runs only where shown on drawings unless otherwise approved.
- Fix branches and low gradient sections with uniform and adequate falls to drain efficiently.
- Fix externally scooted pipes / fittings with sockets facing upstream.
- Provide additional supports as necessary to support junctions and changes in direction.
- Fix every length of pipe at or close below the socket collar or coupling.
- Provide a load bearing support for vertical pipes at not less than every storey level. Tighten fixings as the work proceeds so that every storey is self-supporting and undue weight is not imposed on fixings at the base of the pipe.
- Isolate from structure where passing through walls or floors and sleeve pipes.
- Provide for thermal and building movement when fixing and jointing, and ensure that clearances are not reduced as fixing proceeds.
- Fix expansion joint pipe sockets rigidly to the building and elsewhere use fixings that allow the pipe to slide.

550 **GUTTER TEST:**

- Block all outlets, fill gutters to overflow level and after 5 minutes closely inspect for leakage.

Z21 Mortars

130 **NATURAL HYDRAULIC LIME (NHL 3.5) MORTAR:**

- Unless specified otherwise, use hydraulic lime:sand to BS EN 998-2.
- Coloured mortar, where required, to be made using a proprietary coloured ready-mixed lime:sand (sand to be a mixture of building sand and sharp sand), colour to approval where not specified.

180 **ADMIXTURES:**

- Do not use in mortar unless specified or approved. Do not use calcium chloride or any admixtures containing calcium chloride. Admixtures, if specified, to be to BS 4887.

210 **MAKING MORTAR:**

- Measure materials accurately by volume using clean gauge. Proportions of mixes are for dry sand; allow for bulking if sand is damp.
- Mix ingredients thoroughly to a consistence suitable for the work and free from lumps. Do not over-mix mortars containing air entraining admixtures must be mixed by machine, but do not over-mix.

- Do not mix mortar when the air temperature is at or below 3 °C.
- Use mortar within about two hours of mixing at normal temperatures. Do not use after the initial set has taken place and do not re-temper.
- Keep plant and bankers boards clean at all times.

3.0 Schedule of Works

Generally	A	The schedule of works is for the re-roofing of 2 no. Chapels and associated repairs, partial replacement of the external stonework, renewal of all external plumbing etc. to the Ocklynge Cemetery Chapel. All to incorporate works as listed below.		
	B	The contractor is to note the following schedule of works is to be read in conjunction with the preliminaries and the material and workmanship sections and to be priced per item.		
Temporary Works	C	Allow for temporary disconnection, re-routing and reconnection of all existing wiring, lightning conductors, cables, ductwork and all other equipment within the specified areas. Unless otherwise stated, all existing services are to be re-fixed in existing positions upon completion of the works.		
	D	Allow for all temporary re-routing of rainwater discharge during the contract period.		
Scaffolding	E	Provide, erect, maintain and dismantle on completion of the works all necessary scaffolding, handrails and specialist scaffolding required for the safe execution of the specified works by the contractor and sub-contractors. The scaffolding company will be NASC approved and comply with BS EN 12811-1:2003.		
	F	Provide, maintain and dismantle on completion of the works a temporary roof sheeted structure and to fully sheet Item E to comply with NASC TG9 Guide to the Design and Construction of Temporary Roofs and Buildings.		
	G	Allow to form openings in scaffolding to all entrances.		
Strip Out	H	Carefully strip existing ridge tiles and remove from site.		
	J	Carefully strip all existing pitched roof tiles and remove from site.		
	K	Carefully remove all roof battens, associated fixings and remove from site, allow to brush down all close boarding.		
	L	Carefully hack off all existing render to parapet abutment walls, wash down walls and remove debris from site as C20.		
	M	Carefully remove all existing guttering and downpipes to include brackets, joiners, outlets etc. and remove from site.		

Knapped Flint	N	Allow a provisional sum of £2,500.00 for the partial repair of blown pockets, particular attention should be made to record the dimensions of coursing and heights with analysis of pointing to determine lime, sand, grit and aggregate. Include for providing sample mix and to be repaired in strict accordance with the recommendations of SPAB Tech Pamphlet 16 Care and Repair of Flint Walls.		2,500.00
			Page Total £	
Stone Repairs	A	Allow to appoint and manage specialist sub-contractor to replace / repair fractured and eroded sections of Bath Limestone, re-fix all loose sections and repointing to all voids as F21. Note: as a guide, we have set out in 110 (page 29) above the companies that we know can supply the required stone and services (further contact details available on request) but whichever companies are asked to quote; a full breakdown of each quotation will be required and attached to this priced document.		
Timber Treatment	B	Allow to treat all existing timber roof members with 2 no. coats of Excel Dual Purpose insecticide and fungicide timber treatment solution, on completion of the work supply 30 year guarantee.		
Timber Repairs	C	Carefully cut out and replace defective rafters with new 100 x 50 mm timbers as G20/05, allow 10 no. @ 2LM.		
Box Gutters	D	Supply and fix new 150 x 50 mm tannalised softwood bearers as G20/05, laid to a minimum 1:80 fall to form new box gutter. Include for forming 50 mm deep steps and full length of gutter.		
	E	Supply and fix 25 mm WBP to all timber bearers and to form new box gutters ready to accept waterproof coverings as H62/365.		
	F	Supply and lay new geotextile underlay and new code 5 lead to new box gutter in accordance with the Lead Sheet Association guidelines and as H62/365.		
Roof Covering	G	Supply and lay to all pitched roofs Dupont Tyvek Supro Plus Breather Membrane as H62/240. Note: Once the membrane has been laid, there will be minimal dust work in order preserve the breathability.		
	H	Allow a provisional sum of £1,500.00 to ventilate roof eaves.		1,500.00
	J	Supply and fix new tannalised softwood 25 mm x 38 mm battens to all roofs as H62/245:265.		
	K	Supply, lay and fix new eaves tiles to all perimeters as H62/320.		
	L	Supply, lay and fix new Marley Eternit Hawkins single cambered machine clay tiles in Staffordshire Blue to all roofs as H62/105:210.		
	M	Supply, lay and fix new valley tiles as H62/345.		

	N	Supply, lay and fix new ridge tiles to match existing and as H62/375.		
Page Total £				
Rainwater Goods	A	Renew all rainwater gutters as R10/30, allow to remove from site all redundant guttering and accessories.		2,500.00
	B	Renew all rainwater downpipes as R10/10, allow to remove from site all redundant downpipes and accessories.		
Render Repairs	C	Supply and lay new lime mortar render to all sloping parapets as M20/10 and to new form mortar fillets as H62/380.		
Clearing and Cleaning	D	On completion of the works all surfaces to be cleaned and all plant and excess material to be removed from site.		
Contingency Sum	E	Allow contingency sum of £2,500.00 to be spent in whole or in part upon instruction from the CA.		
CDM 2015	F	Allow here to comply with the CDM Regulations 2015.		
Page Total £				

Summary of Schedule of Works

		£
Page 36		£
Page 37		£
Page 38		£
To Main Summary Page	TOTAL	£

MAIN SUMMARY PAGE

		£
Preliminaries		£
Materials and Workmanship		£
Schedule of Works		£
	TOTAL	£

Appendices

Appendix A

Site Location Plan





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Ocklynge Cemetery Chapel – Site Location Plan

Appendix B

Pre-Construction Information Plan

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Introduction

The Pre Construction Information Plan

The CDM Regulations are aimed at improving the overall management and co-ordination of health, safety and welfare throughout all stages of a construction project to reduce the large number of serious and fatal accidents and cases of ill health which happen every year in the construction industry. The HSE says that these regulations emphasise planning and management to secure a safe project.

The Regulations place duties on all those who can contribute to the health and safety of a construction project. Duties are placed upon clients and contractors with more power given to the Principal Designer in what is considered a more authoritative and policing role.

The Pre-Construction Information Plan is to highlight risks that are evident to the Principal Designer from the documents available at the time of the preparation. This will enable the Principal Contractor to allow adequate resources to the concerns during the tender period, in order to develop their subsequent Construction Phase Plan for the project.

The potential risks which cannot be assessed by the Principal Designer because of insufficient information, may also be highlighted in the Construction Phase Plan.

The initial F10 Notification will be submitted to the HSE via its website. This form with additional information from the appointed contractor will be updated and then submitted to the HSE. The F10 will be displayed on site throughout project duration.

The Construction Phase Plan must be approved prior to work commencing on site. Further information may be required in order to meet the associated requirements. No work will commence on site until an adequate Construction Phase Plan has been approved by the Principal Designer.

Where additional information is made available during the progress on site, the Principal Contractor will update and develop their Construction Phase Plan accordingly.

1/ Project Information

The works comprise the external re-roofing, stone repairs with associated works to the 2 no. adjoining Chapels. All proposed construction work is detailed in the specification of works.

i/ Dates

The principal contractor will compile and forward a construction programme to indicate commencement on site and estimated completion date.

ii/ Minimum timing to be allowed between appointment of principal contractor and instruction to commence on site

The Construction Phase Plan must be submitted to the principal designer not less than two weeks prior to the proposed commencement date.

The principal designer will inform the client that the principal contractor's Construction Phase Plan is sufficient.

No construction work is to commence until confirmation has been received in writing from the client that the Construction Phase Plan is suitable in compliance with Regulation 23.

The principal contractor will provide in the Construction Phase Plan the following information:

i/ The format and structure in accordance with Appendix 3 of ACoP (L144).

ii/ General information about the project and programme of work.

iii/ Procedures and arrangements which apply to the entire construction phase, to include the management and monitoring of health and safety.

iv/ Welfare facilities.

v/ Emergency procedures.

vi/ Arrangement for communication.

vii/ Risks identified by the Principal Designer.

b/ Details of Client and Principal Designer

Client is Eastbourne Borough Council, 1 Grove Road, Eastbourne BN21 4TW.

Contract Administrator is Alan Wetton of the Estates Department, Eastbourne Borough Council, 1 Grove Road, Eastbourne BN21 4TW.

Principal Designer is the Estates Department, Eastbourne Borough Council, 1 Grove Road, Eastbourne BN21 4TW.

2/ Client's Considerations and Management Requirements

a/ The Planning for and Managing the Work

The appointed Principal Contractor will plan and manage the external re-roofing, stone repairs with associated works to the 2 no. adjoining Chapels at The Ocklynge Cemetery. They will carry out their responsibilities as defined under the Construction (Design and Management) Regulations 2015.

To demonstrate our commitment to health and safety standards, the following health and safety goals have been set for this particular project:

- i/ Continually monitor health and safety within the project team and provide regular feedback for any identified improvement.
- ii/ The principal contractor will register with scheme and be monitored against a Code of Considerate Practice, designed to encourage best practice beyond statutory requirements.
- iii/ The principle contractor shall ensure all operatives have the subsequent CSCS card.
- iv/ Ensure no prosecution or enforcement action taken throughout the duration of the project.
- v/ Minimise risk of accidents and near misses, ensure no damage to the environment and respect to all people.

Health risk assessments will identify specific health risks for construction projects. The following items will require particular attention:

- i/ Working at height
- ii/ Asbestos
- iii/ Dermatitis
- iv/ Site welfare
- v/ Musculoskeletal disorders
- vi/ Hand arm vibration
- vii/ Excessive noise
- viii/ Lime mortar

Attention should also be given to chemical sensitizers, biological hazards and UV radiation.

b/ Communication

The principal contractor will maintain good communications with the Employer in order to undertake the required work activities safely and respectfully throughout the project.

Induction and toolbox talks ensure operatives understand the risks and precautions, and this is a good opportunity to inform them of the site rules or any special risks relating to the project.

Site induction, training and the relevant information are essential to maintaining health and safety on site. The principal contractor has to ensure, so far as reasonably practicable, all site personnel has:

i/ A suitable induction

ii/ Any further information and training required in order to safely undertake their allocated work. In particular:

1/ External work, including re-roofing work, masonry repairs, rainwater goods and timber repairs.

2/ Working in close proximity to occupied properties and in the cemetery grounds.

3/ Establishing communication links with adjacent building users, sub-contractors and site management.

c/ Security of the Site

The principle contractor must review the following details:

i/ Operate throughout the contract signing in and signing out of site in order to keep a record of all operatives and visitors to site.

ii/ Supply and install the statutory signage for the duration of the work.

iii/ Take responsibility for security of the work and materials on the site.

iv/ Take responsibility to ensure security of the site.

v/ The scaffolding and property must be protected from unauthorised access.

d/ Welfare Provisions

Save where facilities are already provided as set out above, the principal contractor must make allowance to provide site welfare facilities for its operatives and those visiting the site. Details of their proposed welfare facilities will be documented in construction phase plan.

Detailed below are the minimum requirements:

i/ First aid facilities

ii/ Sanitary conveniences

iii/ Washing facilities (hot and cold water)

iv/ Drinking water

v/ Facilities for rest

vi/ Facilities and to change and store clothing

e/ Health and Safety of the Client's Employees, Visitors and those Involved in the Project

i/ Site fencing requirements

The principal contractor must ensure that a Heras fence is provided to all site compounds which do not have permanent fencing. The Heras fencing will not be less than 2.4m in height. The principal contractor shall undertake the necessary planning, including identification of hazards and assessing the associated risks, defining the perimeter of the site to be protected and identifying what fencing or other type of security is required. They must then provide by erecting the chosen fencing, display the sufficient warning and information signs. The site must be maintained by making sure the fences etc. are regularly inspected for necessary maintenance work, and modified accordingly.

ii/ Site transport arrangements or vehicle movement restriction

The site is located on a main street and also has limited vehicular access via the side access road. The principal contractor will manage all access arrangements such as deliveries of materials and equipment to site, and ensure safe routes for third parties and pedestrians.

iii/ Client permit to work systems

The principal contractor shall issue a permit to work for the following activities:

1/ Scaffolding

2/ Roof work

3/ Generators

4/ Hot work

5/ Isolation of services

6/ Lifting operations

7/ Electrical work

iv/ Fire precautions

The principal contractor must keep the site tidy and ensure all rubbish is removed promptly and regularly, and to avoid stockpiling of combustible materials, and to ensure everyone abides by the no smoking and burning on site rules.

The principal contractor must prevent personal injury, death and damage to the property from fire, and to ensure that adequate detection and prevention systems are in place.

v/ Emergency procedures

The principal contractor will produce plans to ensure everyone on the site can reach a place of safety. The emergency plan will incorporate the items in section iv, and then be displayed on appropriate notice boards and highlighted at the induction.

The nearest Hospital is 2 miles away at: The District General Hospital, Kings Drive, Eastbourne, East Sussex BN21 2UD. Tel: 01323 417400.

vi/ Means of escape

The principle contractor will ensure that:

- 1/ Travel distance to safety are to a minimum.
- 2/ The escape route and emergency exit is kept clear at all times.
- 3/ Signage is provided to the escape route and emergency exit.
- 4/ An assembly point is identified and clearly marked.

vii/ No go areas or other authorisation requirements.

The principal contractor will ensure that only authorised personnel will have access to the site, and prevent access into the Ocklynge Cemetery Chapels.

viii/ Any areas the client has designated as confined spaces

The client has not designated any areas as confined spaces, however no confined spaces will be entered without the appropriate shoring and inspection.

ix/ Traffic restrictions

The principal contractor will assess the side access road traffic route that will not endanger pedestrians.

Access should be maintained for all emergency services, deliveries, refuse vehicles etc.

There are nearby parking controls which the workforce and visitors to the site should be made aware of.

3/ Environmental Restrictions and Existing On-Site Risks

a/ Safety Hazards

i/ Boundaries and access, including temporary access

Permission for vehicle access to the site will be required from Eastbourne Borough Council.

The safety hazards are as follows:

- 1/ Safe entry and exit is required for all deliveries and collections.
- 2/ Protect the general public at all times.
- 3/ Protect the boundaries.
- 4/ Access to high levels will be via scaffold to reduce risk of falls from height.
- 5/ Install debris netting to scaffolding to reduce risk of falling material.
- 6/ Erect scaffolding to all elevations. Care will be taken when erecting and striking the scaffolding.
- 7/ Care will be taken when designing the scaffolding to minimise disruption to the side access road, cantilevering the scaffolding will enable access throughout the contract duration.
- 8/ Care will be taken when accessing fragile roof coverings / structures.
- 9/ Noise and vibration to be kept to a minimum to ensure no damage or issues to the adjacent cemetery.
- 10/ Risk of connected services.
- 11/ Protect the general public and site operatives from working activities.

ii/ Restrictions on deliveries or waste collection and storage

The majority of the surrounding buildings are residential with an adjacent public house. The buildings are all occupied / in-use and no nuisance shall be caused. In particular, access, deliveries and collection of waste will need to be controlled.

iii/ Adjacent land uses and related restrictions

The principal contractor shall take the necessary steps to protect adjacent properties from damage.

iv/ Location of existing services particularly those that are concealed

The principal contractor will test and disconnect all redundant services prior to commencement of the work.

v/ Ground conditions

No heavy or unusual plant to be used on this project.

vi/ Information about existing structure

The building was built in 1857 and is Grade II listed. The single storey construction is located within a 4 acre cemetery.

The building occupies a small portion of the site with the remainder being cemetery burial ground.

The main buildings are formed with tiled pitched roofs. The walls are solid masonry formed in knapped flint. There are timber windows and doors throughout. The stone work is fragile and should not be accessed by anyone without prior consent from the client.

vii/ Site access and egress

There will be an issue for site access as indicated previously.

b/ Health Hazards

i/ Asbestos

A pre refurbishment survey was carried out by Amstech Contracts Limited on 8th July 2014. The report covers most areas of the Chapels, however there were certain elements that could not be accessed and therefore not tested.

The principal contractor will have to be vigilant as the works progress to ensure no further asbestos or other deleterious materials are identified on the site. The principal contractor will abide by the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012.

The principal contractor will presume any suspect materials to contain asbestos until tested and proved negative by Amstech Contracts Limited. All suspected materials will not be disturbed and be labelled accordingly.

ii/ Existing storage of hazardous materials

There is no existing storage for hazardous materials.

iii/ Contaminated land

Not applicable for this project.

iv/ Existing structures containing hazardous materials

The existing structures may contain hazardous materials or substances.

4/ Significant Design and Construction Hazards

a/ Significant Design Assumptions and Suggested Work Methods

i/ Sequences or other control measures

The principal designer to review and subsequently approve the principal contractor's construction phase plan prior to commencement on site.

ii/ Arrangements for co-ordination of ongoing design work and handling design changes

Any changes in respect of further or changes with design elements will be reviewed by the client, principal contractor and principal designer. A procedure shall be in place to allow the principal designer to review and subsequently approve appropriate risk assessments.

iii/ Information on significant risks identified during design

To be reviewed at site meetings with client, principal contractor and the principal designer.

iv/ Materials requiring particular precautions

To be reviewed at site meetings with client, principal contractor and the principal designer.

v/ Health problems within construction

The principal contractor will be made aware of following items:

1/ Manual handling and musculoskeletal disorders.

2/ Dermatitis.

3/ Respiratory disease.

4/ Noise.

5/ Work related stress.

6/ Hand-arm vibration.

7/ Working at height.

8/ Working safely with lead.

9/ Working safely with lime mortar.

10/ Protection from dust

5/ The Health and Safety File

The principal contractor will collect the following information, which will be beneficial to those involved in future construction work:

- 1/ A brief description of the work carried out and materials used.
- 2/ Residual hazards that have been dealt with during the works (e.g. surveys or other information concerning asbestos, water bearing strata, buried services etc.).
- 3/ Key structural principles (e.g. safe working load for roofs, particularly where these may have supported scaffolding).
- 4/ Any hazardous materials used (e.g. hazardous substances, pesticides, special coatings which should not be burnt off).
- 5/ Health and safety information about equipment provided for cleaning or maintaining the structure.
- 7/ The nature, location and marking of significant services.
- 8/ Information and as built drawings of the structure.

Appendix C

Asbestos Survey (to be forwarded)

Appendix D

Photographs



Photograph 1 – Front Elevation



Photograph 2 – Front Elevation



Photograph 3 – Side Elevation (Welfare Entrance)



Photograph 4 – Side Elevation



Photograph 5 – Rear Elevation

