



JSTC



ALFORD

## **John Spendluffe Technology College Alford**

**(JSTC)**

LED Lighting Project

June 2019

### **Project Summary & Tender Pack Content Index**

The Project is for supply, delivery and installation of new for old energy efficient LED light fittings. This will include removal and disposal of existing old fixtures and fittings in accordance with relevant waste disposal regulations.

Evidence of compliant disposal will be required. The installation will incorporate smart technologies to compliment energy efficiency.

The following documents detail the specification and standards required but to summarise the key points:-

## Key Points

- This work is anticipated to be part funded by ERDF, through the Smart Energy Greater Lincolnshire project.
- Tenders will be assessed 40% on quality, 60% on price.
- Supply & install on a like for like basis.
- Provide evidence of H & S management for your organisation including policy information, competencies, risk assessments, method statements and membership of any associations or trade bodies. Evidence of Employers Liability Insurance will be required.
- Project is non notifiable.
- CDM 2015 Regulations apply.
- Project timescales are:-
  - **Publically advertised invitations for Tender from Tuesday 3<sup>rd</sup> July.**
  - **20 day listing until 1300 Monday 22<sup>nd</sup> July. (Last Date for Returned Tenders)**
  - **Award contract & notify by Wed July 24<sup>th</sup> July.**
  - **20 day lead time.**
  - **Work would commence on Wednesday August 14<sup>th</sup> August and be completed by Monday 2<sup>nd</sup> Spetember.**
  - **Please ensure you have the capacity to both undertake and complete the work within the stated timeframe.**
- Clearly detail the wattage of each light used in each area.
- Please supply a cost per type of light specified.
- Provide an installation cost that includes all labour, materials, lift hire, access hire and waste disposal.
- Data and pricing provided will be included in our own calculation formula for assessment.
- Form of Tender to be returned as detailed along with proposal and information outlined.

- If you require further information, clarification or to arrange a site visit  
Please contact:-

- Mark Bishell – JSTC Site & Project Manager
- [M.Bishell@jstc.org.uk](mailto:M.Bishell@jstc.org.uk)
- 01507 462443

## **Tender Pack Contents**

1. Project Summary & Tender Pack Contents list
2. Project Specification
3. Project pre contract particulars
4. JSTC Contractor Induction Document – H & S Procedures
5. Lighting Schedules – Pages 1 – 4
6. Site Plans – 1 & 2
7. Form of Tender

Items 4 & 5 should be used in conjunction with each other with the schedules carrying room ID references from the plans.



# JSTC LED Lighting Project

## Specifications

JSTC has a requirement for the supply, delivery and installation of new for old energy efficient LED light fittings as listed and detailed below.

This work is anticipated to be part funded by ERDF, through the Smart Energy Greater Lincolnshire project. The project (Smart Energy Greater Lincolnshire) has received £5.4m (of a total programme value of £9.2m) of funding from the England European Regional Development Fund (ERDF) as part of the European Structural and Investment Funds Growth Programme 2014-2020. The Ministry for Housing, Communities and Local Government is the Managing Authority for European Regional Development Fund. Established by the European Union, the European Regional Development Fund helps local areas stimulate their economic development by investing in projects which will support innovation, businesses, create jobs and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>.

The Smart Energy programme aims to develop and deliver highly innovative energy efficiency, smart energy management, and renewable energy projects for public buildings in Greater Lincolnshire. The upgraded public buildings will be used for demonstration and case studies. Our success will be measured by energy use and reduction of carbon dioxide emissions, and by increased awareness of best practice across Greater Lincolnshire.

The Tenderer should assume that the Services will be to replace old for new lighting.

You will be given the opportunity to complete your own site surveys across all schools prior to submitting your tender application. As you will be given the time and option to complete this, your tender quotation is final. Should you have missed lights during your survey these are at your own costs for labour and materials. JSTC is not responsible for costs of lights where they have been missed from your tender application.

The project will only proceed if the Smart Energy Grant is awarded, therefore projects must meet the following criteria:

The project must pay for itself from energy savings within a maximum 3.5 year payback period.

The cost of CO<sub>2</sub> must be less than £120 per tonne over the lifetime of the project. For clarity you will need to use 0.3072 kg CO<sub>2</sub> / kWh electricity.

The Provider will be required to perform the Services in such a way as to assist JSTC in

meeting the requirements of the Grant (including the criteria set out above and below) and shall also assist in completing any application it makes for the grant from Smart Energy, by providing relevant information regarding the actual light fittings.

The Services will include the decommissioning and removal from site and compliant disposal of existing obsolete lighting equipment.

The site will be operational throughout the provision of the Services; therefore temporary lighting may be required at some locations during the installation of new lighting.

## **1. Project Delivery Plan**

- 1.1 The Provider will, in conjunction with the JSTC Project Manager, develop a detailed programme of installation works proposing key dates for the sites highlighted in this specification and indicate the sites that could be simultaneously installed. Where possible.
- 1.2 The Provider will coordinate with the JSTC Project Manager prior to breaking into existing services and make arrangements for any shut downs, decommissioning of obsolete equipment and re-commissioning of the same.
- 1.3 The successful Provider will attend Pre-Start Meetings with the JSTC Project Manager to discuss the implementation of the Services.
- 1.4 Your quoted installation price must include working nights, weekends and days. Therefore we will require a fixed installation price for the project.

### **Fire Safety**

- 1.5 The provider will ensure that all proposed luminaires offered meet current fire safety regulations and British Standards.
- 1.6 We will require a minimum fire rating for all LED panels that are used onsite of Tp(b).
- 1.7 The provider is required to supply all relevant documentation and test certification to support this requirement in the Tender Response. (All test reports will be cross checked with the laboratory used to assure genuine test reports are submitted failure to issue genuine test reports is a fail and you will be excluded from the Tender Process).

## **2. RF Interference**

- 2.1 All Goods to be provided will be proven to be flicker free and not suffer any adverse effects from electrical interference. We will require certificated EMC and LVD reports.

## **3. Controls**

- 3.1 The primary lighting controls in school classrooms shall be provided by the use of existing manual on/off wall mounted light switches and where fitted current lighting controls. Secondary controls will be presence automatic 'on' and automatic 'off' after a pre-set time after no movement is detected using ceiling mounted movement detectors or integral detectors.
- 3.2 Circulation space lighting control shall be provided with presence automatic 'on' and automatic 'off' control via the use of ceiling mounted movement detectors or integral detectors.
- 3.3 Lighting in WC's will operate in absence detection mode, switching off will be automatic after a pre-set time.

## **4. LUX Levels**

- 4.1 The Provider should ensure to consult guidelines and regulations for LUX level requirements in Educational buildings.

4.2 levels of light, or illuminance (measured in lux on the plane surface) are also recommended, usually in accordance with British and European Standard 12464-1 (Lighting of Indoor Work Places). Here are some of the recommended lux levels applicable to schools, listed by application:

- Corridors – 200
- Classrooms – 300 to 500
- Sports Halls/Exam Halls – 500

## **5. Emergency Lighting**

5.1 The Provider must ensure all emergency lighting complies with BS5266: part 1 and the Fire Officers requirements.

5.2 Emergency lighting, where possible, can be integrated into the main light fittings.

## **6. Warranty**

6.1 As a minimum a no quibble 5 year onsite warranty is required on all products, with the exception of emergency lighting which will require a three year warranty on batteries and five year warranty on the luminaire.

6.2 The provider will offer a 3 day maximum response to a call out when requested and where required in the case of an emergency within 24 hours.

6.3 The Provider must provide a manufacturer backed guarantee, that covers JSTC should the installation/supplier cease to trade and warranty replacements are required.

6.4 Copies of the warranty certificates must be presented within the tender application and clearly detailed which light fittings they cover if multiple certificates / lighting suppliers are used



# **John Spendluffe Technology College Alford**

**(JSTC)**

LED Lighting Project

June 2019

Pre Contract Information & Details

## Table of Contents

### Preliminaries

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#### **A1.0**      **Project Particulars**

##### A1.1      ***The Project***

- Name: John Spendluffe Technology College Academy (JSTC) LED Lighting & Smart Energy Controls Installation
- Nature: Removal of existing identified light fittings and supply and fit new, including smart technologies and emergency light provision.
- Location: JSTC, Hanby Lane, Alford, Lincs LN13 9BL
- Length of Contract: 18 days from start of installation

##### A1.2      ***Employer (Client)***

- Name: JSTC
- Address: Hanby Lane, Alford, Lincs LN13 9BL
- Telephone: 01507 462443
- Email: Office@jstc.org.uk

##### A1.3      ***Contract Administrator (CA)***

- Name: Mark Bishell
- Address: JSTC, Hanby Lane, Alford, Lincs LN13 9BL
- Telephone: 01507 462443
- Email: M.Bishell@jstc.org.uk

##### A1.4      ***CDM Coordinator***

- Name: Mark Bishell
- Address: JSTC, Hanby Lane, Alford, Lincs LN13 9BL
- Telephone: 01507 462443
- Email: M.Bishell@jstc.org.uk

## **A2.0 Tender & Contract Documents**

### **A2.1 *Tender Documents***

- Form Of Tender
- Project Specification
- Project Particulars
- Site Induction Pack
- Lighting Schedule – Pages 1-4
- Site Plans – 1 & 2
- Form Of Tender

### **A2.2 *Tender Drawings***

- Site Plan – 1 & 2 (Lighting Schedule)
- Site Plan – Induction Pack

### **A2.3 *Contract Drawings***

- The Contract Drawings: Same as The Tender Drawings

### **A2.4 *Preconstruction Information***

- The Preconstruction information is described in these preliminaries in section 10.0
- It refers to information given elsewhere in the preliminaries and other tender documents

## **A3.0 The Site/Existing Buildings**

### **A3.1 *The Site***

- Description: JSTC is situated at the top of Hanby Lane, off Caroline Street in Alford. It has one access & egress route up to the College, and is adjacent to Alford County Primary School

### **A3.3 *Existing Mains and Services***

- Gas & Electricity: Are supplied to the construction area
- Telephone & Alarm: Are supplied to the construction area
- Network: Is supplied to the construction area

### **A3.4 *Access to Site***

- Description: Access to site via Hanby lane then through allotted gate onto area of site required for works.
- Limitations: No heavy construction traffic or deliveries between 0830-0915 and 1515-1600 during term time

### **A3.5 *Parking***

- Restrictions on Contractor & employees vehicles: Restricted to area of works and designated compound. Any other requirement to be agreed prior to need

### **A3.6 *Use of Site***

- General: Do not use the site for any purpose other than carrying out the described works
- Limitations: None

A3.7 ***Surrounding Land/Building Uses***

- Work to take place in numerous buildings around the JSTC Site. Each having varying usage, from teaching spaces to dining halls and sports facilities.

A3.8 ***Health & Safety Hazards***

- General: Items referred to in other Tender Documents supplied (CDM)
- Asbestos: Site register lists no source of Asbestos within the area affected by works
- Basic Building Materials: Concrete, Blocks, Bricks, Mortar, Timber, Roof tiles, etc.

A3.9 ***Site Visit***

- Before Tendering: Ascertain the nature of and access to the site and all local conditions and restrictions likely to affect the execution of the Works
- Arrangements for visit: Contact **Mark Bishell; 01507 462443 or Email M.Bishell@jstc.org.uk**

A4.0 **Description of Works**

A4.1 ***Preparatory Work by Others***

- Works carried out under a separate contract and completed before the start of work on site for this contract; None

A4.2 ***The Works***

Removal of existing identified light fittings and supply and fit new, including smart technologies and emergency light provision.

A4.3 ***Works by others concurrent with the contract***

- Description: None

A4.4 ***Completion of Works by Others***

- Description: None

A5.0 **JCT Minor Works Contract (MW)**

A5.1 ***JCT Minor Works Building Contract***

- The Contract: JCT Minor Works Building Contract 2011
- Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

**The Recitals**

**First** – The Works & The Contract Administrator

- The work comprises: see section **A4.0** ( A4.2 )
- Contract Administrator: see section **A1.0** ( A1.3 )

**Second** – Contract Documents

- Contract drawings: see section **A2.0** ( A2.3 )
- Contract documents: The following have not been prepared and will be removed from this recital: N/A

**Third** – Priced Documents

- The references to schedule of rates will be deleted

## **The Articles**

### **3 – Architect/Contract Administrator**

- Architect/Contract Administrator: see section **A1.0** ( A1.3 )

### **4 & 5 – CDM Coordinator/Principal Contractor**

- CDM Coordinator: see section **A1.0** ( A1.4 )
- Principal Contractor:

## **Contract Particulars**

### Fourth Recital & Schedule 2 – Base Date

- Base Date: **July 2019**

### Fourth Recital & clause 4.2 – Construction Industry Scheme (CIS)

- The Employer at the Base Date is not a ‘contractor’ for the purposes of the CIS

### Fifth Recital – CDM Regulations

- This project is non notifiable

### Article 7 – Arbitration

- Article 7 and Schedule 1 will not.

### Clause 2.2 – Commencement & Completion

- Commencement Date: **Wednesday 14 August 2019**
- Completion Date: **Monday 2 September 2019**

### Clause 2.8 – Liquidated Damages

- At the rate of £250 per calendar week or pro-rata thereto

### Clause 2.10 – Rectification Period

- Period: 12 (twelve) months from the date of practical completion

### Clause 4.3 – Percentage of Total Value of the work etc

- Percentage: 95

### Clause 4.4 – Percentage of The total amount to be paid to the Contractor

- Percentage: 97.5

### Clause 4.8.1 – Supply of Documentation for Computation of Amount to be Finally Certified

- Period: 3 (three) months from the date of practical completion

### Clause 5.3.2 – Contractors Insurance- Injury to Persons or Property

- Insurance Cover (for any one occurrence or series of occurrences arising from one event)  
Not less than £5,000,000 (five million pounds)

### Clause 7.2 – Adjudication

- The Adjudicator is: To be nominated
- Nominating Body; To be agreed by all parties

### Schedule 1 paragraph 2.1 – Arbitration

- Appointment of Arbitrator: To be agreed by all parties

## **Conditions**

Section 1; Definitions & Interpretation

Section 2; Carrying Out the Works

Section 3; Control of the Works

Section 4; Payment

Section 5; Injury, Damage & Insurance

Section 6; Termination

Section 7; Settlement of Disputes

## **Execution**

- The Contract: Will be executed under hand

### **A6.0 Tendering/Subletting/Supply**

#### **Main Contract Tendering**

##### **A6.1 *Scope***

- General: These conditions are supplementary to those stated in the Invitation to Tender & on the Form of Tender

##### **A6.2 *Tendering Procedure***

- General: In accordance with JCT Practice note 6 (Series 2) 'Main Contract Tendering'
- Errors: Alternative 1 applies

##### **A6.3 *Exclusions***

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender

##### **A6.4 *Acceptance of Tender***

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given
- Costs: No liability is accepted for any cost incurred in the preparation of any tender

##### **A6.5 *Period of Validity***

- Period: After submission or lodgement, keep tender open for no less than 30 days
- Date for possession/commencement: see section A5

#### **Pricing/Submission of Documents**

##### **A6.6 *Preliminaries in the Specification***

- The Preliminaries/General conditions section (A1.0-A17.0 inclusive) must not be relied on as complying with SMM7

##### **A6.7 *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 the drawings
- Deemed included: Costs related to items, which are not priced will be deemed to have been included elsewhere in the tender
- Submit: Within one week of request

A6.8 ***Tender***

- General: Tenders must include for all work shown or described in the documents as a whole or clearly apparent as being necessary for the complete and proper execution of the works

A6.9 ***Health & Safety Info***

- Content: Describe the organisation and resources to safeguard the health & safety of operatives, including those of subcontractors and any person whom the works may affect
- Include: A copy of the contractors Health & Safety policy document, including risk assessment procedures,
  - Accident & sickness records for the past 5 years
  - Records of any previous Health & Safety enforcement action
  - Records of training & training policy
  - The number and type of staff responsible for Health & Safety on this project with details of duties and qualifications
  - Submit: Within one week of request

A6.10 ***Outline Construction Phase Health & Safety Plan***

- Content: Submit the following within one week of request;
  - Method statements on how risks from hazards identified in the pre construction information and other hazards identified by the Contractor will be addressed
  - Details of the management structure and responsibilities
  - Arrangements for issuing Health & Safety directions
  - Procedures for informing other contractors & employees of Health & 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 assessments 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 and reported in accordance with RIDDOR regulations
  - Arrangements for welfare facilities
  - Procedures for ensuring that all persons on site have received relevant Health & Safety training and information
  - 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 & Safety standards and statutory requirements
  - Review procedures to obtain feedback

## **Subletting/Supply**

A6.11

### ***Domestic Subcontracts***

- General: Comply with the Construction Industry Board ' Code of Practice for the selection of Subcontractors

**A7.0**

## **Provision, Content and use of Documents**

A7.1

### ***Definitions***

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

A7.2

### ***Communication***

- Definition: Includes advise, inform, submit ,give notice, instruct, agree, confirm, seek or obtain, consent or instructions, or make arrangements
- Format: In writing to the person named in clause **A1.0** (A1.3) unless specified otherwise
- Response: Do not proceed until a response has been received

A7.3

### ***Products***

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

A7.4

### ***Site Equipment***

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

A7.5

### ***Terms Used in Specification***

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings, and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of any associated pipe work, wiring, ducting or other services
- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the works as instructed
- Make/Made good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes decoration and/or replacement
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed. Excludes decoration and/or replacement
- Refix: Fix removed products
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function

A7.6

### ***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 manufacturers technical literature current on the date of the invitation to tender

#### A7.8 ***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

#### A7.9 ***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 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

#### A7.10 ***Referenced Documents***

- Conflicts: Specification prevails over referenced documents

#### A7.11 ***Equivalent Products***

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

#### A7.12 ***Currency of Documents***

- Currency: References to published documents are to be editions, including amendments and revisions, current on the date of invitation to tender

#### A7.13 ***Sizes***

- General dimensions: Products are specified by their co-ordinating sizes

### **Documents Provided On Behalf Of The Employer**

#### A7.14 ***Additional Copies of Drawings/ Documents***

- Additional copies: Issued free of charge

- A7.15      ***Dimensions***
- Scaled dimensions: Do not rely on
- A7.16      ***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
- A7.17      ***The Specification***
- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions

**Documents Provided By Contractors/ Subcontractors/ Suppliers**

- A7.18      ***Technical Literature***
- Information: Keep on site for reference by all supervisory personnel:
    - Manufacturer's current literature relating to all products to be used in the Works
    - Relevant British, EN or ISO Standards
- A7.19      ***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 for use after completion. Extent of cover: Office hours only

**A8.0      Management of The Works**

**Generally**

- A8.1      ***Supervision***
- General: Accept responsibility for coordination, supervision and administration of the works, including subcontractors
  - 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

A8.2      ***Considerate Constructors Scheme***

There is no requirement for this project to be registered under the Considerate Constructors Scheme, but contractors are requested to follow its principles

- Contact:
  - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX
  - Tel: 01920 485959
  - Fax: 01920 485958
  - Free Phone: 0800 7831423
  - Web: [www.ccscheme.org.uk](http://www.ccscheme.org.uk)
  - E Mail: [enquiries@ccscheme.org.uk](mailto:enquiries@ccscheme.org.uk)
- Standard: Comply with the Scheme's Cod of Considerate Practice

- A8.3        ***Insurance***
- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of the Contract
- A8.4        ***Insurance Claims***
- Notice: If any event occurs which may give rise to a 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 **A1.0** ( A1.3 ) and the insurers
  - Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice
- A8.5        ***Climatic Conditions***
- Information: Record and retain:
    - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost
- A8.6        ***Ownership***
- Alteration/ Clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds
- Programme/ Progress**
- A8.7        ***Programme***
- Master programme: Immediately when requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
    - Planning and mobilisation by the Contractor
    - Subcontractors work
    - Work resulting from instructions issued in regard to the expenditure of provisional sums
    - Work by others concurrent with the contract
  - Submit two copies
- A8.8        ***Start of Work on Site***
- Notice: Before the proposed date for the start of work on site give minimum notice of one week
- A8.9        ***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 lost time
- A8.10       ***Site Meetings***
- General: Site meetings will be held to review progress and other matters arising from the administration of the contract
  - Frequency: Once a week
  - Location: JSTC Site Office
  - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is needed

- A8.11      ***Notice of Completion***
- Requirement: Give notice of the anticipated dates for completion of the whole or parts of the Works
  - Associated works: Ensure necessary access, services and facilities are complete
  - Period of notice: Minimum of one week
- A8.12      ***Extensions of Time***
- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently
  - Details: As soon as possible submit:
    - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes
    - An estimate of the extent, if any, of the expected delay in the completion of the works beyond the date for completion
    - All other relevant information as required

**Control of Cost**

- A8.13      ***Removal/ Replacement of Existing Work***
- Extent and location: Agree before commencement
  - Execution: Carry out in ways that minimize the extent of the work
- A8.14      ***Proposed Instructions***
- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days
- A8.15      ***Measurement***
- Covered work: Give notice before covering work required to be measured
- A8.16      ***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

**A9.0      Quality Standards/ Control**

**Standards of Products and Executions**

- A9.1      ***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 liabilities under it
- A9.2      ***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

### A9.3 ***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

### A9.4 ***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

### A9.5 ***Compliance***

- 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

### A9.6 ***Inspections***

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

### A9.7 ***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

- A9.8      ***Manufacturers Recommendations/ Instructions***
- General: Comply with manufacturers 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
- A9.9      ***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
- A9.10     ***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
- A9.11     ***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
- A9.12     ***Approval of Execution***
- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme
  - Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed
  - Complying sample: Retain in good, clean condition on site. Remove when no longer required
- Accuracy/ Setting Out Generally**
- A9.13     ***Setting Out***
- General: Submit details of methods and equipment to be used in setting out the works
  - Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding
  - Inform: When complete and before commencing construction

- A9.14      ***Appearance and Fit***
- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
    - Submit proposals; or
    - Arrange for inspection of appearance of relevant aspects of partially finished works
  - General tolerances (maximum): To BS5606, tables 1 and 2
- A9.15      ***Record Drawings***
- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion
- Services Generally**
- A9.16      ***Services Regulations***
- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority
- Supervision/ Inspection/ Defective Work**
- A9.17      ***Access***
- 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
- A9.18      ***Overtime Working***
- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done
    - Minimum period of notice: Three days
  - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractors expense
- A9.20      ***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
- A9.21      ***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 new date and time
  - Records; Submit a copy of test certificates and retain copies on site

## **Work At or After Completion**

A9.22

### ***Work Before Completion***

- General: Make good all damage consequent upon the works.
- Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction
- COSHH dated data sheet: 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

A9.23

### ***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

A9.24

### ***Making Good Defects***

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

**A10.0**

## **Security/ Safety/ Protection**

A10.1

### ***Preconstruction Information***

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A1 and A2
  - Clients considerations and management requirements: Sections A2.0, A3.0 and A11.0
  - Environmental restrictions and on-site risks: Section A3.0 and A10.0
  - Significant design and construction hazards: Section A10.0
  - The health and Safety File: Section A12.0

A10.2

### ***Construction Phase Health and Safety Plan***

- Submission: Present to the Employer/ Client no later than one week before work commences
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A6.0 (A6.10), and the pre-tender Health and Safety Plan/ Preconstruction information

- A10.3      ***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 unauthorised access to the site and the Works
  - Special requirements: None
- A10.4      ***Stability***
- Responsibility: Maintain the stability and structural integrity of the Works during the Contract
  - Design loads: Obtain details, support as necessary and prevent overloading
- A10.5      ***Occupied Premises***
- Extent; Existing buildings will be occupied and/ or used during the Contract as follows:
    - Adjacent Sports Hall, Public sporting activities
    - Adjacent School Buildings, Term time and summer schools
  - Works: Carry out the Works without undue inconvenience and nuisance and without danger to occupants and users
  - Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance
- A10.6      ***Employers Representatives Site Visits***
- Safety: Submit details in advance, to the Employer or person identified in clause A1 (A1.3), of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting site
  - Protective clothing and / or equipment: Provide and maintain on site for the Employer and the person stated in clause A1 (A1.3) and other visitors to site
- Protect Against The Following**
- A10.7      ***Pollution***
- Prevention: Protect the site, the Works and general environment including the atmosphere, land, streams and waterways against pollution
  - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information
- A10.8      ***Nuisance***
- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes
  - Surface water: Prevent hazardous build up on site, in excavations and to surrounding areas and roads
- A10.9      ***Asbestos Containing Materials***
- Duty: Report immediately any suspected materials during execution of the works
  - Do not disturb any suspect materials
  - Agree methods for safe removal or encapsulation
- A10.10     ***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’)

A10.11 ***Smoking on Site***

- Smoking on site: Not permitted

A10.12 ***Burning on Site***

- Burning on Site: Not permitted

A10.13 ***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

A10.14 ***Infected Timber/ Contaminated Materials***

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

A10.15 ***Waste***

- Includes: Rubbish, debris, spoil, containers and surplus material
- Minimize: Keep the site and Works clean and tidy
- Remove: Frequently and dispose off site in a safe and competent manner
  - Non-hazardous material: In a manner approved by the waste Regulation Authority
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations
- Voids and cavities in the constructions: Remove rubbish, dirt and residues before closing in
- Waste transfer documentation: Retain on site

**Protect The Following**

A10.16 ***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 services authorities/ statutory undertakers
  - 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 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 affect the extent of the Contractor's liability
- Marker tapes or protective covers: Replace if disturbed during site operations, to service authorities/ statutory undertakers recommendations

A10.17 ***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

A10.18 ***Existing Topsoil/ Subsoil***

- Duty; Prevent over compaction of existing topsoil 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

A10.19 ***Retained Trees/ Shrubs/ Grassed Areas***

- Protection: Preserve and prevent damage, except those not required

A10.20 ***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: None

A10.21 ***Existing Work***

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna and other causes of material degradation during the course of the work
- Removal: Minimum amount necessary
- Replacement work: Match to existing

A10.22 ***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

A10.23 ***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 by the Works
  - Do not remove until new work is strong enough to support existing structure
  - Prevent overstressing of completed work when removing any supports
- Adjacent structures: Monitor and immediately report excessive movement
- Standard: Comply with BS 5975 and BS EN 12812

- A10.24      ***Materials For Recycling/ Reuse***
- Duty: Sort and prevent damage to stated products or materials, clean off bedding and joining materials and other contaminants
  - Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed

**A11.0      Facilities/ Temporary Work/ Services**

**Generally**

- A11.1      ***Spoil Heaps/ Temporary Works and Services***
- Location: Give notice of intended siting
  - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good

**Accommodation**

- A11.2      ***Temporary Accommodation***
- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site
  - Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal

**Temporary Works**

- A11.3      ***Roads***
- Permanent roads, hard standings and footpaths on the site: The following may be used subject to clause **A10** (10.17):
    - Details: Existing surfaces may be used for vehicular access
    - Restrictions on use: To protect existing tarmac areas consider weights of vehicles and turning requirements
    - Protective or remedial measures: Contractor should consider protecting tarmac surfaces at turning points and areas where vehicles may be parked for loading and unloading

**Services And Facilities**

- A11.4      ***Lighting And Power***
- Supply: Electricity from the Employers mains may be used for the works as follows:
    - Metering: N/a
    - Point of Supply: To be agreed
    - Current: Alternating
  - Continuity: The Employer will not be responsible for the consequence of failure or restriction of supply

- A11.5      ***Water***
- Supply: Water from the Employers mains may be used for the works as follows:
    - Metering: N/a
    - Point of Supply: To be agreed
    - Current: Alternating

- Continuity: The Employer will not be responsible for the consequence of failure or restriction of supply

## **A12.0 Operation/ Maintenance Of The Finished Works**

### **Generally**

#### **A12.1 *Content Of The Building Manual***

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions
- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports

#### **A12.2 *Presentation Of Building Manual***

- Format: A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings
- As-built drawings: The main sets may form annexes to the Manual

## **A13.0 Contractors General Cost Items: Management And Staff**

#### **A13.1 *Management and Staff***

- Cost significant items:
  - All on and off site administration costs
  - Management/ Person in charge
  - Trades supervision
  - Engineering
  - Programming and production
  - Quantity surveying staff
  - Additional management and staff

## **A14.0 Contractors General Cost Items: Site Accommodation**

#### **A14.1 *Site Accommodation***

- Details: Site accommodation required or made/ not made available by the Employer: See section A11.0
- Cost significant items
  - Offices and cabins
  - Stores
  - Compounds
  - Sanitary Accommodation
  - Additional site Accommodation

## **A15.0 Contractors General Cost Items: Services And Facilities**

#### **A15.1 *Services and Facilities***

- Details: Services or facilities required or made/ not made available by the Employer: See section A11.0
- Cost significant items:
  - Power
  - Lighting
  - Fuels
  - Water
  - Telephone and Administration
  - Health, Safety and Welfare
  - Storage of Materials
  - Rubbish Disposal
  - Cleaning
  - Drying Out
  - Protection of Work in all Sections
  - Security
  - Maintain Public and Private Roads
  - Protection of Existing Hard and Soft Landscaping on the Site
  - Small Plant and Tools
  - Additional Services and Facilities

**A16.0      Contractors General Cost Items: Mechanical Plant**

A16.1      ***Mechanical Plant***

- Cost significant items:
  - Cranes
  - Hoists
  - Personnel Transport
  - Concrete Plant
  - Additional Mechanical Plant

**A17.0      Contractors General Cost Items: Temporary Works**

A17.1      ***Temporary Works***

- Details: Temporary Works required or made/ not made available by the Employer: See section A11.0
- Cost significant items:
  - Access Scaffolding
  - Support Scaffolding and Propping
  - Hoardings Fans and Fencing
  - Additional Temporary Works
  - Temporary Walkways



# JSTC



# ALFORD

**CONTRACTOR INDUCTION PACK**

# **CONTRACTOR INDUCTION PACK**

## **Contents**

- Introduction to the JSTC site
- Contact Information
- Access Information
- Map of Site
- Sign In Section

## **Introduction**

Welcome to John Spendluffe Technology College. This document is provided to give you key information you may require during your visit to our site. Please take the time to read it and study the maps to familiarise yourself with the layout.

Whilst on site during term time it is required that you sign in at the Main College Office and wear your identification tag at all times.

During holiday periods please report to the Site Office.

## **Sign In**

Please fill in the attached sign in sheet at the reverse of this pack.

## **Contact Information**

### Site Management:-

- Site Office - 01507 464302
- Mark Bishell - 07757 154027
- Andy Allen - 07540 573612
- Dave Taylor - 07999 426835
- E-mail - [m.bishell@jstc.org.uk](mailto:m.bishell@jstc.org.uk)

### College:-

- Main Office - 01507 462443
- Fax - 01507 462013
- E-mail - [office@jstc.org.uk](mailto:office@jstc.org.uk)

## **Health & Safety**

- A copy of the College's Health & Safety policy is available in the Site Office.
- A copy of the Site Asbestos Report is available in the Site Office.
- First aid points are located in the Site Office and Main College Office.
- JSTC is a non smoking site.
- All work and procedures are to be carried out in accordance with the College's Health & Safety Policy and the Contractor's own Health & Safety Policy.
- If you are using Sub Contractors, please ensure they complete this document and adhere to all Health & Safety policies.

## **Fire Safety**

- On discovery of fire, leave the building by the nearest safe exit activating the fire alarm on your way out and proceed to the allocated fire assembly point.
- On hearing the fire alarm, leave the building by the nearest safe exit and proceed to the allocated fire assembly point.
- The fire assembly point is shown on the map included.

## **Site Access**

- Access to the site is between the hours of 7:30am and 4:30pm unless prior agreement is obtained from Site Management.
- A 5mph speed limit is in effect throughout the site.
- Vehicles are to be parked in the Main College Car Park, unless otherwise instructed/agreed with Site Management.

## **Site Map**

- A site map is provided to illustrate the layout of the college site.

## **Leaving Site**

- Please notify Site Management when you are leaving site during or at the end of the day.
- During term time please sign out at the Main College Office and return your ID tag.

Please contact Mark, Andy or Dave if you require any further assistance during your visit.

# John Spendluffe Technology College

## ~ Floorplan ~

Main Key	
	Main Reception
	Headteacher
	Careers & Mentoring Room
	Curriculum Office
	Inclusion Office
	Independent Learning Base
	Hygiene Suite
	Student Services & Head of House
	Disabled Toilet
	Male/Female Toilets
	Music - Practice Room
	Intervention Room
	Fire Assembly Point
	Site Manager
	Performing Arts Centre (PAC)
	Tennis Courts



Humanities Department:		
1	Humanities 1	H1
2	Humanities 2	H2
3	Humanities 3	H3
4	Humanities 4	H4
5	Humanities 5	H5
6	Humanities 6	H6

SEN Department:		
>	Learning Support Office	~
>	Learning Support 1	LS1
>	Learning Support 2	LS2

Science Department:		
1	Science 1	SC1
2	Science 2	SC2
3	Science 3	SC3
4	Science 4	SC4
5	Science 5	SC5

Expressive Arts Department:		
>	Performing Arts Centre	PAC
>	Art Room	ART
Music	Music Room	MU

English Department:		
>	Learning Centre	LC
1	English 1	EN1
2	English 2	EN2
3	English 3	EN3
4	English 4	EN4
5	English 5	EN5

Modern Foreign Languages:		
1	Modern Foreign Languages 1	MFL1
2	Modern Foreign Languages 2	MFL2

Physical Education Department:		
>	Sports Hall	PE
>	Male Changing Room	PE
>	Female Changing Room	PE
>	Physical Education Office	~

Mathematics Department:		
1	Maths 1	M1
2	Maths 2	M2
3	Maths 3	M3
4	Maths 4	M4
5	Maths 5	M5

Technology Department:		
1	Technology Workshop	T1
2	Graphics	T2
3	Textiles	T3
4	Food Technology	T4

E-Learning Department:		
1	ICT Room 1	ICT1
2	ICT Room 2	ICT2
3	ICT Room 3	ICT3

Company Name:

Description of Works, tools and any P.P.E. That will be used:-  
(Provide a brief outline of work, tools to be used and necessary PPE. RAMS should have been provided prior by your Employer)

Print Name	Signature

**Lighting Schedule Page 1**

<b>Location</b>	<b>Room ID</b>	<b>Current Light</b>	<b>QTY</b>	<b>Proposed New Fitting</b>	<b>Emergency</b>
	<b>Block 1</b>				
Tech 4	01	6ft Single	10		
Tech 4	01	2D	4		
Tech 3	04	2D	5		
Tech 3	04	6ft Single	7		
Tech 2	05	6ft Single	8		
Corridor	08	6ft Twin	4		
Tech 1	07	6ft Single	12		
Tech 1	07	5ft Single	1		
Tech 1	07	6ft Single	5		
Tech 1	78/79	6ft Single	3		
Tech 1	78/79	2D	1		
Tech 1	78/79	B22	1		
Corridor	09	6ft Single	1		
Corridor	14	2D	2		
Hatch	100	4ft Single	1		
Male WC	80	B22	2		
Assitant Head	11	6ft Twin	1		
Assitant Head Cupboard	10	2D	1		
Isolation	11	6ft Twin	2		
Stairs to Landing	101	4ft Single	2		
Female WC	61	B22	2		
Female WC	61	2D	2		
Office	74	5ft Twin	1		
Office	75	5ft Twin	1		
Main Corridor	94	4ft Single	9		
Female WC	13	6ft Single Anti Corrosive	3		
ICT 3	15	5ft Twin	6		
Exam Office	1	6ft Single	1		
Main Hall	17	6ft Twin	16		
Table Store	16	4ft Single	1		
Corridor	22	5ft Single	6		
Female Changing Room	18	2D	2		
Female Changing Room	82	2D	9		
Sports Hall Entrance	<b>Block 2</b>				
Corridor	22	600x600 Module	4		
WC	84	2D	1		
WC	83	2D	1		
Boys Changing	23	2D	8		
Open Area	7/10	600x600 Module	10		
Shower Room	25	2D	3		
PE Office 1	11/12	600x600 Module	2		
Disabled WC	08	2D	1		
Community Office	06	5ft Twin	1		
PE Office 2	05	5ft Twin	2		
Stairs to Sports Hall	04	2D	8		
Sports Hall	03	55w 6 Gang High Bay	21		
Store	01	2D	2		
Store	02	6ft Twin	2		
Store	17	6ft Twin	1		
Stairs to Gym	14	5ft Single	2		

## Lighting Schedule Page 2

Location	Room ID	Current Light	QTY	Proposed New Fitting	Emergency
Gym	13	6ft Twin	3		
Gym	13	5ft Single	4		
Drop in Centre	15	6ft Single	2		
Rear Stairs	20	6ft Single	3		
<b>Main Corridor</b>	<b>Block 1</b>				
Boys WC	24	2D	5		
Boys WC	24	6ft Single Anti	2		
Corridor	92	4ft Single	4		
Science 1	27	6ft Twin	6		
Prep	28	5ft Single	3		
Prep	67	5ft Single	1		
Prep	68	5ft Single	2		
Science 2	29	5ft Single	15		
Corridor	91	2D	9		
Science Prep	69	5ft Twin	2		
Science 3	70	5ft Twin	12		
Science Store	54	5ft Twin	4		
Science Work Room	55	5ft Twin	2		
Science 4 ( <b>Block 16</b> )	02	5ft Single	12		
Science 5 ( <b>Block 11</b> )	03	5ft Single	9		
Reception	32/87	2D	10		
Reception	30	5ft Twin	6		
Visitors	88	6ft Twin	1		
Head Corridor	37	B22	1		
WC	34	2D	2		
Stock Room	38	6ft Twin	1		
Stock Room	39	B22	1		
Heads Office	35	6ft Twin	7		
Heads Kitchen	33	B22	1		
1st Aid	40	5ft Single	3		
Stairs	58/59	B22	1		
Finance Office	56	6ft Twin	4		
Male WC	57	B22	3		
Staff Room	42	2D	1		
Staff Room	42/95	6ft Single	6		
Staff Room	41	6ft Twin	1		
Staff Room	42	5ft Twin	2		
IT Corridor	31	4ft Single	5		
ICT 2	43	6ft Twin	9		
ICT Office	45	4ft Single	1		
ICT 1	47	5ft Twin	9		
ICT 1 Office	76	6ft Twin	1		
ICT 1 Corridor	86	4ft Single	1		
ICT 1 Corridor	31	5ft Single	2		
Humanities 5	48	LED	NO		
Curriculum Office	96	4ft Single	2		
Humanities 6	50	5ft Single	4		
Data Office	49	6ft Single	1		
Year 10 Office	49	6ft Single	1		
Site manager	66	6ft Twin	5		
Field Changing Rooms	64	2D	2		
Field Changing Rooms	103	2D	2		

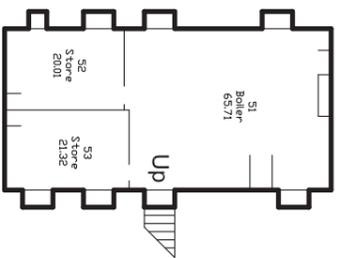
Lighting Schedule Page 3

Location	Room ID	Current Light	QTY	Proposed New Fitting	Emergency
<b>Art &amp; Music Block</b>	<b>Block 5</b>				
Art Room	01	6ft Single	6		
Music Room	06	2D	1		
Music Room	06	6ft Single	12		
Art	03	B22	1		
Art Store	07	2D	1		
Music practise (Block 6)	01/02	6ft Twin	3		
<b>English Block</b>	<b>Block 3</b>				
English Entrance	10	600x600 PLL Twin	3		
DIS WC	14	2D	1		
Common	10	2D	1		
Girls WC	12	2D	6		
Corrdior	09/05	600x600 PLL Twin	6		
WC	11	2D	3		
HUB	07	600x600 PLL Twin	6		
English 5	03	600x600 PLL Twin	9		
English 5 Meeting Room	02	600x600 PLL Twin	4		
English 4	01	600x600 PLL Twin	9		
Learning centre	07	600x600 PLL Twin	9		
Learning cupbaord	06	6ft Twin	1		
Stairs	04	600x600 PLL Twin	1		
Stairs	30	2D	2		
Stairs	29	5ft Single	1		
Corridor	21	6ft Single	6		
English 2	17	6ft Twin	6		
English 3	28	6ft Twin	6		
English Office	19	2D	1		
English Office	18	6ft Twin	2		
English 1	20	6ft Twin	6		
Learning Support 2	27	6ft Twin	4		
Leanring Support 1	26	6ft Twin	4		
Learning Supp Office	25	2D	1		
Learning Supp Office	25	5ft Twin	1		
Kitchen	25	5ft Single	1		
Stairs	23	5ft Single	1		
Stairs	22	2D	1		
<b>Maths Block</b>	<b>Block 19</b>				
Corridor	05	600x600	4		
Store	06	5ft Single	1		
Math 1	08	600x600	9		
Math 2	07	600x600	9		
Year 7 office	04	600x600	2		
Store Room	03	5ft Single	1		
Math 3	01	600x600	9		
Math 4	02	600x600	9		
<b>Mobile Unit</b>	<b>Block 14</b>				
Math 5	05	5ft Single	9		
Humanities 4	01	5ft Single	9		
Office	02	5ft Single	2		

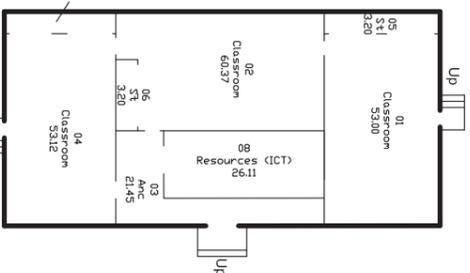




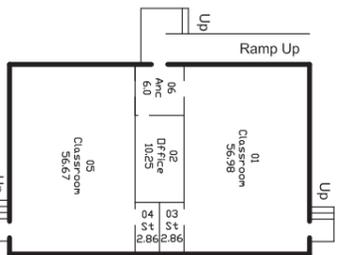
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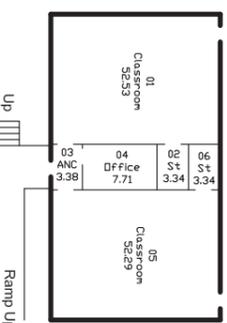
**BLOCK 01**  
BASEMENT



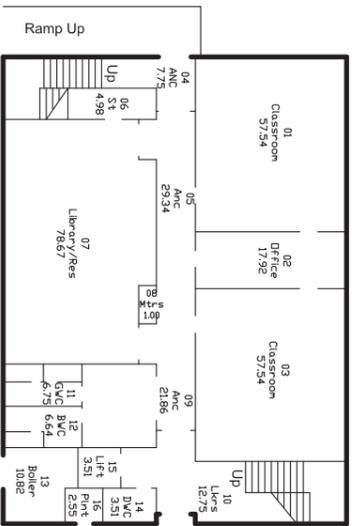
**BLOCK 07**  
MOBILE NO. 377



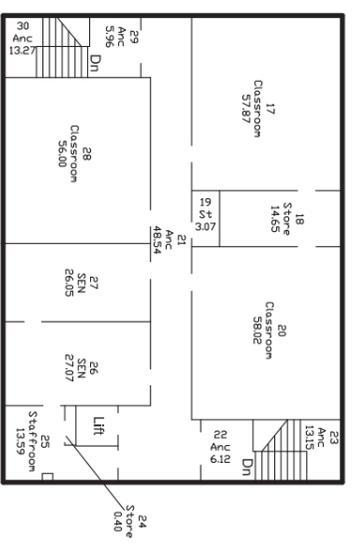
**BLOCK 14**  
MOBILE NO. 07/551



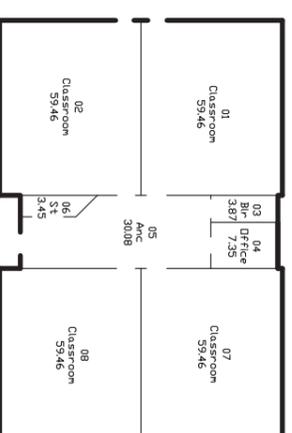
**BLOCK 15**  
RELOCATABLE UNIT



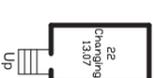
**BLOCK 03**  
GROUND FLOOR



**FIRST FLOOR**

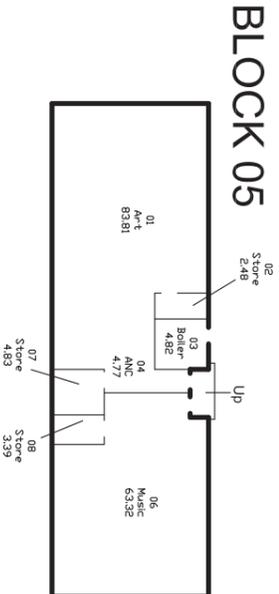


**BLOCK 19**

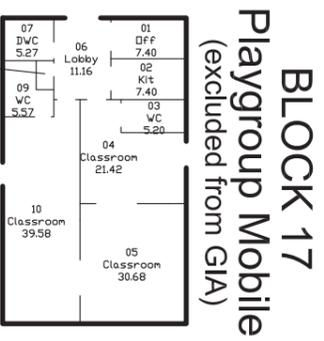


**BLOCK 02**

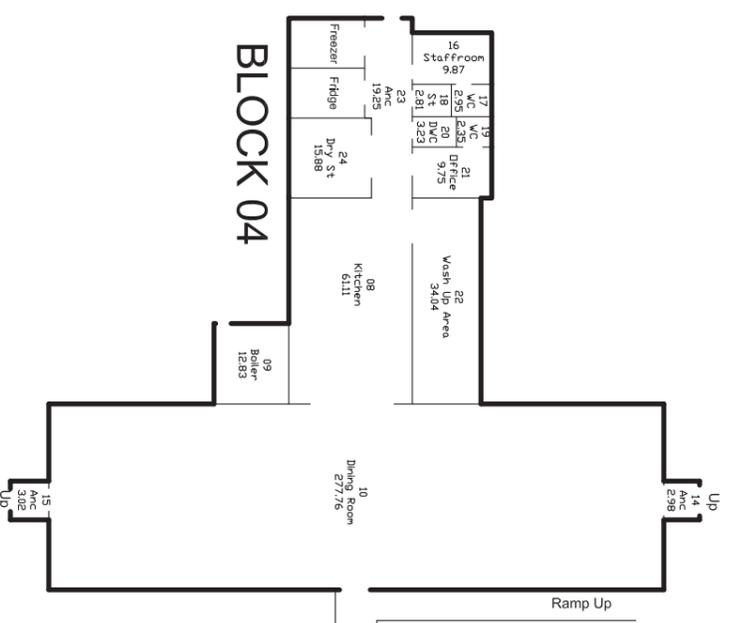
**New Classroom Block 2014**



**BLOCK 05**



**BLOCK 17**  
Playgroup Mobile  
(excluded from GIA)



**BLOCK 04**



Rev.	Date	Description	By	Checked By



**Client**  
MOUCHEL PROPERTY RECORDS

**Project**  
Alford John Spendthrift Technology College  
E0150

**Drawing Title**  
Floor Plan 2  
925/4048

**Drawn By**  
JDH

**Checked By**

**Scale**  
N.T.S.

**Date**  
September 2014

**Project No.**

**Drawing No.**

**Revision**

**Drawing Status**



John Spendluffe Technology College Academy (The Employer)

**Form Of Tender  
Tender for private works**

Description of Works: Removal & disposal of existing traditional light fittings and to supply and fit replacement LED & smart technology infrastructure.

Name of Contractor:

Address

To: John Spendluffe Technology College Academy (The Employer)

I/We the undersigned do hereby undertake upon the conditions and in the manner described in the documents which have been furnished to or inspected by me/us to supply all labour and materials and carry out all works required to complete the whole of the works included or implied in these documents for the sum of:

I/We further undertake to complete the work to the reasonable satisfaction of the College Project Team within a time frame agreed prior to possession of the site.

I/We hereby declare that I/We are not party to a Cartel involving or including any commercial or other arrangement between individuals and/or corporations which is intended or organised so as to share or control marketing arrangements or prices

