

Preliminaries

Date: December 2022

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

Table of Contents

A10	PROJECT PARTICULARS
A11	TENDER AND CONTRACT DOCUMENTS
A12	THE SITE/ EXISTING BUILDINGS
A13	DESCRIPTION OF THE WORK
A20	JCT MINOR WORK BUILDING CONTRACT (MWD)
A30	TENDERING/ SUBLETTING/ SUPPLY
A31	PROVISION, CONTENT AND USE OF DOCUMENTS
A32	MANAGEMENT OF THE WORKS
A33	QUALITY STANDARDS/ CONTROL
A34	SECURITY/ SAFETY/ PROTECTION
A35	SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/ TIMING
A36	FACILITIES/ TEMPORARY WORK/ SERVICES
A37	OPERATION/ MAINTENANCE OF THE FINISHED WORKS
A40	CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF
A41	CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION
A42	CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES
A43	CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT
A44	CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS
A50	WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER
A53	WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS
A54	PROVISIONAL WORK/ ITEMS
A55	DAYWORKS

**Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions**

**JCT Minor Works Building Contract with
Contractor's Design 2016 Edition.**

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A10 PROJECT PARTICULARS

110 THE PROJECT

Name: Eckington Community Fields Phase 1

Nature: The work comprises: creating footpaths, grassland improvements, tree planting and the creation of a central amenity grass area.

Location: Land East of Pershore Road, Eckington

Length of contract: 4 months

120 EMPLOYER (CLIENT)

Name: Eckington Parish Council

Address: 36 Abbey Road, Pershore, Worcestershire, WR10 1JP

Contact: Mrs Lynne Yapp

140 PROJECT MANAGER/ CONTRACT ADMINISTRATOR

Name: Tandem Projects Limited

Address: The Chapel, Chapel Lane, Newbold on Stour, Warwickshire, CV37 8TY

Contact: Jakub Kesiak

Telephone: 01789 459 270

E-mail: jkesiak@tandemprojects.co.uk

150 PRINCIPAL DESIGNER

Name: ONE Creative Environments

Contact: Matt Tebbatt

Telephone: 01905 362300

E-mail: Matt.Tebbatt@oneltd.com

Fee: The Principal Designer's fee will be paid direct by the Employer

155 PRINCIPAL CONTRACTOR

Name: The Contractor

Contact: TBC

Telephone: TBC

E-mail: TBC

160 QUANTITY SURVEYOR

Name: Tandem Projects Limited

Address: The Chapel, Chapel Lane, Newbold on Stour, Warwickshire, CV37 8TY

Contact: Andy Kelly

Telephone: 01789 459270

Email: akelly@tandemprojects.co.uk

Fee: The Quantity Surveyor's fee will be paid direct by the Employer.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

The tender drawings ('the Employer's Requirements') are, as listed:

ONE Creative	Masterplan	P1144-ONE-ZZ-XX-DR-L-2000 (P02)
ONE Creative	Topsoiling	P1144-ONE-ZZ-XX-DR-L-2001 (P02)
ONE Creative	Detailed Planting Plan	P1144-ONE-ZZ-XX-DR-L-2002 (P02)
ONE Creative	Detailed Drawings	P1144-ONE-ZZ-XX-DR-L-2003 (P01)

Contained in Appendix A

120 CONTRACT DRAWINGS

The contract drawings are: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

Preconstruction information is included with the tender documents.

180 OTHER DOCUMENTS ISSUED WITH THE TENDER DOCUMENTS

The pricing document (Contract Sum Analysis).

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A12 THE SITE/ EXISTING BUILDINGS

- 110 THE SITE
Description: Agricultural field to be transformed into a recreation ground.
- 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE
Description: N/A.
- 200 ACCESS TO THE SITE
Description: Car parking area provided North-West of the site by Spitfire homes. Site access is available to the South-East of the site via New Road.
Limitations: To be determined by Contractor
- 210 PARKING
Restrictions on parking of the Contractor's and employees' vehicles: Parking is available on site, exact locations to be agreed with the Client.
- 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:
The contractor shall note that the surrounding area shall remain fully open to the public throughout the duration of these works. Details of proposed access routes, work and compound areas are detailed in the Pre-Construction Information pack issued with the tender. The contractor will be expected to produce a Construction Phase Plan that demonstrates how all works shall be undertaken, including details of any area, footpath, or facility closures, temporary works and diversions and signage. This shall be agreed with the Contract Administrator prior to the commencement of any works to ensure the safety of all parties.
- 240 HEALTH AND SAFETY HAZARDS
General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up.
Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional 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
Assessment: 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: Open access, no appointment necessary.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A13 DESCRIPTION OF THE WORK

- | | |
|-----|---|
| 110 | PREPARATORY WORKS BY OTHERS
Works: N/A
Description: N/A |
| 120 | THE WORKS
The package of works will consist of footpaths establishment, soft and hard landscaping, and grassland improvements. |
| 130 | WORKS BY OTHERS CONCURRENT WITH THE CONTRACT
Description: N/A. |
| 140 | COMPLETION WORKS BY OTHERS
Description: N/A. |

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A20 JCT MINOR WORK BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

The Contract: JCT Minor Works Building Contract with Contractor's Design 2016 Edition with a Schedule of Contract Amendments

Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

1st Recital - THE WORKS

The work comprises: creating footpaths, grassland improvements, creation of a central amenity grass area, installation of gates and bollards.

2nd Recital – CONTRACTOR'S DESIGNED PORTION

To include the detailed design and construction of:

All works, including constructing new footpaths.

3rd Recital - CONTRACT DOCUMENTS

Contract drawings: As listed in clause A11/120 ('the Employer's Requirements')

Contract documents: As listed in clause A11/180.

Documents to be priced or provided by the Contractor:

Contract sum analysis.

'the Contractor's Proposals'

ARTICLES

Article 1

Contractor's obligations:

The Contractor shall carry out and complete the Works in accordance with the Contract Documents.

Article 2

Contract Sum: TBC

Article 3

Architect/ Contract Administrator: See clause A10/140

Article 4

Principal Designer; See clause A10/150

Article 5

Principal Contractor: the Contractor

Article 6

Adjudication

Amendments: None

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

Article 7
Arbitration
Amendments: None

Article 8
Legal proceedings.
Amendments: None

CONTRACT PARTICULARS

Clause etc	Subject	
Fifth Recital and Schedule 2	Base Date	10 days before commencement of the works
Fifth Recital & Clause 4.2	Construction Industry Scheme (CIS)	Employer at the base date is not a contractor
Sixth Recital	CDM Regulations	The project is not notifiable
Seventh Recital	Framework Agreement	Not applicable
Eighth Recital & Schedule 3	Supplemental Provisions	Paragraphs 1, 2, 3, 4 & 6 apply Paragraph 5 does not apply
	Employer's nominee	Jakub Kesiak – Tandem Projects
	Contractor's nominee	TBC
Article 7	Arbitration	Article 7 and Schedule 1 apply
1.1	Adjust in accordance with Amendment 1	
2.3	Date for commencement of works	To be agreed
2.3	Date for completion	To be agreed
2.9	Liquidated damages	£500 per week
2.11	Rectification Period	12 months from the date of practical completion

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

4.3	Interim Payments	First Interim Valuation Date: 1 month after commencement and thereafter at intervals of 1 month
4.3	Percentage of total value of works etc	95%
4.3	Percentage of total amount to be paid to the contractor	97.5%
4.3 and 4.8	Contribution, levy, and tax changes	Schedule 2 (Fluctuations Option) will be deleted
4.3 and 4.8	Percentage addition for Fluctuations Option	Will be deleted
4.8.1	Supply of documentation for computation of amount to be finally certified	3 months
5.3	Contractors Insurance – injury to persons or property	£1,000,000.00
5.4A & 5.4B and 5.4C	Insurance of the works – alternative provisions	Clause 5.4A applies
5.4A and 5.4B	Percentage to cover professional fees	15%
7.2	Adjudication	The adjudicator is the President or Vice-President or Chairman or Vice-Chairman: The Royal Institution of Chartered Surveyors.
Schedule 1 (para. 2.1)	Arbitration	the President or Vice-President: The Royal Institution of Chartered Surveyors.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

The Contract: Will be executed as a Deed

CONTRACT GUARANTEE BOND

Contract Guarantee Bond: is not required

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

- 110 SCOPE
General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.
- 145 TENDERING PROCEDURE
General: In accordance with JCT Practice Note 6 (Series 2) 'Main Contract Tendering'.
Errors: Alternative 2 is to apply.
- 160 EXCLUSIONS
Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
Relevant parts of the work: Define those parts, stating reasons for the inability to tender.
- 170 ACCEPTANCE OF TENDER
Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted in full, or that reasons for non-acceptance will be given.
Costs: No liability is accepted for any cost incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY
Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION
The Preliminaries/ General conditions sections (A10-A55 inclusive) must not be relied on as complying with NRM2.
- 250 PRICED DOCUMENTS
Alterations: Do not alter or qualify the pricing documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
Measurements: Where not stated, ascertain from the drawings and site.
Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
Submit: With 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 Works.
- 480 PROGRAMME
Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works. Itemize any work which is excluded.
Submit: With the tender and then prior to pre-start meeting (in an electronic format in the software used)

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

- 500 TENDER STAGE METHOD STATEMENTS
Method statements: Prepare, describing how and when the following is to be carried out: All works.
Statements: Submit with the tender.
- 515 ALTERNATIVE TIME TENDERS
General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.
- 520 DESIGN DOCUMENTS
Scope: Include the following in the Contractor's Proposals:
All design information
- 530 SUBSTITUTE PRODUCTS
Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.
- 550 HEALTH AND SAFETY INFORMATION
Content: Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
Include:
A copy of the health and safety policy document, including risk assessment procedures.
Accident and sickness records for the past 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 the Tender.
- 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
Content: Submit the following information 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 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.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

- 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.
- Arrangements for ensuring the safety of the Employer's staff and the public during the works.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

Person responsible for developing the Plan: The Contractor.

Content: Include details of:

- Principal Contractor for the purposes of the regulations.
- Location of the site.
- Description of the project.
- Estimated project cost.
- Types and quantities of waste that will be generated.
- Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
- The use of appropriate and licensed waste management contractors.
- Record keeping procedures.
- Waste auditing protocols.

Additional requirements: N/A.

Submit with tender.

599 FREEDOM OF INFORMATION

Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.

Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.

Confidentiality: Maintain at all times.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

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 Standard or British Standard glossary.
- 115 **THE WORKS**
Definition: The term 'the works' shall mean the whole of the works envisaged by this contract, including unless expressly stated otherwise, the works of nominated sub-contractors, nominated suppliers, local authorities and public undertakings.
- 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 Works.
Includes: Goods, plant, materials, site materials and things for incorporation into the Works.
- 135 **SITE EQUIPMENT**
Definition: Apparatus, appliances, machinery, vehicles, or things of whatsoever nature required in or about the construction for the execution and 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.
Excludes: Products and equipment or anything intended to form or forming part of the permanent works.
- 145 **CONTRACTOR'S CHOICE**
Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.
- 155 **SUBMIT PROPOSALS**
Meaning: Submit information in response to specified requirements.
- 160 **TERMS USED IN SPECIFICATION**

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

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

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

Supply and fix: As above but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.

Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.

Make good: Execute local remedial work to designated work. Make secure, sound, and neat. Excludes redecoration and/ or replacement.

Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.

Repair: Execute remedial work to designated products. Make secure, sound, and neat. Excludes redecoration and/ or replacement.

Refix: Fix removed products.

Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.

Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.

System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

Definition: When used in this combination:

Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed

Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.

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.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

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.

240 SUBSTITUTION OF STANDARDS

Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.

Before ordering: Submit notification of all such substitutions.

Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS AND INFORMATION

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 coordinating 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 BY CONTRACTOR/SUBCONTRACTORS/ SUPPLIERS

600 CONTRACTOR'S DESIGN INFORMATION

General: Complete the design and detailing of parts of the Works as specified.

Provide:

Production information based on the drawings, specification and other information.

Liaison to ensure coordination of the work with related building elements and services.

Master Programme: Make reasonable allowance for completing design/ production information, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and re-inspection. Information required: List of Manufacture and Model Numbers, in the form of a device list including device number, location and unique addressable reference number.

Format: Two Hard Copies and Electronic Format on CD.

Submit: on commissioning of new system.

620 AS BUILT DRAWINGS AND INFORMATION

Contractor designed work: Provide drawings and information:

In relation to the completed and commissioned works.

Submit: On practical completion.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

- 630 TECHNICAL LITERATURE
Information: Keep on site for reference by all supervisory personnel:
Manufacturers' current literature relating to all products to be used in the Works.
Relevant British, EN or ISO Standards.
- 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES
Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works
Information location: O & M Manual & The Health & Safety File
Emergency call out services: Provide telephone numbers for use after completion.
Extent of cover: during office hours and out of hours seven days a week for the duration of the Defects Rectification Period

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A32 MANAGEMENT OF THE WORKS

GENERALLY

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.

Site Supervisors role – Minimum Requirements Contractors will be expected to ensure the following:

A minimum level of three years' experience is to apply, but contractors must ensure their site supervisors are sufficiently competent and experienced to supervise the work being undertaken, given the scope and nature of risks involved, and perform their duties in accordance with relevant legislation.

Contractors will be expected to name site supervisors and provide evidence of appropriate qualifications and competence in tender documentation and/or pre contract meetings prior to work commencing.

Site supervisors must be a person under direct control of the principal contractor and will be the dedicated single point of responsibility for all site matters.

The role of site supervisor cannot be delegated to a sub-contractor or other person not under direct control of the contractor.

All site supervisors must attend refresher courses as defined by their training provider which must not exceed five yearly intervals.

If a refresher course is not available the original course, or similar, should be re-sat at five yearly intervals.

112 EMERGENCY AND OUT OF HOURS CONTACTS

The Contractor is to provide details of his arrangements for dealing with out of hours emergencies that may occur during the contract.

Provide contact names and telephone numbers of personnel that can be contacted in the event of an emergency

118 WASTE MANAGEMENT

Keep the site and Works clean and tidy

Includes: Rubbish, debris, spoil, containers and surplus material

Minimize: Waste is to be kept to a minimum at all stages of the contract and arrange recycling wherever possible.

The Contractor shall where practical, segregate waste and provide suitable on-site storage as appropriate to maximise the potential for reuse and recycling of materials and reduce disposal costs.

Re-use of suitable materials will be subject to prior approval and compliance with relevant material specifications.

Remove: Frequently and dispose off site in a safe and competent manner:-

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

Non-hazardous material: In a manner approved by the Waste Regulation Authority.

Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.

Waste transfer documentation: Retain on site and hand to CA.

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 / Client, the person administering the contract on their behalf 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: The contractor shall prepare and return with their tender return a construction programme detailing the following: mobilisation & lead-in, sequence and duration for all construction works, review and handover.

Submit one copy.

245 START OF WORK ON SITE

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

250 MONITORING

Progress: Record on 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 minimise any delay and to recover any lost time

260 SITE MEETING

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

Frequency: Monthly

Location: Contractor's Site Offices

Accommodation: Ensure availability at the time of such meetings.

TANDEM PROJECTS

Eckington Parish Council

Eckington Community Fields Phase 1

Preliminaries and General Conditions

Attendees: Attend meetings and inform sub-contractors and suppliers when their presence is required

Chairperson (who will also take and distribute minutes): Contract Administrator

280 PHOTOGRAPHS

The Contractor must provide a minimum of ten photographs that give a fair indication of current progress at monthly intervals. Colour digital photographs should be submitted to the Employer's Agent by electronic mail on the 26th of each month or the nearest working day prior to this date.

The digital photographs are to be e-mailed to the Employer's Agent.

Photographs should be included in monthly Contractors Progress Report.

290 NOTICE OF COMPLETION

Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

Associated works: Ensure necessary access, services and facilities are complete.

Period of notice (minimum): Two weeks.

310 EXTENSIONS OF TIME

Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.

Details: As soon as possible submit:

Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.

An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.

All other relevant information required.

CONTROL OF COST

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.

440 MEASUREMENT

Covered work: Give notice 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.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

460 INTERIM VALUATIONS

Applications: Include details of amounts due under the Contract together with all necessary supporting information

Submission: At least seven days before agreed valuation dates

Valuation dates: monthly unless otherwise agreed

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.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

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.
- 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.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

- 170 **MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**
General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
Exceptions: Submit details of changes to recommendations or instructions.
Execution: Use ancillary products and accessories supplied or recommended by main product manufacturer.
Products: Comply with limitations, recommendations, and requirements of relevant valid certificates.

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.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

- 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.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

610 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 reexecution.

Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

General: Make good all damage consequent upon the Works.

Temporary markings, 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 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 together with an itemized schedule, retaining duplicate schedule signed 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.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

140 CONSTRUCTION PHASE PLAN

Submission: Present to the Employment / Client not later than one week before commencement of work on site unless otherwise agreed.

Confirmation: Do not start any enabling or construction work on site until the Employer has confirmed in writing that the Construction Phase Plan includes the procedures and arrangements required by the CDM Regulations 2015.

Content: Draw up the plan from the Outline Construction Phase Plan, where provided clause A30/570A the Pre-Construction Information Document and Design Risk Assessment.

Liaise with the Principal Designer, keep all requisite records and comply in all respects with the requirements of the Construction (Design and Management) Regulations 2015. Hand over to the Principal Designer prior to Practical Completion, all documents and information reasonably required by him and where listed in the Pre-Construction Information Document. Pursuant to Regulation 12(7) of the Construction (Design and Management) Regulations 2015

The Contractor's attention is drawn to the fact that, under the terms of the Contract (clauses 2.10, 2.1.2 and 3.9), Practical Completion will not be achieved until the above conditions have been complied with.

170 OCCUPIED PREMISES

Extent: Existing buildings will be occupied and/ or used during the Contract as follows: N/A.

210 SAFETY PROVISIONS FOR SITE VISITS

Safety: Submit details in advance 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 visitors to the site.

PROTECT AGAINST THE FOLLOWING

340 POLLUTION

Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams, and waterways against pollution.

Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

Use: Not permitted.

360 NUISANCE

Duty: Prevent nuisance from smoke, dust, rubbish, vermin, and other causes.

Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

- 370 ASBESTOS CONTAINING MATERIALS
Duty: Report immediately any suspected materials discovered during execution of the Works.
Do not disturb.
Agree methods for safe removal or encapsulation.
- 371 DANGEROUS OR HAZARDOUS SUBSTANCES
Duty: Report immediately suspected materials discovered during execution of the Works.
Do not disturb.
Agree methods for safe removal or remediation.
- 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 Construction Industry Publications 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.
- 420 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.
- 430 WASTE
Includes: Rubbish, debris, spoil, surplus material, containers, and packaging.
General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
Handling: Collect and store in suitable containers. Remove frequently and dispose of 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.
- 440 ELECTROMAGNETIC INTERFERENCE
Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

460 POWDER ACTUATED FIXING SYSTEMS

Use: Not permitted.

470 INVASIVE SPECIES

General: Prevent the spread of species (e.g., plants or animals) that may adversely affect the site or Works economically, environmentally, or ecologically.

Special precautions: Inform the Site Manager.

Duty: Report immediately any suspected invasive species discovered during execution of the Works.

Do not disturb.

Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

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 utilities/ 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.

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.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

550 RETAINED TREES

Protected area: Unless agreed otherwise do not:

Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.

Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.

Change level of ground within an area 3 m beyond branch spread.

570 EXISTING WORK

Protection: Prevent damage to existing work, structures, or other property during the course of the work.

Removal: Minimum amount necessary.

Replacement work: To match existing.

580 BUILDING INTERIORS

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

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 overstraining 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/ REUSE

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.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

- 170 WORKING HOURS
 Specific limitations: To be agreed with the Employer.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS, AND SERVICES

Location: Give notice and details of intended siting.

Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

115 PLANT, TOOLS, VEHICLES AND EQUIPMENT

The Contractor shall provide everything necessary for the proper execution of the work including all requisite plant, tools, vehicles, gantries, skips, chutes, tarpaulins, rods, pegs, moulds, templates, levels, hoists, tackle and other implements and conveniences required for the expeditious carrying out of the works in proper sequence.

Comply with the Factories Act or other regulations governing the use of machinery guards and other safeguards for the protection of work persons.

117 GENERAL ACCESS SCAFFOLDING AND WORKING PLATFORMS

The Contractor is to comply with all current Health and Safety Regulations relating to the Work at Height(Amendment) Regulations 2007. The Contractor is to provide, erect and maintain all necessary access scaffolding including stairs and other safe working platforms for the proper execution of the works, including moving, adapting as necessary during the course of the works, dismantling and removal on completion. All scaffolding work including erection, alterations and dismantling is to be carried out by qualified scaffolding operatives. All working platforms must be capable of supporting the intended loads, adequately supported and braced, and provided with guard rails or barriers and toe boards. All scaffolding must be erected with legs/standards vertical, suitably protected and bearing on firm level ground using base plates, or on spreader boards without causing a trip hazard.

Tower scaffolds and other proprietary scaffold systems must be erected, used and dismantled in accordance with manufacturer's instructions. Mobile towers must have all wheels and outriggers locked and never be moved whilst in use or when loaded with materials. Only use internal ladders to access tower scaffolds, do not climb up the outside of the tower to reach the platform

Provide safe access to all scaffold / working platforms. Ladders are to be adequately tied to prevent slipping, correctly angled (75 degrees, i.e., 1 out of every 4 up), and extend 1m above the working platform

Inspections of scaffolding / working platforms are to be carried out by a competent person at maximum 7-day intervals and recorded in an Inspection Report where applicable.

Should the Contractor remove any of his scaffolding / working platforms before ascertaining whether it is required by any sub- contractor, he must re-erect it if required at his own expense.

All standards are to be sheathed and/or protected throughout and visually identifiable.

ACCOMMODATION

230 TEMPORARY ACCOMMODATION

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

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

310 ROADS

Permanent roads, hard standings, and footpaths on the site:

The following may be used, subject to clause A34/520:

Details: existing infrastructure.

Restrictions on use: Do not overload - if in doubt consult with Contract Administrator.

Protective or remedial measures: Contractor to provide a photographic schedule of existing condition of footpaths, car parks etc. to be approved by Contract Administrator prior to use.

315 TEMPORARY FENCING (SPECIFIC REQUIREMENTS)

To the Contractors works and storage/compound and any external scaffolding areas, provide and maintain temporary demountable secure fencing 2.00m high consisting of galvanised steel weld mesh or chain link panels tightly tensioned and firmly secured to tubular steel framing on all open sides. Panels are to be adequately braced, secured together and supported in temporary precast bases or similar to provide a stable and secure fence with access to area of work chained and padlocked at end of each working day.

330 TEMPORARY HOARDING / PROTECTIVE MEASURES

The Contractor shall provide all safeguards necessary for protecting the public, and for the proper execution of the works, and for meeting any requirements of the local authority.

Allow for securing, watching and lighting all places that may be dangerous, for protecting door openings, etc. to prevent entry into areas by the general public, by properly fencing off the works during progress.

340 NAME BOARDS/ ADVERTISEMENTS

Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

420 LIGHTING AND POWER

Supply: By Contractor

Metering: N/A.

Point of supply: N/A.

Available capacity: N/A.

Frequency: N/A

Phase: To be determined by the Contractor at tender stage.

Current: Alternating.

Continuity: N/A.

430 WATER

Supply: By Contractor.

Metering: N/A

Source: N/A.

Location of supply point: N/A.

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

Conditions/ Restrictions: N/A.
Continuity: N/A.

- 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**
General: Provide on-site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.
- 570 **PERSONAL PROTECTIVE EQUIPMENT**
General: Provide for the sole use of other members of the project team, in sizes to be specified:
Safety helmets to BS EN 397, neither damaged nor time expired.
Number required: 4.
High visibility waistcoats to BS EN ISO 20471 Class 2.
Number required: 4.
Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: None.
Disposable respirators to BS EN 149.FFP1S.
Eye protection to BS EN 166.
Ear protection - muffs to BS EN 352-1, plugs to BS EN352-2
Hearing protection - to BS EN 388, 407, 420 or 511, as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

- 115 **THE HEALTH AND SAFETY FILE**
Responsibility: the contractor.
Content: Obtain and provide the following information: As requested by the Principal Designer.
Format: Electronic
Delivery to: Principal Designer By (date): Practical Completion.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

- 110 MANAGEMENT AND STAFF
Cost significant items: To be priced by the Contractor.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 SITE ACCOMMODATION

Details: Site accommodation required or made/ not made available by the Employer: See section A36.

Cost significant items: Contractors site office, materials store, WC, and compound.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

SERVICES AND FACILITIES

- 110 POWER
Cost significant items: To be priced by the Contractor
- 120 LIGHTING
Cost significant items: To be priced by the Contractor
- 130 FUELS
Cost significant items: To be priced by the Contractor
- 140 WATER
Cost significant items: To be priced by the Contractor
- 150 TELEPHONE AND ADMINISTRATION
Cost significant items: To be priced by the Contractor
- 160 SAFETY, HEALTH AND WELFARE
See clause A34/210.
Cost significant items: To be priced by the Contractor
- 170 STORAGE OF MATERIALS
Cost significant items: To be priced by the Contractor
- 180 RUBBISH DISPOSAL
See clause A34/430.
Cost significant items: To be priced by the Contractor
- 190 CLEANING
See clause A33/710.
Cost significant items: To be priced by the Contractor
- 200 DRYING OUT
See clause A34/410.
Cost significant items: To be priced by the Contractor
- 210 PROTECTION OF WORK IN ALL SECTIONS
Cost significant items: To be priced by the Contractor.
- 220 SECURITY
See clause A34/150.
Cost significant items: To be priced by the Contractor.
- 230 MAINTAIN PUBLIC AND PRIVATE ROADS
See clause A34/520.
Cost significant items: To be priced by the Contractor
- 240 SMALL PLANT AND TOOLS
Cost significant items: To be priced by the Contractor

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

250 OTHERS

Heading: TBC.

Cost significant items: To be priced by the Contractor

310 ADDITIONAL SERVICES AND FACILITIES ITEMS

Heading: TBC.

Cost significant items: To be priced by the Contractor

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

- 110 CRANES
Cost significant items: To be priced by the Contractor
- 120 HOISTS
Cost significant items: To be priced by the Contractor
- 130 PERSONNEL TRANSPORT
Cost significant items: To be priced by the Contractor
- 140 TRANSPORT
Cost significant items: To be priced by the Contractor.
- 150 EARTHMOVING PLANT
Cost significant items: To be priced by the Contractor
- 160 CONCRETE PLANT
Cost significant items: To be priced by the Contractor
- 170 PILING PLANT
Cost significant items: To be priced by the Contractor
- 180 PAVING AND SURFACING PLANT
Cost significant items: To be priced by the Contractor.
- 200 ADDITIONAL MECHANICAL PLANT
Cost significant items: To be priced by the Contractor

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

- 110 TEMPORARY ROADS
Cost significant items: To be priced by the Contractor.
- 120 TEMPORARY WALKWAYS
Cost significant items: To be priced by the Contractor
- 130 ACCESS SCAFFOLDING
Cost significant items: To be priced by the Contractor.
- 140 SUPPORT SCAFFOLDING AND PROPPING
Cost significant items: To be priced by the Contractor.
- 150 HOARDINGS, FANS, FENCING, ETC.
Cost significant items: To be priced by the Contractor.
- 160 HARDSTANDING
Cost significant items: To be priced by the Contractor
- 170 TRAFFIC REGULATIONS
Cost significant items: To be priced by the Contractor
- 200 ADDITIONAL TEMPORARY WORKS
Cost significant items: To be priced by the Contractor

TANDEM PROJECTS

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

- 110 WORK BY/ ON BEHALF OF EMPLOYER
Title: N/A
Description of work: N/A
Carried out by: Client appointed provider
Attendance: Allow safe access for works to be carried out, assuming free use of welfare facilities
- 120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER.
General: Details of such products are given in the work sections, for fixing by the Contractor. Use for no other purpose than the Works.
Handling: Accept delivery, check against receipts, and take into appropriate storage.
Surplus products: Keep safe and obtain instructions.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS

- 110 WORK BY LOCAL AUTHORITY
Item: By contractor.
Description of work: By contractor.
Provisional Sum: Not Applicable.
Allow for general attendance.
- 120 WORK BY STATUTORY UNDERTAKERS
Item: By contractor.
Description of work: By contractor.
Provisional Sum: Not Applicable.
Allow for general attendance.

With regards to the statutory water works, the Contractor is responsible for all works noted within the Contractor's Proposals and within the site boundary. The Statutory Undertaker is responsible for all existing repair works outside of the site boundary.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A54 PROVISIONAL WORK/ ITEMS

105 PROVISIONAL SUMS FOR DEFINED / UNDEFINED WORK

Refer to relevant Specification / Provisional Sums section for details of sums to be allowed for work that cannot be fully described or defined.

No addition for profit or attendance is to be made to such sums.

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A55 DAYWORKS

155 DAYWORK CHARGES

General: Refer to Section A32 clause 450A for details of submission of

Daywork Vouchers

Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a daywork basis at the following rates:

The rates for daywork will be as stated in the Daywork section of these documents.

The Cost of Labour and the Cost of Goods and Materials referred to in the Daywork section shall be calculated in accordance with the Definition of Prime Cost of Daywork carried out under a Building Contract', Third Edition published June 2007 or subsequent revised edition by the Building Cost Information Service of the Royal Institution of Chartered Surveyors option 'B'- All-inclusive Rates associated with employing labour provided for the contract, including incidental costs, all overheads and profit.

The prime cost of materials and goods obtained specifically for the daywork as defined in Section 4, 4.1 and 4.2, is the invoice cost after deducting all trade discounts and any portion of cash discounts in excess of 5% plus any appropriate handling charges.

The Cost of Plant referred to in the Daywork section shall be the cost of plant as stated in the 'Schedule of Basic Plant Charges for use in connection with Daywork under a Building Contract' (1 May 2001 or subsequent revised edition as published by the Royal Institution of Chartered Surveyors).

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

Financial Summary	£
A10 PROJECT PARTICULARS	
A11 TENDER AND CONTRACT DOCUMENTS	
A12 THE SITE/ EXISTING BUILDINGS	
A13 DESCRIPTION OF THE WORK	
A20 JCT MINOR WORK BUILDING CONTRACT (MW)	
A30 TENDERING/ SUBLETTING/ SUPPLY	
A31 PROVISION, CONTENT AND USE OF DOCUMENTS	
A32 MANAGEMENT OF THE WORKS	
A33 QUALITY STANDARDS/ CONTROL	
A34 SECURITY/ SAFETY/ PROTECTION	
A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING	
A36 FACILITIES/ TEMPORARY WORK/ SERVICES	
A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS	
A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF	
A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION	
A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES	
A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT	
A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS	

Eckington Parish Council
Eckington Community Fields Phase 1
Preliminaries and General Conditions

A50 WORK/PRODUCTS BY/ ON BEHALF OF THE EMPLOYER	
A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS	
A54 PROVISIONAL WORK/ ITEMS	
A55 DAYWORKS	
Total to Contract Sum Analysis £	

Signed

For and on behalf of

Date