

A10 PROJECT PARTICULARS

- 110 THE PROJECT:
Name: Juniper Street Roof Repairs
Nature: The project comprises the general repairs to the existing roof rainwater drainage systems. Currently leaking and damaged by birds. There is also some parapet works due to movement and damage.
Location: Building 1, Juniper Street, Liverpool, L20 8EL
Length of contract: To be agreed
- 120 EMPLOYER (CLIENT):
National Museums Liverpool
Estates Management
127 Dale Street,
Liverpool
L2 2JH
- 130 THE PRINCIPAL CONTRACTOR:
To be confirmed
- 150 PRINCIPAL DESIGNER:
DRC Consulting Limited,
Salvus House,
Ayckley Heads,
Co. Durham. DH1 5TS
- 200 STRUCTURAL ENGINEER:
Purcell
St James, 79 Oxford Street,
Manchester
M1 6FQ

A11 TENDER AND CONTRACT DOCUMENTS

- 110 THE TENDER DRAWINGS are: refer to Tender Documentation – Juniper Street Building 1 Roof Repair Project.
- 120 THE CONTRACT DRAWINGS will be the same as the final tender drawings.
- 130 THE QUANTITIES DRAWINGS: refer to design scope document.
- 160 THE PRE-CONSTRUCTION CDM INFORMATION is included as a separate document with the tender documents.

A12 THE SITE/EXISTING BUILDINGS

- 110 THE SITE:
Refer to PCI for site boundaries.
- 120 EXISTING BUILDINGS ON / ADJACENT TO THE SITE
- The Contractor's attention is drawn to the various buildings adjacent to the site.
- 140 EXISTING MAINS/SERVICES:
The Contractor's attention is drawn to the existence of live and/or disused drainage, water, gas, electricity, telephone and other mains services on or over the site.
- 160 SOILS AND GROUND WATER INFORMATION n/a.
- 171 SITE INVESTIGATION: A Ground Investigation is not included in the tender documents.
- 220 ACCESS TO THE SITE:
Will be from Bankhall Lane.
- 230 USE OF THE SITE:
- Do not use the site for any purpose other than carrying out the Works.
- 240 RISKS TO HEALTH AND SAFETY:
- The Contractor must ascertain for himself any information he may require to ensure the safety of all persons and the works.
- 280 SITE VISIT: Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. Please note that this is to be by prior appointment only.

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS:

Works: Carried out under a separate contract and completed before the start of work on site for this Contract.

Description: None.

120 THE WORKS:

The project comprises the general repairs to the existing roof rainwater drainage systems. Currently leaking and damaged by birds. There is also some parapet works due to movement and damage.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

Description: None.

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

116 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

- The contract: JCT Intermediate Contract With Contractor's Design 2016 Edition
 - Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First

THE WORKS

The project comprises the general repairs to the existing roof rainwater drainage systems. Currently leaking and damaged by birds. There is also some parapet works due to movement and damage.

Second

CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Roof Cladding
 - Rainwater Installations
 - Access

Third

CONTRACT DRAWINGS

- The contract drawings: as listed in clause A11/120

Fourth

OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Comprise: None
- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fifth A

PRICING BY THE CONTRACTOR

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
 - Specification and Bill of Quantities
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will be deleted.

Ninth

INFORMATION RELEASE SCHEDULE

- This recital to be deleted.

Eleventh

DIVISION OF THE WORKS INTO SECTIONS

- The Sixth Recital to be deleted.

A20 CONTINUED

THE ARTICLES

- 3
CONTRACT ADMINISTRATOR
- Contract Administrator: National Museums Liverpool

- 4
QUANTITY SURVEYOR
- Quantity Surveyor: N/A.

- 5
PRINCIPAL DESIGNER
- Principal Designer: see clause A10/150

- 6
PRINCIPAL CONTRACTOR
- Principal Contractor: See clause A10/130

- 9
LEGAL PROCEEDINGS
- Amendments: Not applicable.

CONTRACT PARTICULARS

Fourth Recital

EMPLOYER'S REQUIREMENTS

- Comprise: Information contained within the Tender Documentation – Juniper Street Building 1 Roof Repair Project

Sixth Recital

CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Comprise: To be completed by the Contractor.
- Specific Requirements: No deviation from the Employer's Requirements.

Eight Recital and clause 4.6

CONSTRUCTION INDUSTRY SCHEME (CIS)

Employer at the Base Date is not a contractor for the purposes of the CIS.

Tenth Recital

CDM REGULATIONS

- The project is notifiable.

Eleventh Recital – Description Of Section - Not applicable

Twelfth Recital – Framework Agreement - Not applicable

A20 CONTINUED

Thirteenth Recital and Schedule 5

SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 Applies
- Health and Safety: Paragraph 2 Applies
- Cost savings and value improvements: Paragraph 3 Applies
- Sustainable development and environmental conditions: Paragraph 4 Applies
- Performance indicators and monitoring: Paragraph 5 does not apply
- Notification and negotiation of disputes: Paragraph 6 Applies
- Where paragraph 6 applies, the respective nominees of the Parties are:
- Employer's nominee: To be advised
- Contractor's nominee: To be advise. Or such replacement as each Party may notify to the other from time to time

Article 8

ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) applies

Clause 1.1

BASE DATE

- Base Date: 10 days before the date for return of tenders.

Clause 1.1

DATES FOR COMPLETION OF THE WORKS

- Date for completion of the works:
Date: To be agreed

Clause 1.7

ADDRESSES FOR SERVICE OF NOTICES

- Employer: National Museums Liverpool
- Address: See clause A10/120
- Contractor: To be completed
- Address: To be completed

Clause 2.4

DATE FOR POSSESSION OF THE SITE

- Date for possession:
- Date: To be agreed

Clause 2.5

DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 does not apply

Clause 2.23.2

LIQUIDATED DAMAGES

- Damages:
- At the rate of £500.00 per calendar week or pro-rata thereto

A20 CONTINUED

Clause 2.30

RECTIFICATION PERIOD

- Period from the date of practical completion of the works:
- 12 months.

Clause 2.34.3

CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: Unlimited

Clause 4.3 and 4.9

FLUCTUATIONS PROVISION

- Fluctuations Provision: Does not apply
- Where Schedule 4 applies, percentage addition (paragraph 12): Nil

Clause 4.7

ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1

INTERIM PAYMENTS

- The first interim valuation date is one month after the Date of Possession and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1

INTERIM PAYMENTS - PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%
- Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5%

Clause 4.10.4

LISTED ITEMS - UNIQUELY IDENTIFIED

- Listed items: Clause 4.10.4 will be deleted.

Clause 4.10.5

LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- Listed items: Clause 4.10.5 will be deleted.

Clause 6.4.1

CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £10,000,000.00

Clause 6.5.1

INSURANCE - LIABILITY OF EMPLOYER

- Insurance is not required.

A20 CONTINUED

Clause 6.7 and Schedule 1

INSURANCE OF THE WORKS - INSURANCE OPTIONS

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 percent
- Where Insurance Option C applies, Paragraph C1: Applies

Clause 6.10 and Schedule Part 1

TERRORISM COVER

Details of the required cover: Pool Re Cover is required.

Clause 6.14

JOINT FIRE CODE

- Joint Fire Code: Applies.
- Application: State whether the insurer under Schedule 3, Insurance Option A, B or C (paragraph C.2) has specified that the works are a 'Large Project': No

Clause 6.18

JOINT FIRE CODE - AMENDMENTS/ REVISIONS

- Joint Fire Code - Amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor

Clause 6.19

CONTRACTOR'S DESIGNED PORTION (CDP) PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required relates to claims or series of claims arising out of one event and is £1,000,000.00
- Level of cover for pollution/ contamination claims: £500,000.00
- Cover for asbestos claims: £500,000.00.
- Expiry of required period of CDP Professional Indemnity Insurance: 12 years

Clause 7.2.1

PERFORMANCE BOND OR GUARANTEE

- Bond or guarantee from bank or other approved surety: Is not required

Clause 7.3

COLLATERAL WARRANTIES

- Details: Subcontractor Warranty in favour of the Employer (SCWa/E and Landlord, Professional Indemnity Insurance Level required, £1,000,000.00.

A20 CONTINUED

Clause 8.9.2

PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: two months

Clauses 8.11.1.1 to 8.11.1.5

PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: two months

Clause 9.2.1

ADJUDICATION

- The Adjudicator is: To be appointed by Nominator
- Nominator of Adjudicator - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): Royal Institution of Chartered Surveyors.

Clause 9.4.1

ARBITRATION

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

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.12

APPLICABLE LAW

- Amendments: Not applicable

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT, THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a deed.

A30 TENDERING/SUBLETTING/SUPPLY

MAIN CONTRACT TENDERING

- 110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.
- 145 TENDERING PROCEDURE GENERAL:
- General: Comply with the provisions of JCT Practice Note 6 (Series 2) 'Main Contract Tendering'.
 - Arithmetical Errors: Alternative 1 is dominant.
- 160 EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents he must inform the CA as soon as possible, defining the relevant part(s) and stating the reason(s) for his inability to tender.
- 170 ACCEPTANCE OF TENDER: The Employer and his representatives:
- Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.
 - Will not be responsible for any cost incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 13 weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in section A20.

PRICING/ SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION: The Preliminaries/ General Conditions sections (A10-A55 inclusive) have been prepared in accordance with SMM7.
- 250 PRICING OF BILLS: Alterations and qualifications to the Work Schedules must not be made without the written consent of the Contract Administrator. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items which are not priced will be deemed to have been included elsewhere in the Work Schedules.
- 255 QUANTITIES IN THE PRICED DOCUMENT
- Quantities: Where included in the priced document, these have been prepared in accordance with SMM7 only where and to the extent stated.
 - Other items, descriptions and measurements not prepared in accordance with SMM7: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

A30 CONTINUED

- 257 BASIC COST OF UNSELECTED MATERIALS: Where a basic cost is given for a particular material or article (e.g. facing bricks, etc.) upon which the Contractor is required to build up his schedule rate, adjustment shall be made in the Final Bill of Variations against the actual amount so expended for the material or article. In every case the cost shall be net (after deducting any trade discount, packaging charges, etc.) and no profit adjustment will be made.
- 260 THE PRICED BILLS must be submitted within 5 days of request.
- 270 ERRORS IN PRICED BILLS Errors: In accordance with JCT Practice Note 6 (Series 2) 'Main Contract Tendering', Alternative 1.
- 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.
- 400 FLUCTUATIONS: The list of materials, goods, etc. required by Contract Clause 38.2.1 is to be provided by the Contractor and must be submitted with the tender. Fuels must not be included in the list.
- 475 THE ANALYSIS OF THE CONTRACTOR'S DESIGNED PORTION submitted with the Contractor's Proposals must include a fully detailed breakdown of the Contractor's price into quantities and rates in a format acceptable to the Contract Administrator. (To be submitted with the form of tender.)
- 480 PROGRAMME: The Contractor's proposed programme as specified in Section A32 or a summary thereof showing the sequence and timing of the principal parts of the Works, periods for planning and design, and itemising any work which is excluded must be submitted within one week of request.
- 520 DESIGN DOCUMENTS
- Scope: Include the following in the Contractor's Proposals
 - All appropriate information for the undertaking of a detailed analysis.
 - Submit: With tender
- 540 QUALITY CONTROL RESOURCES: A statement must be submitted within one week of request describing the organisation and resources which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of subcontractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.

A30 CONTINUED

- 551 HEALTH AND SAFETY INFORMATION: A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:
- A copy of the contractors health and safety policy document, including risk assessment procedures.
 - Accident and illness 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.
- 570 AN OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN must be submitted within one week of request and is to include the following:
- Method statements related to the construction hazards identified in the Pre-Construction CDM Information and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor.
 - 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 co-operation and co-ordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.
 - Procedures for ensuring that all persons on site have received relevant health and safety information and any training.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - Review procedures to obtain feedback.

A30 CONTINUED

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: None .
- Submit with tender.

SUBLETTING/SUPPLY

630 DOMESTIC SUBCONTRACTS: Comply with the Construction Industry Board 'Code of Practice for the selection of Subcontractors.'

- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: Within 5 days of request.

640 LISTED' DOMESTIC SUBCONTRACTORS

General: The work listed below and described in the Contract Documents must be carried out by persons identified in a list as provided for in Conditions of Contract clause 3.8 and clause A30/645:

- The work: N/A
- The list: N/A

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.

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: 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.

140 DRAWINGS

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

150 CONTRACTOR'S DESIGN

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

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: 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/ Purchaser or for use in the Works as instructed.

A31 CONTINUED

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

200 SUBSTITUTION OF PRODUCTS

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

A31 CONTINUED

210 CROSS REFERENCES

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

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

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

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

260 SIZES

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

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

A31 CONTINUED

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

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

470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

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: To be agreed
- Format: Drawings: Paper copy and pdf
- Number of copies: 2
- Submit: Within one week of request.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor's designed work: Provide drawings/ information:
- Submit: At least two weeks before date for completion.

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 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: In Building Manual
- Emergency call out services: Provide telephone numbers for use after completion.

650 ENERGY RATING CALCULATION

Number of copies: 2 Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

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.

120 INSURANCE

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

130 INSURANCE CLAIMS

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

140 CLIMATIC CONDITIONS

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

150 OWNERSHIP

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

A32 CONTINUED

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
- Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
- Planning and mobilization by the Contractor.
- Earliest and latest start and finish dates for each activity and identification of all critical activities.
- Running in, adjustment, commissioning and testing of all engineering services and installations
- Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
- Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: Within 2 days of request.

215 REVISED PROGRAMME

- Format and content: Compatible with master programme.
- Revised programme interval: Described in the contract data part one.
- Number of copies: 1 pdf copy.

230 SUBMISSION OF PROGRAMME

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

- Notice: Before the proposed date for commencement of work on site give minimum notice of 2 weeks.

250 MONITORING

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

255 NOTIFICATION OF COMPENSATION EVENT

- Content: Notwithstanding the Contractor's obligations under the Contract written notice must also be given of all other causes which apply concurrently.

A32 CONTINUED

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Fortnightly
- Location: Site
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Refer A10/140.

265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least 2 days before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Subcontractors' and suppliers' progress reports.
 - Any requirements for further drawings or details or instructions.

270 CONTRACTOR'S SITE MEETINGS

- General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

280 PHOTOGRAPHS

- Number of locations: 6
- Frequency of intervals: weekly
- Image format: Digital
- Number of images from each location: 2
- Other requirements: Place on labelled cd and issue to Architect at every site meeting.

285 EARLY POSSESSION/ TAKE OVER OF PARTS OF THE WORKS BY THE EMPLOYER

- Possession/ take over of parts of the Works: As completed, provided all necessary access, services and other associated facilities are also complete.

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): 4 weeks.

A32 CONTINUED

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 conditions of 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

410 CASH FLOW FORECAST

- Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works.

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
- Include:
- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources required.
- Details of any adjustments to be made to the programme for the Works.
- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

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 authorized.
- 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: No later than the end of the week following that in which the work has been recorded.

A32 CONTINUED

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

480 LABOUR AND EQUIPMENT RETURNS

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:
- The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
- The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

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
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent in 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: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 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.

A33 CONTINUED

150 INSPECTIONS

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

160 RELATED WORK

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

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

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

SAMPLES/ APPROVALS

210 SAMPLES

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

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

A33 CONTINUED

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.

ACCURACY/ SETTING OUT GENERALLY

310 ACCURACY OF INSTRUMENTS

- Accuracy in measurement: Use instruments and methods described in BS 5606, Appendix A:

320 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.

330 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 work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

350 LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:
- Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
- Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
- Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
- Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
- Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
- Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 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.

A33 CONTINUED

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

A33 CONTINUED

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
- Minimum period of notice: 2 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 Contractor's expense.

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.

550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than 5 days.

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.

570 AIR PERMEABILITY

- Method: Pressure test in accordance with the ATTMA publication: TS 1: Measuring Air Permeability of Building Envelopes.

580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
- The address of the premises.
- The Contractor's name and address.
- The name, qualification and signature of the competent person responsible for checking compliance.
- The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in the Building Manual.

A33 CONTINUED

595 ENERGY PERFORMANCE CERTIFICATE

Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.

Building Type: Non Dwelling

Method: SBEM or DSM

Certificate: To be incorporated in the Building Manual.

Submit:N/A.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - Will be at the expense of the Contractor.
 - Will not be considered as grounds for revision of the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

A33 CONTINUED

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 to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

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

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than 1 week before commencement.
- 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 CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-Construction CDM Information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

160 STABILITY

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

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/142, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/142 and other visitors to the site.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted.

330 NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.

340 POLLUTION

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

A34 CONTINUED

350 PESTICIDES

- Use: Only where specified or approved, and then only suitable products listed on www.pesticides.gov.uk.
- Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.
- Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
- Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

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.

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.

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
- Preservation: Keep objects in the exact position and condition in which they were found.

380 FIRE PREVENTION

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

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

410 MOISTURE

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

A34 CONTINUED

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, 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 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.

450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

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 mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
- Comply with service authority's/ statutory undertaker's recommendations.
- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
- Below ground: Use signboards, giving type and depth;
- Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
- Immediately give notice and notify appropriate service authority/ statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.

A34 CONTINUED

- 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 undertaker's recommendations.
- 520 ROADS AND FOOTPATHS
- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
 - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.
- 530 EXISTING TOPSOIL/ SUBSOIL
- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
 - Protection: Before starting work submit proposals for protective measures.
- 540 RETAINED TREES/ SHRUBS/ GRASSED AREAS
- Protection: Preserve and prevent damage, except those not required.
 - Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.
- 550 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.
- 560 EXISTING FEATURES
- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- 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.
- 620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

A34 CONTINUED

625 ADJOINING PROPERTY RESTRICTIONS

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

630 EXISTING STRUCTURES

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

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/TIMING

110 SCOPE

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

130 METHOD / SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:

Snagging items to be rectified within 2 weeks of notification.

140 SCAFFOLDING

- Scaffolding: Make available to subcontractors and others at all times.

180 COMPLETION IN SECTIONS OR IN PARTS

- General: Where the Employer is to take possession of any section or part of the Works and such section or part will, after its possession, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 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

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 10 people.

220 SITE ACCOMMODATION

- The Contractor shall provide all necessary site accommodation to comply with Health and Safety etc.
- The Contractor may use the undeveloped back corner of the existing building for their site establishment.

260 SANITARY ACCOMMODATION

- Facilities: Provide and maintain in a clean condition, sanitary accommodation for the Employer's representatives, either separate or shared with the Contractor's supervisory staff. There are no suitable drain connections in the area of the site compound. The Contractor shall allow for efficient storage/collection.

TEMPORARY WORKS

320 TEMPORARY WORKS

- Employer's Specific Requirements: Provide adequate fence protection to prevent damage and unauthorised access to existing temporary phone mast on Site

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
- All details at the agreement of the Client.

SERVICES AND FACILITIES

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

A36 CONTINUED

440 TELEPHONES

- Temporary on site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay all charges.
- Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.

440 MOBILE TELEPHONES

- Direct communication: As soon as practicable after the start on site:
- provide the Contractor's person in charge with a mobile telephone.
- pay all charges reasonably incurred.

470 E-MAIL AND INTERNET FACILITY

- General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer.
- Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.

480 PHOTOCOPIER/SCANNER

- General: Provide reasonably unrestricted access to and reasonably limited free use of an on-site photocopier/scanner, which may be located in the Contractor's own site offices.

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 those acting on behalf of the Employer, in sizes to be specified:
- Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 4
- High visibility waistcoats to BS EN 471 Class 2. Number required: 4
- Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 4
- Disposable respirators to BS EN 149.FFP1S.
- Eye protection to BS EN 166.
- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2.
- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
 - Part 1: General: [Content as clause 120].
 - Part 2: Fabric: [Content as clause 130].
 - Part 3: Services: [Content as clause 140].
 - Part 4: The Health and Safety File: [prepared and supplied by the Principal Designer]. [Content as clause 150].
- Responsibility: The Building Manual is to be produced by the Contractor and must be complete no later than 1 week before practical completion
- Information provided by others: Details: Contractor to collate information from clients direct appointed contractors for inclusion in the manual.
- Compilation:
 - Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - Obtain or prepare all other information to be included in the Manual.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
 - Number of copies: 3
 - Format: 2 paper, 1 digital
- Latest date for submission: 1 week before the date for completion stated in the contract.
- As-built drawings and schedules:
 - Number of copies: 3
 - Format: 2 paper, 1 digital

115 The Health and Safety File

- Responsibility: Principal Designer
- Content: Obtain and Provide the following information: As Appendix G to these documents
- Format: 2 paper, 1 digital
- Delivery to: Principal Designer By: no later than 1 week before practical completion.

A37 CONTINUED

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
- Description of the buildings and facilities.
- Ownership and tenancy, where relevant.
- Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
- Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
- Overall design criteria.
- Environmental performance requirements.
- Relevant authorities, consents and approvals.
- Third party certification, such as those made by "competent" persons in accordance with the Building Regulations.
- Operational requirements and constraints of a general nature:
- Maintenance contracts and contractors.
- Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
- Emergency procedures and contact details in case of emergency.
- Other specific requirements: None
- Description and location of other key documents.
- Timescale for completion: 2 weeks before practical completion.

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
- Floor and roof loadings.
- Durability of individual components and elements.
- Loading restrictions.
- Insulation values.
- Fire ratings.
- Other relevant performance requirements.
- Construction of the building:
- A detailed description of methods and materials used.
- As-built drawings recording the construction, together with an index.
- Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.

A37 CONTINUED

- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
 - Test certificates and reports required in the specification or in accordance with legislation, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.
 - Electricity and Gas safety.
 - Other specific requirements: None
 - Timescale for completion: 2 weeks before practical completion.
- 140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES
- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
 - Detailed design criteria and description of the systems, including:
 - Services capacity, loadings and restrictions.
 - Services instructions.
 - Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
 - Detailed description of methods and materials used.
 - As-built drawings for each system recording the construction, together with an index, including:
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings.
 - Record drawings showing overall installation.
 - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - Identification of services – a legend for colour coded services.
 - Product details, including for each item of plant and equipment:
 - Name, address and contact details of the manufacturer.
 - Catalogue number or reference.
 - Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - Information and guidance concerning dismantling, repair, renovation or decommissioning.
 - Operation: A description of the operation of each system, including:
 - Starting up, operation and shutting down.
 - Control sequences.
 - Procedures for seasonal changeover.
 - Procedures for diagnostics, troubleshooting and fault finding.
 - Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
 - Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
 - Electrical circuit tests.

A37 CONTINUED

- Corrosion tests.
 - Type tests.
 - Work tests.
 - Start and commissioning tests.
 - Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
 - Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.
 - Lubrication: Schedules of all lubricated items.
 - Consumables: A list of all consumable items and their source.
 - Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
 - Emergency procedures for all systems, significant items of plant and equipment.
 - Annual maintenance summary chart.
 - Other specific requirements: None

 - Timescale for completion: 2 weeks before practical completion.
- 150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE
- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with.
 - hazardous materials used.
 - information regarding the removal or dismantling of installed plant and equipment.
 - health and safety information about equipment provided for cleaning or maintaining the structure.
 - the nature, location and markings of significant services.
 - information and as-built drawings of the structure, its plant and equipment.
 - Information prepared by others: Details: None
 - Timescale for completion: 1 week before practical completion
 - Submit to: Principal Designer
- 160 PRESENTATION OF BUILDING MANUAL
- Format: A4 size, plastics 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.
In addition, one further copy will be required in digital format, presented on CD(S)/DVD(S) in pdf format, with drawings presented in full size format and pdf format. All pdf drawings scaled to print in A3 size.

A37 CONTINUED

210 INFORMATION FOR COMMISSIONING OF SERVICES

- General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.
- Time of submission: At commencement of commissioning.

220 TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Operating time: Include a minimum of 2 days.

230 SPARE PARTS

- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
- Content: Include in the priced schedule for:
 - Manufacturers' current prices, including packaging and delivery to site.
 - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - Painting, greasing, etc. and packing to prevent deterioration during storage.
- Latest date for submission: practical completion.

250 TOOLS

- General: Provide tools and portable indicating instruments for the operation and maintenance of all services, plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
- Quantity: Two complete sets.
- Time of submission: At completion.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

For details of site accommodation required or made/not made available by the Employer see section A36.

110 SITE ACCOMMODATION

A4.2 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

For details of services and facilities required or made/not made available by the Employer see section A36.

110 POWER

120 LIGHTING

130 FUELS

140 WATER

150 TELEPHONE AND ADMINISTRATION

160 SAFETY, HEALTH AND WELFARE (see A34/210)

170 STORAGE OF MATERIALS

180 RUBBISH DISPOSAL (see A34/430)

190 CLEANING (see A33/710)

200 DRYING OUT (see A34/410)

210 PROTECTION OF WORK IN ALL SECTIONS

220 SECURITY (see A34/150)

230 MAINTAIN PUBLIC AND PRIVATE ROADS (see A34/520)

240 SMALL PLANT AND TOOLS

A4.2 CONTINUED

260 GENERAL ATTENDANCE ON CLIENT DIRECT APPOINTED SUBCONTRACTORS

- See measured works section of Bills of Quantities and Preliminaries section A50, if applicable.

270 SPECIAL ATTENDANCE ON CLIENT DIRECT APPOINTED SUBCONTRACTORS.

310 ADDITIONAL SERVICES AND FACILITIES ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate:

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

110 CRANES

120 HOISTS

130 PERSONNEL TRANSPORT

140 TRANSPORT

150 EARTHMOVING PLANT

160 CONCRETE PLANT

170 PILING PLANT

180 PAVING AND SURFACING PLANT

250 ADDITIONAL MECHANICAL PLANT ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

For details of temporary works required or made/not made available by the Employer see section A36.

110 TEMPORARY ROADS

120 TEMPORARY WALKWAYS

130 ACCESS SCAFFOLDING

140 SUPPORT SCAFFOLDING AND PROPPING

150 HOARDINGS, FANS, FENCING, ETC.

160 HARDSTANDING

170 TRAFFIC REGULATIONS

250 ADDITIONAL TEMPORARY WORKS ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

CONTRACT PRELIMINARIES SUMMARY

	Time Related Charges £ p	Fixed Charges £ p
A10 PROJECT PARTICULARS		
A11 TENDER AND CONTRACT DOCUMENTS		
A12 THE SITE / EXISTING BUILDINGS		
A13 DESCRIPTION OF THE WORKS		
A20 JCT STANDARD BUILDING CONTRACT WITH QUANTITIES 2011		
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 AND 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		
CONTRACTORS PROPOSED OH&P PERCENTAGE ON VARIATIONS%		
TOTAL OF CONTRACT PRELIMINARIES CARRIED TO MAIN SUMMARY	£	