

Proctor Watts Cole Rutter Limited

Shaftesbury Town Council

# Shaftesbury Town Hall

Prelims

29-06-2023

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# A10

## Project particulars

### Clauses

#### 110 The Project

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1. Name: Shaftesbury Town Hall
2. Nature: Refurbishment
3. Location: Shaftesbury, Dorset

#### 120 Employer (client)

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1. Name: Shaftesbury Town Council
2. Address: The Town Hall  
High Street  
Shaftesbury  
Dorset  
SP7 8LY
3. Contact: Brie Logan (Town Clerk)
4. Telephone: 01747 852420
5. Email: [office@shaftesbury-tc.gov.uk](mailto:office@shaftesbury-tc.gov.uk)

#### 140 Architect/ contract administrator

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1. Name: PWCR
2. Address: Grosvenor House  
Bleke Street  
Shaftesbury  
Dorset  
SP7 8AW
3. Contact: Brian Watts
4. Telephone: 01747 851881
5. Email: [brianwatts@pwcr.co.uk](mailto:brianwatts@pwcr.co.uk)

#### 150 Principal designer

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1. Name: PWCR as above

#### 170 Structural Engineer

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1. Name: Julia Sanders
2. Address: JS Consulting, 19 Bingham Avenue, Poole BH14 8ND
3. Telephone: 01202 708 465
4. Email: [info@jsconsultingltd.co.uk](mailto:info@jsconsultingltd.co.uk)

Ω End of Section

# A11

## Tender and contract documents

### Clauses

#### 110 Tender Drawings

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1. The tender drawings are: PWCR W01 site plan, W02 floor plans, W03 Elevations, W04 roof and attic plans and section, W05 N&W Elevations, W06 S&E Elevations  
JS Consulting marked up drawing showing structural works to roof.

#### 120 Contract drawings

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

#### 160 Pre-construction information

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1. Format: The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

Ω End of Section

## A12

# The site/ existing buildings

### Clauses

#### 110 The site

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1. **Description:** The site is shown on PWCR site and location plans, and sits to the south side of Shaftesbury High Street. The town hall sits to the top of the popular tourist destination of Gold Hill with steeply cobbled paths to either side.

#### 120 Existing buildings on/ adjacent to the site

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1. **Description:** The Town hall is grade II listed and was built in 1837 by the Marquess of Westminster. The tower was added in 1879, and rebuilt in its current form in 1925. Built using a mixture of Shaftesbury greensand and Chilmark stone with 5 bays to the high street and Gold hill. The lower ground floor of the building is leased to a restaurant (The Salt Cellar) including some external seating, and this will continue to operate during the works. To the East of the site sits St Peter's Church (also listed) with The Mitre Inn beyond, and various retail outlets sit to the West of the site.

#### 140 Existing utilities and services

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1. **Drawings:** (Information shown is indicative only): Where known are shown on drawings.

#### 200 Access to the site

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1. **Description:** The site is accessed from Shaftesbury high street, or the steeply sloping Gold Hill to the south. Width/turning limitations and the sheer nature of Gold Hill make this unlikely as a suitable access for anything other than light vehicles.
2. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

#### 210 Parking

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1. **Restrictions on parking of the Contractor's and employees' vehicles:** There are notionally 5 parking spaces on the pavement to the North side of the town hall (N side of bollards) which will be available to the contractor. The town carpark is situated to the North within a two minute walk.

#### 220 Use of the site

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1. **General:** Do not use the site for any purpose other than carrying out the Works.

#### 230 Surrounding land/ building uses

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1. **General:** Adjacent or nearby uses or activities are as follows:
  - 1.1. see clause 120 above.

#### 240 Health and safety hazards

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1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
  - 1.1. Working at height and in an exposed (windy) location. Asbestos. Proximity to public thoroughfare/members of the public .
2. **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.
3. **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

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1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** with the Town Clerk (see A10/120)

Ω End of Section

## A13

### Description of the work

#### Clauses

#### 120 The works

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1. **Description:** Reroofing of the building using natural slate and single ply membrane including insertion of rooflights, the addition of solar PV panels. Amendments to parapets to add guarding. Re-construction of the south side of the clock chamber including linking section with the main roof. Miscellaneous repairs to the rainwater system including re-routing and replacement of the NE downpipe. General stone repairs to all four elevations of the building as scheduled including the entrance porch. Refurbishment of North facing leaded light windows. Redecoration of external windows and doors as specified. Miscellaneous amendments and decorations to external fittings as scheduled.

Ω End of Section

## A20

# JCT intermediate building contract (IC)

## Clauses

### Intermediate building contract (IC)

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- The Contract: JCT Intermediate Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

## The recitals

### First - The Works

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- Comprise: Reroofing and refurbishment to the exterior of Shaftesbury Town Hall building
- Location: Shaftesbury Dorset

### Second - Contract drawings

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- The Contract Drawings: As listed in clause A11/120.

### Fourth A - Pricing by the Contractor

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- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
  - Bills of Quantities.

### Sixth - Information release schedule

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- The Sixth Recital will be deleted.

### Eighth - Division of the works into sections

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- The Eighth Recital will be deleted

## Articles

### 3 - Architect/ Contract Administrator

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

### 4 - Quantity Surveyor

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- Quantity Surveyor: See clause A10/160.

### 5 - Principal Designer

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- Principal designer: See clause A10/150.

### 6 - Principal Contractor

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- Principal contractor: See clause A10/130.

## Contract particulars

### Fifth Recital and Clause 4.6 - Construction industry scheme (CIS)

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



## **Seventh Recital - CDM Regulations**

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- The project is notifiable.

## **Tenth Recital and Schedule 5 - Supplemental provisions**

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- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies .
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 applies.
- Notification and negotiation of disputes: Supplemental Provision 6 applies does not apply.

## **Article 8 - Arbitration**

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- Article 8 and clauses 9.3 to 9.8 (arbitration) do not apply.

## **Clause 1.1 - Base Date**

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- **Base Date:** 24th August 2023

## **Clause 1.1 - Date for completion of the Works**

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- **Date for completion of the Works (where completion by sections does not apply):** As stated on the form of tender and agreed at the pre-contract meeting

## **Clause 1.7 - Addresses for service of notices**

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- **Employer**
  - **Address:** See clause A10/120
- **Contractor**
  - **Address:** TO BE COMPLETED BY CONTRACTOR
  - **Fax Number:** TO BE COMPLETED BY CONTRACTOR

## **Clause 2.4 - Date of possession of the site**

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- **Date of Possession of the site:** no later than 12 weeks from the date for receipt of tenders

## **Clause 2.23.2 - Liquidated Damages**

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- **Damages:** At the rate of £500 per calendar week.

## **Clause 2.30 - Rectification period**

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- **Period:** Six months from the date of practical completion of the Works.

## **Clause 4.3 and 4.9 - Fluctuations Provision**

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- **Fluctuations provision:** no Fluctuations Provision applies

## **Clause 4.7 - Advance payment and advance payment bond**

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- **Advance payment:** Clause 4.7 does not apply.

#### **Clause 4.8.1 - Interim payments - Interim Valuation Dates**

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- The first Interim Valuation Date is: to be agreed no later than 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**

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- 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**

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- The Contract Particulars item for clause 4.10.4 will be deleted.

#### **Clause 6.4.1 - Contractor's Public Liability Insurance: Injury to persons or property**

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

#### **Clause 6.7 and Schedule 1 - Works Insurance - insurance options**

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

#### **Clause 6.15 - Joint Fire Code**

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- The Joint Fire Code: Does not apply.

#### **Clause 7.2.1 - Performance bond or guarantee**

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- Bond or guarantee from bank or other approved surety: Is required
  - Initial value (percentage of the contract sum): 50% of the contract value
  - Period of validity: The date for practical completion of the works

#### **Clause 9.2.1 - Adjudication**

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- The Adjudicator is: To be appointed by the nominating body
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institute of British Architects

### **The conditions - No Amendments**

#### **Section 1: Definitions and Interpretation - No Amendments**

#### **Section 2: Carrying out the Works - No Amendments**

#### **Section 3: Control of the Works**

#### **3.7 - Named subcontractors - windows**

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- General: The work listed below and described in the contract documents is to be executed by the following persons who are hereby named as subcontractors as provided in Intermediate Building

Contract clause 3.7. (For each such person, a completed Form of Tender and Agreement ICSUB/NAM, together with the numbered documents referred to therein, is included with the main contract tender documents).

- **Work to be executed:** Refurbishment of Leaded light windows to 1st floor North side
- **Named person:** Salisbury Cathedral works - Sam Kelly
- **Agreement:** The JCT Form of Agreement ICSUB/NAM/E will be used.
- **Allow for attendance:** As described in ICSUB/NAM.

### **3.7 - Named subcontractors - PV panels**

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- **General:** The work listed below and described in the contract documents is to be executed by the following persons who are hereby named as subcontractors as provided in Intermediate Building Contract clause 3.7. (For each such person, a completed Form of Tender and Agreement ICSUB/NAM, together with the numbered documents referred to therein, is included with the main contract tender documents).
  - **Work to be executed:** Alterations to and additional PV panels to the south roof slope
  - **Named person:** Dorset Energy
- **Agreement:** The JCT Form of Agreement ICSUB/NAM/E will be used.
- **Allow for attendance:** As described in ICSUB/NAM.

### **Section 4: Payment - No Amendments**

### **Section 5: Variations - No Amendments**

### **Section 6: Injury, Damage and Insurance - No Amendments**

### **Section 7: Assignment and Collateral Warranties - No Amendments**

### **Section 8: Termination - No Amendments**

### **Section 9: Settlement of Disputes - No Amendments**

### **Execution**

#### **Execution**

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- **The contract:** Will be executed as a deed under hand as a deed.

Ω End of Section

## A30

# Tendering/ subletting/ supply

### Main contract tendering

#### 110 Scope

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1. **General:** These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

#### 145 Tendering procedure

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1. **General:** In accordance with the principles of: the JCT code for single stage tendering .
2. **Arithmetical errors:** Pricing document is dominant.

#### 160 Exclusions

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

#### 170 Acceptance of tender

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

#### 190 Period of validity

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1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 13 weeks.
2. **Date for possession/ commencement:** See section A20.

### Pricing/ submission of documents

#### 210 Preliminaries in the specification

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1. **Measurement rules:** Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with SMM7.

#### 220 Pricing of preliminaries

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1. **Abbreviations:** The following have been used:
2. **F = Fixed charge item.**
  - 2.1. **TR = Time related charge item.**

#### 250 Priced documents

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1. **Alterations:** Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
2. **Measurements:** Where not stated, ascertain from the drawings.
3. **Deemed included:** Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
4. **Submit:** within one week of request

### 310 Tender

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1. **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.

### 440 Schedule of rates

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1. **Schedule of rates (unpriced):** Included with the tender documents. The contractor may insert additional items.

### 480 Programme

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1. **Programme of work:** Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
2. **Submit:** Within one week of request

### 490 Information release schedule

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1. **Compatibility with programme:** At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.
2. **Alternative proposals:** If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.

### 510 Alternative method tenders

---

1. **General:** In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
2. **Alternative tenders:** Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
3. **Safety method statement:** Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
4. **Full technical data:** Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
5. **Submit:** With tender

### 515 Alternative time tenders

---

1. **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.
2. **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.

### 530 Substitute products

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1. **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.
2. **Compliance:** Substitutions accepted will be subject to the verification requirements of clause A31/200.

### 540 Quality control resources

---

1. **Statement:** Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.

2. **QA staff:** Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. **Submit:** Within one week of request

## **550 Health and safety information**

---

1. **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.
2. **Include**
  - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
  - 2.2. Accident and sickness records for the past five years.
  - 2.3. Records of previous Health and Safety Executive enforcement action.
  - 2.4. Records of training and training policy.
  - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submit:** With the Tender

## **570 Outline construction phase health and safety plan**

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

## **599 Freedom of Information Act**

---

1. **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.
2. **Determination:** Submit requests received. Do not supply information to anyone other than the project participants without express written permission.

3. Confidentiality: Maintain at all times.

## Subletting/ supply

### 630 Domestic subcontracts

---

1. **General:** Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
2. **Details:** Provide details of all subcontractors and the work for which they will be responsible.
3. **Submit:** Within one week of request

### 639 'Listed' domestic subcontractors - Windows North side

---

1. **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 clause A30/645:
  - 1.1. **The work:** Repair to North leaded light casement windows, including adjustment of hinges and fasteners
  - 1.2. Enter into a contract with one of the following:
2. Sam Kelly, The Fabric Office | The Works Yard | The Close | Salisbury |, Salisbury SP1 2EN Tel: )1722 555115.

### 640 'Listed' domestic subcontractors - Solar Panels

---

1. **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 clause A30/645:
  - 1.1. **The work:** Removal and replacement of solar panels
  - 1.2. Enter into a contract with one of the following:
2. Dorset Energy Solutions Ltd, Mere Road, Peacemarsh, Gillingham SP8 4EU. Tel: 01747 825222.

Ω End of Section

## A31

# Provision, content and use of documents

## Definitions and interpretations

### 110 Definitions

---

1. **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

### 120 Communication

---

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

### 130 Products

---

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

### 135 Site equipment

---

1. **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.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

### 140 Drawings

---

1. **Definitions:** To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.
2. **CAD data:** In accordance with ISO 19650.

### 145 Contractor's choice

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1. **Meaning:** Selection delegated to the Contractor, but liability to remain with the specifier.

### 150 Contractor's Design

---

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

### 155 Submit proposals

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1. **Meaning:** Submit information in response to specified requirements.

### 160 Terms used in specification

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1. **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 removal and disposal of associated pipework, wiring, ductwork or other services.



2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.
4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **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.
13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

## 170 Manufacturer and product reference

---

1. **Definition:** When used in this combination:
  - 1.1. **Manufacturer:** the person or legal entity under whose name or trademark the particular product, component or system is marketed
  - 1.2. **Product reference:** the proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **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

---

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Documentation:** Submit relevant information, including:
  - 3.1. manufacturer and product reference;
  - 3.2. cost;
  - 3.3. availability;
  - 3.4. relevant standards;
  - 3.5. performance;
  - 3.6. function;
  - 3.7. compatibility of accessories;
  - 3.8. proposed revisions to drawings and specification;

- 3.9. compatibility with adjacent work;
- 3.10. appearance;
- 3.11. copy of warranty/ guarantee.
- 4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
- 5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

## 210 Cross references

---

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

## 220 Referenced documents

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- 1. **Conflicts:** Specification prevails over referenced documents.

## 230 Equivalent products

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

## 240 Substitution of standards

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- 1. **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.
- 2. **Before ordering:** Submit notification of all such substitutions.
- 3. **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

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

## 260 Sizes

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

## Documents provided on behalf of employer

### 410 Additional copies of drawings/ documents

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- 1. **Additional copies:** Issued free of charge.

### 440 Dimensions

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- 1. **Scaled dimensions:** Do not rely on.

## **450 Measured quantities**

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

## **460 The specification**

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

## **Documents provided by contractor/ subcontractors/ suppliers**

## **640 Maintenance instructions and guarantees**

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1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. **Information location:** In Building Manual.

## **Document/ data interchange - No Amendments**

Ω End of Section

## A32 Management of the works

### Generally

#### 110 Supervision

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1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **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

---

1. **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

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1. **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.
2. **Failure to notify:** Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

#### 140 Climatic conditions

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

#### 150 Ownership

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1. **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

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1. **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:
  - 1.1. Design, production information and proposals provided by the contractor/ subcontractors/ suppliers, including inspection and checking (see section A31).
  - 1.2. Planning and mobilization by the contractor.
  - 1.3. Earliest and latest start and finish dates for each activity and identification of all critical activities.
  - 1.4. Running in, adjustment, commissioning and testing of all engineering services and installations
  - 1.5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)

- 1.6. 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.
2. **Exclusions:** Where and to the extent that the programme implications for work which is not so defined are impossible to assess, exclude it and confirm this when submitting the programme.

### **230 Submission of programme**

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1. **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.

### **260 Site meetings**

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1. **General:** Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. **Frequency:** Every month
3. **Location:** to be agreed
4. **Accommodation:** Ensure availability at the time of such meetings.
5. **Attendees:** Attend meetings and inform subcontractors and suppliers when their presence is required.
6. **Chairperson (who will also take and distribute minutes):** Architect

### **270 Contractor's site meetings**

---

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

### **290 Notice of completion**

---

1. **Requirement:** Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. **Associated works:** Ensure necessary access, services and facilities are complete.
3. **Period of notice (minimum):** Two weeks

### **310 Extensions of time**

---

1. **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.
2. **Details:** As soon as possible submit:
  - 2.1. Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - 2.2. An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - 2.3. All other relevant information required.

## **Control of cost**

### **410 Cash flow forecast**

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1. **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**

---

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

### 430 Proposed instructions

---

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

### 440 Measurement

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1. **Covered work:** Give notice before covering work required to be measured.

### 470 Products not incorporated into the Works

---

1. **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.
2. **Evidence:** When requested, provide evidence of freedom of reservation of title.

### 475 Listed products stored off site

---

1. **Evidence of Title:** Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
2. **Include for products purchased from a supplier**
  - 2.1. A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
3. **Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor**
  - 3.1. Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

### 480 Labour and equipment returns

---

1. **Records:** Provide for verification at the beginning of each week in respect of each of the previous seven days.
2. **Records must show**
  - 2.1. 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.
  - 2.2. The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

Ω End of Section

## A33

### Quality standards/ control

#### Standards of products and executions

##### 110 Incomplete documentation

---

1. **General:** Where and to the extent that products or work are not fully documented, they are to be:
  - 1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - 1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. **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

---

1. **Operatives:** Appropriately skilled and experienced for the type and quality of work.
2. **Registration:** With Construction Skills Certification Scheme.
3. **Verification:** When requested, operatives must produce evidence of skills/ qualifications.

##### 130 Quality of products

---

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

##### 135 Quality of execution

---

1. **Generally:** Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
2. **Colour batching:** Do not use different colour batches where they can be seen together.
3. **Dimensions:** Check on-site dimensions.
4. **Finished work:** Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
5. **Location and fixing of products:** Adjust joints open to view so they are even and regular.

##### 170 Manufacturer's recommendations/ instructions

---

1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

##### 180 Water for the works

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1. **Mains supply:** Clean and uncontaminated.

## Samples/ approvals

### 210 Samples

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

### 220 Approval of products

---

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

### 230 Approval of execution

---

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

## Accuracy/ setting out generally - No Amendments

## Services generally

### 410 Services regulations

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

### 435 Electrical installation certificate

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

### 445 Service runs

---

1. **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
2. **Ducts, chases and holes:** Form during construction rather than cut.
3. **Coordination with other works:** Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

### 450 Mechanical and electrical services

---

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

## Supervision/ inspection/ defective work

### 540 Defects in existing work

---

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.



2. **Documented remedial work:** Do not execute work which may:
  - 2.1. Hinder access to defective products or work; or
  - 2.2. Be rendered abortive by remedial work.

## **550 Access for inspection**

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1. **Removal:** Before removing scaffolding or other facilities for access, give notice of not less than one week.

## **560 Tests and inspections**

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1. **Timing:** Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
2. **Confirmation:** One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
3. **Records:** Submit a copy of test certificates and retain copies on site.

## **610 Proposals for rectification of defective products/ executions**

---

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

## **620 Measures to establish acceptability**

---

1. **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:
  - 1.1. Will be at the expense of the Contractor.
  - 1.2. Will not be considered as grounds for revision of the completion date.

## **630 Quality control**

---

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

## **Work at or after completion**

### **710 Work before completion**

---

1. **General:** Make good all damage consequent upon the Works.
2. **Temporary markings, coverings and protective wrappings:** Remove unless otherwise instructed.
3. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
5. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

6. **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.
7. **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**

---

1. **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
2. **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**

---

1. **Remedial work:** Arrange access with Architect.
2. **Rectification:** Give reasonable notice for access to the various parts of the Works.
3. **Completion:** Notify when remedial works have been completed.

Ω End of Section

## A34 Security/ safety/ protection

### Security, health and safety

#### 110 Pre-construction information

---

1. **Location:** Integral with the project Preliminaries, including but not restricted to the following sections:
  - 1.1. **Description of project:** Sections A10 and A11.
  - 1.2. **Client's consideration and management requirements:** Sections A12, A13 and A36.
  - 1.3. **Environmental restrictions and on-site risks:** Section A12, A35 and A34.
  - 1.4. **Significant design and construction hazards:** Section A34.
  - 1.5. **The health and safety file:** Section A37.

#### 120 Execution hazards

---

1. **Common hazards:** Not listed. Control by good management and site practice.
2. **Significant hazards:** The design of the project includes the following:
  - 2.1. **Hazard:** working at height and in an exposed location
  - 2.2. **Precautions assumed:** suitable tested scaffolding and management of works to avoid windy weather
  - 2.3. **Hazard:** working in close proximity to the public, particularly works over the south facing 'Salt Cellar' cafe
  - 2.4. **Precautions assumed::** suitable hoarding and pavement lift of scaffolding separating public from the works, and close boarded and polyethene sandwich gallery to the south

#### 130 Product hazards

---

1. **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: 'Workplace Exposure Limits'.
2. **Common hazards:** Not listed. Control by good management and site practice.
3. **Significant hazards:** Specified construction materials include the following:
  - 3.1. **Hazard:** Asbestos
  - 3.2. **Material:** As noted in relevant sections of the schedules, and asbestos register

#### 140 Construction phase health and safety plan

---

1. **Submission:** Present to the employer/ client no later than two weeks before commencement on site.
2. **Confirmation:** Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.
3. **Content:** Develop the plan from, and draw on, the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

#### 150 Security

---

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

## 160 Stability

---

1. **Responsibility:** Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. **Design loads:** Obtain details, support as necessary and prevent overloading.

## 170 Occupied premises

---

1. **Extent:** Existing buildings will be occupied and/ or used during the contract as follows: Lower ground floor cafe, and First floor offices will be occupied for the duration of the work. The ground floor 'guildhall' will be available to the contractor for the duration of the works for site office and storage.
2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

## 210 Safety provisions for site visits

---

1. **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.
2. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

## Protect against the following

## 330 Noise and vibration

---

1. **Standard:** Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
2. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
3. **Restrictions:** Do not use:
  - 3.1. Percussion tools and other noisy appliances without consent during the hours of 9:00am to 5:00pm.
  - 3.2. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

## 340 Pollution

---

1. **Prevention:** Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. **Contamination:** If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

## 350 Pesticides

---

1. **Use:** Only where specified or approved, and then only suitable products listed on [www.pesticides.gov.uk](http://www.pesticides.gov.uk).
2. **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'.
3. **Containers:** Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
4. **Competence:** Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

### 360 Nuisance

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1. **Duty:** Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
2. **Surface water:** Prevent hazardous build-up on-site, in excavations and to surrounding areas and roads.

### 370 Asbestos containing materials

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

### 371 Dangerous or hazardous substances

---

1. **Duty:** Report immediately suspected materials discovered during execution of the works.
  - 1.1. Do not disturb.
  - 1.2. Agree methods for safe removal or remediation.

### 375 Antiquities

---

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

### 380 Fire prevention

---

1. **Duty:** Prevent personal injury or death, and damage to the Works or other property from fire.
2. **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

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1. **Smoking on-site:** Not permitted.

### 400 Burning on-site

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1. **Burning on-site:** Not permitted.

### 410 Moisture

---

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

### 420 Infected timber/ Contaminated materials

---

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

### 430 Waste

---

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.

2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

#### 440 Electromagnetic interference

---

1. **Duty:** Prevent excessive electromagnetic disturbance to apparatus outside the site.

#### 450 Laser equipment

---

1. **Construction laser equipment:** Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
2. **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.
3. **Class 3R 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

---

1. **Confirmation:** Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. **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.
3. **Work adjacent to services**
  - 3.1. Comply with service authority's/ statutory undertaker's recommendations.
  - 3.2. **Adequately protect, and prevent damage to services:** Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
4. **Identifying services**
  - 4.1. **Below ground:** Use signboards, giving type and depth;
  - 4.2. **Overhead:** Use headroom markers.
5. **Damage to services:** If any results from execution of the Works:
  - 5.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - 5.2. Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - 5.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
6. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

#### 520 Roads and footpaths

---

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

## 555 Wildlife species and habitats

---

1. **Protected habitats and species:** Upon discovery immediately advise. Do not proceed until instruction is received.
2. **Education:** Ensure that employees and visitors to the site receive suitable instruction and awareness training.

## 560 Existing features

---

1. **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

---

1. **Protection:** Prevent damage to existing work, structures or other property during the course of the work.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

## 580 Building interiors

---

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

## 620 Adjoining property

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1. **Permission:** Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

## 630 Existing structures

---

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports:** During execution of the Works:
  - 2.1. 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.
  - 2.2. Do not remove until new work is strong enough to support existing structure.
  - 2.3. Prevent overstressing of completed work when removing supports.
3. **Adjacent structures:** Monitor and immediately report excessive movement.
4. **Standard:** Comply with BS 5975 and BS EN 12812.

## 640 Materials for recycling/ reuse

---

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

Ω End of Section

## A35

### Specific limitations on method/ sequence/ timing

#### Clauses

#### 110 Scope

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

#### 140 Scaffolding

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

#### 180 Completion in sections or in parts

---

1. **General:** Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, 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.
2. **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.

Ω End of Section



## **A36**

### **Facilities/ temporary work/ services**

#### **Generally - No Amendments**

#### **Accommodation - No Amendments**

#### **Temporary works - No Amendments**

#### **Services and facilities**

#### **420 Lighting and power**

---

1. **Supply:** Electricity from the existing mains may be used for the Works as follows:
  - 1.1. **Metering:** Metered by the Employer and charged to the Contractor
  - 1.2. **Point of supply:** existing 13A sockets
  - 1.3. **Available capacity:** 100a
  - 1.4. **Frequency:** 50 Hz.
  - 1.5. **Phase:** single
  - 1.6. **Current:** Alternating.
2. **Continuity:** No responsibility will be accepted for the consequences of failure or restriction in supply.

#### **430 Water**

---

1. **Supply:** The existing mains may be used for the Works as follows:
  - 1.1. **Metering:** Free of charge
  - 1.2. **Source:** mains
  - 1.3. **Location of supply point:** existing tap - location to be agreed
2. **Continuity:** No responsibility will be accepted for the consequences of failure or restriction in supply.

#### **440 Telephones**

---

1. **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.
2. **Responses:** Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.

#### **540 Meter readings**

---

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

#### **550 Thermometers**

---

1. **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**

---

1. **General:** Provide for the sole use of other members of the project team, in sizes to be specified:

- 1.1. Safety helmets to BS EN 397, neither damaged nor time-expired. Number required:
- 1.2. High-visibility waistcoats to BS EN ISO 20471 Class 1. Number required: .....
- 1.3. Hand protection - to BS EN 388, 407, 420 or 511, as appropriate.

Ω End of Section

## A37

# Operation/ maintenance of the finished works

## Generally

### 115 The Health and Safety File

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1. Responsibility: the contractor
2. Content: Obtain and provide the following information: ..
3.
  - *a brief description of the work carried out;*
  - *any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);*
  - *key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;*
  - *hazardous materials used (e.g. lead paints and special coatings);*
  - *information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);*
  - *health and safety information about equipment provided for cleaning or maintaining the structure;*
  - *the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;*
  - *information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).*
4. Format: A4 binder
5. Delivery to: Architect By (date): practical completion.

### 250 Tools

---

1. **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.
2. **Quantity:** Two complete sets.
3. **Time of submission:** At completion.

Ω End of Section

## A40

# Contractor's general cost items: management and staff

## Clauses

### 110 Management and staff

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1. Cost-significant items:

Ω End of Section

## A41

# Contractor's general cost items: site accommodation

## Clauses

### 110 Site accommodation

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1. Details: Site accommodation required or made/ not made available by the Employer: See section A36.
2. Cost significant items:

Ω End of Section

## A42

# Contractor's general cost items: services and facilities

## Clauses

### 110 Services and facilities

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1. Details: Services or facilities required or made/ not made available by the Employer: See section A36.
2. Cost significant items:

Ω End of Section

## A43

# Contractor's general cost items: mechanical plant

## Clauses

### 110 Mechanical plant

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1. Cost significant items:

Ω End of Section

## A44

# Contractor's general cost items: temporary works

## Clauses

### 110 Temporary works

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1. Details: Temporary works required or made/ not made available by the Employer: See section A36.
2. Cost significant items:

Ω End of Section



## A54 Provisional work/ items

### Clauses

#### 310 Provisional sums for work by specialist subcontractors

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1. Item: Repair of leaded light casements to North elevation
2. Description of work: Removal and repair of metal casements, adjustments to the hinges and timber frame, and reinstatement by Salisbury Cathedral works - Sam Kelly
3. Provisional Sums: Include £4000.
4. Add for profit: main contractor's rate%.
5. Allow for general attendance.

#### 520 Provisional sums not specifically for work – Building control prescribed inspection fee

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1. Provisional sum: Include: £750.

#### 590 Contingencies

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1. Provisional sum: Include: £12,000.

Ω End of Section



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