

**A10 PROJECT PARTICULARS**

**110 THE PROJECT:**

Name: Maintenance Building, Park House and Car Parks at Glenfield

Nature:

- 1) Construction of a new maintenance building,
- 2) Alterations to Park House
- 3) New Car Park at Park House, Stamford Street
- 4) New Car Park at Gynsill Lane.

Location: 1) to 3) Stamford Street, Glenfield, Leicester, 4) Gynsill Lane, Glenfield, Leicester

Timescale for completion of the construction work: 12 months

**120 EMPLOYER (CLIENT):**

Name: Glenfield Parish Council

Address: Park House, Stamford Street, Leicester LE3 8DL

Contact: Parish Manager

Tel: 0116 231 2498

**140 ARCHITECT AND CONTRACT ADMINISTRATOR (CA):**

Name: HSSP Architects

Address: Pera Innovation Park

Nottingham Road

Melton Mowbray LE13 0PB

Tel: 01664 563288

**150 STRUCTURAL ENGINEER:**

Name: Collinshallgreen LLP

Address: 21 Stoney Street

The Lace Market

Nottingham

NG1 1LP

Tel: 0115 941 7145

**160 QUANTITY SURVEYOR**

Name: Graham Clarkson Associates Ltd.

Address: Smithy House,

Welford Road

South Kilworth

Lutterworth LE17 6DY

Tel: 01858 575338

**170 PRINCIPAL DESIGNER:**

Name: HSSP Architects

Address: Pera Innovation Park

Nottingham Road

Melton Mowbray LE13 0PB

Tel: 01664 563288

**A11      TENDER AND CONTRACT DOCUMENTS**

110      THE TENDER DRAWINGS are as listed elsewhere in the tender documents.

120      THE CONTRACT DRAWINGS in the first instance will be the same as the tender drawings.

**A12 THE SITES/EXISTING BUILDINGS**

**110 THE SITES:**

The site is as shown on drawing nr 7406-05-002 and 7600 A OS.

**140 EXISTING MAINS/SERVICES:**

The Contractor is to take all reasonable precautions to safeguard existing drain runs and services.

**160 SOILS AND GROUND WATER INFORMATION**

Please see Ground Investigation Report attached to these documents.

**200 ACCESS TO THE SITES:**

Access via the main entrance to the site in Stamford Street and via Gynsill Lane.

**210 PARKING** of the Contractor's and employees' vehicles will be restricted. Care must be taken not to obstruct the highway.

**220 USE OF THE SITES:**

Do not use the sites for any purpose other than carrying out the Works.

**240 RISKS TO HEALTH AND SAFETY:**

The nature and condition of the site/buildings cannot be fully and certainly ascertained before opening up and care must be taken accordingly.

**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. The Contractor shall be responsible for carrying out all investigations necessary to ascertain the nature of the site and all local conditions and restrictions likely to affect the execution of the works. No failure on the part of the Contractor to discover or foresee any such conditions, risk or contingency, whether the same ought reasonably to have been discovered or foreseen, shall entitle the Contractor to an addition to the Contract Sum or an extension of time.

**290 SITE VISIT ARRANGEMENTS** may be made via the CA.

**A13 DESCRIPTION OF THE WORK**

**110 THE WORK:**

The works comprise

1. Construction of a new maintenance building,
2. Alterations to Park House
3. New Car Park at Park House, Stamford Street
4. New Car Park at Gynsill Lane.

Location: 1) to 3) Stamford Street, Glenfield, Leicester, 4) Gynsill Lane, Glenfield, Leicester

## **A20 FORM OF CONTRACT**

**INTERMEDIATE FORM OF CONTRACT:** The form of contract will be the JCT Intermediate Form of Building Contract with Contractor's Design (ICD) 2016.

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

### **First Recital**

1. Construction of a new maintenance building,
2. Alterations to Park House
3. New Car Park at Park House, Stamford Street
4. New Car Park at Gynsill Lane.

Location: 1) to 3) Stamford Street, Glenfield, Leicester, 4) Gynsill Lane, Glenfield, Leicester

### **Second Recital**

The works include the design and installation of:  
Mechanical and Electrical installations

### **Third Recital**

The drawings are numbered and listed elsewhere in the tender documents.

### **Fourth Recital**

The references to the Bills of Quantities and Specification will be deleted

### **Fifth Recital**

Alternative B will be deleted.

### **Ninth Recital**

Deleted

### **Twelfth Recital**

Deleted

## **THE ARTICLES**

### **Article 3**

Architect/Contract Administrator: See section A10.

### **Article 4**

Quantity Surveyor: See section A10.

### **Article 5**

Principal Designer: See section A10.

### **Article 8**

Article 8 and clauses 9.3 to 9.8 apply

THE CONDITIONS:

1  
Definitions and Interpretation

2  
Carrying out the Works

3  
Control of the Works

4  
Payment  
Clause 4.10 will be deleted

5  
Variations

6  
Injury, Damage and Insurance

7  
Assignment, Performance Bonds and Guarantees and Collateral Warranties

8  
Termination

9  
Settlement of disputes

THE CONTRACT PARTICULARS WILL BE COMPLETED as shown elsewhere in these documents.

The Contract is to be signed under seal.

## **A30 TENDERING/SUBLETTING/SUPPLY**

### **MAIN CONTRACT TENDERING**

120 TENDERING PROCEDURE will be in accordance with the principles of the 'Code of Procedure for Single Stage Selective Tendering' 1996.

160 EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the Architect must be informed as soon as possible, defining the relevant part(s) and stating the reasons for the inability to tender.

ACCEPTANCE OF TENDER: The Employer and the Employer's 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 6 weeks from the date fixed for the submission or lodgement of tenders.

### **PRICING/SUBMISSION OF DOCUMENTS**

211 PRELIMINARIES IN THE SPECIFICATION: The Preliminaries/General conditions sections (A10-A55 inclusive) must not be relied on as complying with SMM7.

220 PRICING OF PRELIMINARIES: The following abbreviations have been used:  
F = Fixed charge item  
TR = Time related charge item.

310 SPECIFICATION WITHOUT QUANTITIES: 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.

320 PRICING OF SPECIFICATION: Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification which are not priced will be deemed to have been included elsewhere in the tender.

460 CONTRACT SUM ANALYSES where required must be submitted within two working days of it being requested.

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 two working days of it being requested.

516 ALTERNATIVE TIME TENDERS:  
In addition to and at the same time as tendering based upon the date or period specified in section A20, and at the Contractor's discretion, alternative tender based upon a different date for completion or period may be submitted.

- 535      **SUBSTITUTE PRODUCTS:** If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered.
- 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 when requested to do so and is to include the following:  
Method statements related to the construction hazards identified in schedule 3 of the CDM 2015 Regulations guidance document L153 and/or statements on how the hazards will be addressed and other significant hazards identified by the design team and/or 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 a suitable site induction including 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.

#### **SUBLETTING/SUPPLY**

- 610      **NAMED SUBCONTRACTOR(S):** The work listed below and described in the Contract Documents is to be executed by the following person(s) who are hereby named as subcontractors as provided in Contract clause 3.7.  
•      None



## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

- 120 CA means the person nominated in the Contract as Architect or Contract Administrator or his authorised representative.
- 130 IN WRITING: When required to advise, notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.
- 140 APPROVAL (and words derived therefrom) means the approval in writing of the CA unless specified otherwise.
- 150 PRODUCTS means materials (including naturally occurring materials) and goods (including components, equipment and accessories) intended for permanent incorporation in the Works.
- 180 CROSS-REFERENCES TO THE SPECIFICATION:  
Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause. Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.  
Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.  
The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which may be discovered.
- 200 EQUIVALENT PRODUCTS:  
Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the CA and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories, and, where relevant, appearance. Submit certified English translations of any foreign language documents.  
Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide revised drawings, specification and manufacturer's guarantees as required by CA.
- 210 BRITISH STANDARD PRODUCTS: Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product 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 specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. In advance of ordering notify the CA of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.
- 220 REFERENCES TO BSI DOCUMENTS are to the versions and amendments listed in the BSI Standards Catalogue

- 270 SIZES: Unless otherwise stated:  
Products are specified by their co-ordinating sizes.  
Cross section dimensions of timber shown on drawings are nominal sizes before any required planing.
- 280 FIX ONLY means all labours in unloading, handling, storing and fixing in position, including use of all plant.
- 290 SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.

#### **TERMS USED IN REFURBISHMENT/ALTERATION**

- 311 REMOVE means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.
- 321 KEEP FOR REUSE means:  
During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials.  
Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- 331 REPLACE means:  
Remove the stated existing components, features and finishes.  
Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.  
Make good as necessary.
- 341 REPAIR means carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or re-fix as necessary and leave in a sound and neat condition. It does not include:  
- Replacement of components or parts of components.  
- Redecoration.
- 351 MAKE GOOD means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include:  
- Replacement of components or parts of components.  
- Redecoration.  
The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.
- 361 EASE means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds.  
Make good as necessary.
- 371 TO MATCH EXISTING means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

#### **DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER**

- 410      **ADDITIONAL COPIES OF DRAWINGS:** Two copies of drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.
- 430      **ADDITIONAL COPIES OF SPECIFICATION:** After execution of the Contract, two copies of the Specification will be issued to the Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Contractor.
- 440      **DIMENSIONS:** The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.
- 460      **THE SPECIFICATION:** All sections of the specification must be read in conjunction with Main Contract Preliminaries/ General conditions.

#### **DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS**

- 692      **MECHANICAL AND ELECTRICAL AS BUILT DRAWINGS AND INFORMATION** must be provided to the CA not less than one week before the date for Completion as follows:
- 710      **TECHNICAL LITERATURE:** The Contractor is to keep copies of the following on site, readily accessible for reference by all supervisory personnel:  
Manufacturers' current literature relating to all products to be used in the Works.  
Relevant BS Codes of Practice.
- 720      **MAINTENANCE INSTRUCTIONS AND GUARANTEES:**  
Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.  
Notify the CA of telephone number for emergency services by Subcontractors after Completion.

## **A32 MANAGEMENT OF THE WORKS**

### **GENERALLY**

- 110 SUPERVISION: Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.
- 120 INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.
- 130 INSURANCE CLAIMS: 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, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.
- 140 CLIMATIC CONDITIONS: Keep an accurate record of:  
Daily maximum and minimum air temperatures (including overnight).  
Delays due to adverse weather, including description of the weather, type(s) of work affected and number of hours lost.
- 150 OWNERSHIP: Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.
- 160 HARDCORE: Brick rubble or other hard materials arising from the work may be reused as hardcore, subject to compliance with specification.

### **PROGRAMME/PROGRESS**

- 211 PROGRAMME:  
As soon as possible and before starting work on site prepare in an approved form a master programme for the Works, which must make allowance for:  
- Design and production information provided by the Contractor/Subcontractors/Suppliers, including inspection and checking  
- Planning and mobilisation by the Contractor  
- Running in, adjustment, commissioning and testing of all engineering services and installations  
- Work resulting from instructions issued in regard to the expenditure of provisional  
- Work by or on behalf of the Employer  
the nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.  
Submit 2 copies to CA.
- 231 SUBMISSION of programmes will not relieve the Contractor of his responsibility to advise the CA of the need for further drawings or details or instructions.
- 250 MONITORING: Record progress on a copy of the programme kept on site. If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.

- 260 **CA'S SITE MEETINGS:**  
The CA will hold regular site meetings to review progress and other matters arising from the administration of the Contract. Meetings will normally be held every four weeks.  
Ensure the availability of accommodation at the time of such meetings.  
Attend all meetings and inform subcontractors and suppliers when their presence is required.  
The CA will chair the meetings and take and distribute minutes.
- 263 **CONTRACTOR'S PROGRESS REPORT:** Submit a progress report to the CA at each CA's site meeting. Notwithstanding the Contractor's obligations under the Contract the report must include:  
A progress statement by reference to the master programme for the Works.  
Details of any matters materially affecting the regular progress of the Works.  
Any requirements for further drawings or details or instructions to enable the CA to fulfil his obligations under Clause 2.11 of the Conditions of Contract.
- 270 **CONTRACTOR'S SITE MEETINGS:** Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
- 300 **ADVERSE WEATHER:** Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.
- 310 **EXTENSIONS OF TIME:** When a notice of the cause of any delay or likely delay in the progress of the Works is given under Contract clause 2.19, written notice must also be given of all other causes which apply concurrently. The Contractor shall, as soon as possible, submit to the CA:  
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, and  
All other relevant information required by the CA.
- 320 **DISTURBANCE OF REGULAR PROGRESS:** Any application in respect of direct loss and/or expense must be made as soon as practicable and with (or to be followed by) the requisite supporting information so as to afford the CA the opportunity to issue instructions designed (according to the circumstances) to minimise or avoid that loss and/or expense.

#### **CONTROL OF COST**

- 432 **PROPOSED INSTRUCTIONS:** If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days. The estimate must include:  
- A detailed breakdown of the cost including any allowance for direct loss and expense.  
- Details of any additional resources which may be required.  
- Details of any adjustments which may have to be made to the programme for the Works.  
- Any other information as is reasonably necessary for the CA to fully assess the implications of issuing such an instruction.  
Inform the CA immediately if it is not possible to comply with any of the above requirements.
- 440 **MEASUREMENTS:** Give reasonable notice to the Quantity Surveyor before covering up work which the Quantity Surveyor requires to be measured.
- 450 **DAYWORK VOUCHERS:** Give reasonable notice to the Quantity Surveyor of the commencement of any work for which daywork vouchers are to be submitted. Before being delivered, each voucher must be:  
Referenced to the instruction under which the work is authorised, and  
Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct.

460 INTERIM VALUATIONS: At least two days before the end of each established period for interim valuations submit to the Quantity Surveyor details of amounts due under the Contract together with all necessary supporting information.

**A33      QUALITY STANDARDS/CONTROL**

**MATERIALS AND WORK GENERALLY**

- 110      **GOOD PRACTICE:** Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:  
Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and  
In accordance with relevant good building practice.
- 120      **GENERAL QUALITY OF PRODUCTS:**  
Products to be new unless otherwise specified.  
For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by CA.  
Where a choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested by CA.  
Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance.  
Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.  
If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.
- 130      **PROPRIETARY PRODUCTS:**  
Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform CA if these conflict with any other specified requirement. Submit copies to CA when requested.  
The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturers' literature current at date of tender.  
Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform CA and do not place orders for or use the affected products without further instructions.  
Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.
- 140      **CHECKING COMPLIANCE OF PRODUCTS:** Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:  
The sources, types, qualities, finishes and colours are correct, and match any approved samples.  
All accessories and fixings which should be supplied with the goods have been supplied.  
Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.  
The delivered quantities are correct, to ensure that shortages do not cause delays in the work.  
The products are clean, undamaged and otherwise in good condition.  
Any products which have a limited shelf life are not out of date.

- 150      **PROTECTION OF PRODUCTS:**  
Prevent over-stressing, distortion and any other type of physical damage.  
Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.  
Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products.  
Prevent excessively high or low temperatures and rapid changes of temperature in the products.  
Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.  
Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.  
Keep different types and grades of products separately and adequately identified.  
So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used.  
Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.  
Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.
- 160      **SUITABILITY OF RELATED WORK AND CONDITIONS:** Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that:  
Previous, related work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work.  
All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.  
The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishes are installed.
- 170      **GENERAL QUALITY OF WORKMANSHIP:**  
Operatives must be appropriately skilled and experienced for the type and quality of work.  
Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.  
Inspect components and products carefully before fixing or using and reject any which are defective.  
Fix or lay securely, accurately and in alignment.  
Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20. Fastenings to comply with relevant British Standards.  
Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not overtighten fixings.  
Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.  
Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.
- 190      **WATER FOR THE WORKS:** Clean and uncontaminated. If other than mains supply is proposed provide evidence of suitability. Test to BS 3148 if instructed.



## **SAMPLES/APPROVALS**

- 210      **APPROVAL OF PRODUCTS:** Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.
- 220      **SAMPLES OF FINISHED WORK:** Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself. (If approval of the finished work as a whole is required this is specified separately). Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works. Retain approved sample in good, clean condition on site. Ensure that the relevant characteristic(s) of the Works match the approved characteristic(s) of the sample. Remove samples which are not part of the finished Works when no longer required.
- 230      **APPROVALS:** Where and to the extent that products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:  
To the express approval of the CA or  
To match a sample expressly approved by the CA as a standard for the purpose.

## **ACCURACY/SETTING OUT GENERALLY**

- 321      **SETTING OUT:** Check the levels and dimensions of the site against those shown on the drawings and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.

## **SERVICES GENERALLY**

- 410      **SERVICES REGULATIONS:** Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.
- 420      **SERVICE RUNS:** Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.
- 440      **MECHANICAL AND ELECTRICAL SERVICES** must have final tests and commissioning carried out so that they are in full working order at practical completion.

## **SUPERVISION/INSPECTION/DEFECTIVE WORK**

- 515      **CO-ORDINATION OF ENGINEERING SERVICES:** The 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 services, one with another and each in relation to the Works generally. Submit to the CA, when requested, CVs or other documentary evidence relating to the staff concerned.
- 550      **DEFECTS IN EXISTING CONSTRUCTION** to be reported to CA without delay. Obtain instructions before proceeding with work which may:  
Cover up or otherwise hinder access to the defective construction, or  
Be rendered abortive by the carrying out of remedial work.

- 560 **TIMING OF TESTS AND INSPECTIONS:** Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.
- 565 **TEST CERTIFICATES:** Submit a copy of each certificate to CA as soon as practicable and keep copies of all certificates on site.
- 570 **PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:**  
As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.  
Such proposals may be unacceptable to the CA, and contrary instructions may be issued.

#### **WORK AT OR AFTER COMPLETION**

- 610 **GENERALLY:**  
Make good all damage consequent upon the work.  
Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.  
Clean the works thoroughly inside and out, including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.  
Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction.  
Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.  
Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.  
Adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
- 640 **SECURITY AT COMPLETION:** Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.
- 650 **MAKING GOOD DEFECTS:** Make arrangements with the Employer and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed.

## **A34 SECURITY/SAFETY/PROTECTION**

### **GENERALLY**

- 125 HSE APPROVED CODES OF PRACTICE: Comply with the following:  
Management of health and safety at work.  
Managing construction for health and safety.
- 130 SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.
- 140 STABILITY: Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading: details of design loads may be obtained from CA.
- 150 OCCUPIED PREMISES: Existing buildings will not be occupied and/or used during the Contract unless expressly permitted in writing:

### **PROTECT AGAINST THE FOLLOWING:**

- 221 NOISE:  
Comply generally with BS 5228: Part 1, clause 9.3 for minimising noise levels during the execution of the Works.  
Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.  
Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.
- 240 NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- 250 ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.
- 260 FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council.
- 263 FIRE PREVENTION: Smoking will not be permitted on the site except in designate areas which must be carefully controlled, equipped with fire-fighting equipment and receptacles for the safe disposal of smokers' materials and inspected to guard against risk of fire.
- 265 BURNING ON SITE: of materials arising from the work will not be permitted.
- 270 WATER: Prevent damage from storm and surface water. (Items for keeping the site and excavations free of water are given elsewhere).

- 280 **MOISTURE:** Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:  
Blistering and failure of adhesion.  
Damage due to trapped moisture.  
Excessive movement.
- 285 **INFECTED TIMBER:** Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.
- 290 **WASTE:**  
Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy.  
Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.  
Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.  
Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner, as approved by a Waste Regulation Authority and in accordance with relevant regulations.  
Retain waste transfer documentation on site.
- PROTECT THE FOLLOWING:**
- 410 **WORK IN ALL SECTIONS:** Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.
- 420 **EXISTING SERVICES:**  
The CA will notify all service authorities and/or adjacent owners of the proposed works.  
Before starting work check positions of existing mains/services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners.  
Observe service authority's recommendations for work adjacent to existing services.  
Adequately protect and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.  
If any damage to services results from the execution of the Works, notify CA and appropriate service authority without delay. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by the CA to deal with an emergency will not affect the extent of the Contractor's liability.  
Replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.
- 430 **ROADS AND FOOTPATHS:** Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising.

- 440      **RETAINED TREES/HEDGES/SHRUBS/GRASSED AREAS:**  
Adequately protect and preserve, except those which are to be removed.  
Replace to approval or treat as instructed any species or areas damaged or removed without approval.  
Mature trees and shrubs which, due to the Contractor's negligence, are uprooted, destroyed, or in the opinion of the CA, damaged beyond reasonable chance of survival in their original shape, must be replaced with those of a similar type and age at the Contractor's expense.
- 450      **EXISTING FEATURES:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features which are to remain in position during the execution of the Works.
- 460      **EXISTING WORK:** Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.
- 490      **EXISTING STRUCTURES:**  
Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining that may be endangered or affected by the Works.  
Support existing structure as necessary during cutting of new openings or replacement of structural parts.  
Do not remove supports until new work is strong enough to support the existing structure.  
Prevent oversteering of completed work when removing supports.

**A36 FACILITIES/TEMPORARY WORK/SERVICES**

- 110 LOCATIONS: Inform CA of the intended siting of all spoil heaps, temporary works and services.
- 120 MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.
- 261 SANITARY ACCOMMODATION: Provide and maintain in a clean condition sanitary accommodation for the Employer's representatives, either separate or shared with the Contractor's supervisory staff.
- 371 NAME BOARDS/ADVERTISEMENTS: Contractor's/subcontractors' name boards will be permitted in approved position(s) and form, and subject to any required consents. Advertisements will not be permitted.
- 410 LIGHTING: During finishing work and inspection provide temporary lighting, the intensity and direction of which closely resembles that provided by the permanent installation.
- 420 LIGHTING AND POWER: Electricity supply from the Employer's mains may be used for the Works
- 430 WATER from the Employer's mains may be used for the Works
- 445 TELEPHONES: Provide as soon as practicable a means of direct telephone communication with the Contractor's person-in-charge.
- 461 TEMPERATURE AND HUMIDITY: The permanent heating installation may be used for drying out the Works and controlling temperature and humidity levels, but:  
The Employer does not undertake that it will be available.  
The Contractor must take responsibility for operation, maintenance and remedial work, and arrange supervision by and indemnification of the appropriate Subcontractors, and pay costs arising.
- 500 METER READINGS: Where charges for service supplies need to be apportioned ensure that meter readings are taken by relevant authority at possession and/or completion as appropriate. Ensure that copies of readings are supplied to interested parties.

<b>A40</b>	<b>CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF</b>
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



<b>A42</b>	<b>CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES</b> For details of services and facilities required or made/not made available by the Employer see section A36.
110	POWER
120	LIGHTING
130	FUELS (excluding fuels for testing and commissioning)
140	WATER
150	TELEPHONE AND ADMINISTRATION
160	SAFETY, HEALTH AND WELFARE
170	STORAGE OF MATERIALS
180	RUBBISH DISPOSAL
190	CLEANING
200	DRYING OUT
210	PROTECTION OF WORK IN ALL SECTIONS
220	SECURITY
230	MAINTAIN PUBLIC AND PRIVATE ROADS
240	SMALL PLANT AND TOOLS
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**

120      HOISTS

130      PERSONNEL TRANSPORT

140      TRANSPORT

150      EARTHMOVING PLANT

160      CONCRETE PLANT

180      PAVING AND SURFACING PLANT

<b>A44</b>	<b>CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS</b>
110	TEMPORARY ROADS
120	TEMPORARY WALKWAYS
130	ACCESS SCAFFOLDING
140	SUPPORT SCAFFOLDING AND PROPPING
150	HOARDINGS, FANS, FENCING, ETC.
160	HARDSTANDING
250	ADDITIONAL TEMPORARY WORKS ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

**A53      WORK BY STATUTORY AUTHORITIES/UNDERTAKERS**

130      WATER MAINS SERVICES by the Statutory Undertaker:

140      GAS MAINS SERVICES by the Statutory Undertaker:

150      ELECTRICITY MAINS SERVICES by the Statutory Undertaker:

160      TELEPHONE MAINS SERVICES by the Statutory Undertaker: