



**Teignmouth**  
Town Council

# EMPLOYER'S REQUIREMENTS

For

Public WC Facility

At

Lower Brook Street, Teignmouth

For

Teignmouth Town Council

Project No: CH19552

Date: 01/09/2024

Issue No: 1

Revision No: -

**LOWER BROOK STREET**

**EMPLOYER'S REQUIREMENTS**

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**SECTION 1**

**INVITATION TO TENDER**

**SEPARATE DOCUMENT**



**SECTION 2**

**PRELIMINARIES**

# Instructions and Notes to Tenderers

1. The Invitation to Tender (ITT) document is the primary reference for the tender process and takes precedence to the ER document for the tender process.
2. The Employer's Requirement (ER) document is the primary reference for the delivery of the works and takes precedence to the ITT in relation to the delivery of the works.
3. Tenders for the execution of the whole of the works which are the subject of the Contract must be made on the Form of Tender in the ITT.
4. This Employer's Requirements Document, fully extended and completed, must be returned with the tender.
5. Any alteration or addition made by the Contractor to the text of the Employer's Requirements Document will be disregarded, unless authorised in writing by the Employer's Agent. If, for whatever reason, the tenderer is unable to comply fully with the Employer's Requirements then a list detailing the areas of non-compliance must be returned with his tender.
6. The successful Contractor will be entirely and solely responsible to the Employer for the design of any Contractor Designed Portions (CDP) of work and construction of the Works, all costs associated therewith must be included within his tender.
7. The tender is to be submitted on a fixed price basis. All quantities are the responsibility of the Contractor and no adjustments will be made by virtue of increases or decreases in quantity, labour or material costs.
8. All values expressed within the tender are to be exclusive of V.A.T. Where V.A.T. is charged it will be at the rate prevailing at the time as appropriate.
9. The employer does not bind himself to accept the lowest or any tender and will not meet any costs associated with tender preparation, submittal or review.
10. The submitted tenders will be arithmetically checked, and if necessary, corrected. The summation of all figures will be taken as the tender figure. No reference will be made to the tenderer. Where examination of tenders reveals errors or discrepancies which would affect the tender figure, in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming his rates or withdrawing his tender.

11. The Contractor will be required to submit with his tender adequate drawings and specification information to enable an assessment of the CDP works.
12. Queries made to the tender must be made as set out in the ITT and will be incorporated into the ER document for the tender documents.
13. Tenders shall be accompanied by a preliminary outline programme of works, consisting of a bar chart, showing the estimated time period set against the major elements: -
  - 13.1 Preparation of drawings for CDP elements.
  - 13.2 Dates for Employer supplied design and information.
  - 13.3 Construction programme.
  - 13.4 Completion and handover.

The successful Contractor will be totally responsible for reviewing and amending his preliminary programme, as necessary, and providing a fresh programme showing in detail his finally proposed timetable for completing the Works.

			Fixed Charge			Time Related	
			£	p		£	p
	<b><u>A10 PROJECT PARTICULARS</u></b>						
A	<b>THE PROJECT:</b> Name: Lower Brook Street Toilet Block, Teignmouth. Nature: Alterations to existing toilet block. The works include preparatory works, surveys, alterations/ demolitions, joinery, internal walls and partitions, wall finishes, floor finishes, ceiling finishes, fixtures and fittings, sanitary fittings, mechanical and electrical installations, drainage, and utility connections. Location: Teignmouth, Devon. Length of Contract: 14 Weeks excluding mobilisation	Itm					
B	<b>EMPLOYER (CLIENT):</b> Teignmouth Town Council Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF	Itm					
C	<b>CONTRACTOR/PRINCIPAL CONTRACTOR:</b> TBC	Itm					
D	<b>CONTRACT ADMINISTRATOR:</b> Crossley Hill Chartered Surveyors 5 Frances Street, Truro, Cornwall. TR1 3DN	Itm					
E	<b>PRINCIPAL DESIGNER:</b> Crossley Hill Chartered Surveyors 5 Frances Street, Truro, Cornwall. TR1 3DN	Itm					
F	<b>ARCHITECT:</b> MJS Planning & Design, First Floor, Bitton House, Bitton Park Road, Teignmouth, TQ14 9DF	Itm					
G	<b>THE CONTRACTOR/PRINCIPAL CONTRACTOR:</b> The Contractor/Principal Contractor shall mean the individual, firm or company undertaking the Works and shall include the legal personal representative of such individual, or of the persons comprising such firm or company and the permitted assignees of such individual, firm or company.	Itm					
	001/1	To Collection	£		£		

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A11 TENDER AND CONTRACT DOCUMENTS</u></b>					
A	<b>THE TENDER DRAWINGS:</b> Appendix B, Appendix C, Appendix D, Appendix E, Appendix O of the Employer's Requirements.	Itm			
B	<b>THE TENDER SPECIFICATION:</b> Appendix B, Appendix C, Appendix D, Appendix E, Appendix O of the Employer's Requirements.	Itm			
C	<b>THE CONTRACT DOCUMENTS</b> The Contract Documents comprise:  (A) The Invitation to Tender and Employer's Requirements, as contained within this document (B) The Contractor's Proposals (C) The JCT Minor Works Building Contract with Contractor's Design, 2024 Edition (MWD).	Itm			
D	<b>THE CONTRACT DRAWINGS</b> will be the tender drawings and those contained in the Contractor's Proposals and subsequently as decided between the Employer and the Contractor.	Itm			
E	<b>PRECONSTRUCTION INFORMATION:</b> Is included at Appendix A of the Employer's Requirements.	Itm			
F	<b>EMPLOYER'S REQUIREMENTS</b> Should the Contractor deem any information contained within the Employer's Requirements to be inadequate, he must request in writing, prior to the return of tenders, any additional information required. Should no request be made, it will be deemed that sufficient and adequate information has been provided for the purposes of confirming a fully firm fixed price Contract Sum.  Should the Contractor encounter any ambiguities or contradiction within the Employer's Requirements then he must immediately notify the Contract Administrator in writing prior to execution of the Contract. The Contract Administrator will issue written clarification in order to explain and/or correct any ambiguity or contradiction. Should the Contractor make no written request then it will be deemed that all sections of this document are self-explanatory, and complimentary, and no claim in this respect will be entertained.  The Contractor will be expected to use his best endeavours and skills as a designer to offer the Employer alternatives which may be of benefit to the scheme, from the point of economics, design, suitability etc.	Itm			
G	<b>CONTRACT SUM</b> The Contract Sum must be inclusive of all requirements necessary to provide the quality of building implied by the documentation and no claim will be entertained for items not shown but which are required to complete the development to the satisfaction of the Employer.  The Contract Sum is a Fully Firm Fixed Price and will not be subject to any addition in respect of variations in the price of labour, materials, plant, haulage or other costs.	Itm			
H	<b>OTHER DOCUMENTS:</b> Inspection: The Employer might hold further information relating to the existing site. From the information that we have available we consider the tender information to be as relevant and comprehensive as possible. If, however, the contractor feels that there might be information that would assist in the pricing or the completion of the works please request and we will search the records.	Itm			
001/2 To Collection		£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A12 THE SITE/EXISTING BUILDINGS</u></b>					
A	<p><b>THE SITE:</b> The site is located in Lower Brook Street, Teignmouth.</p> <p>What3words: loved.adapt.helps.</p>	Itm			
B	<p><b>EXISTING AREAS OF OCCUPATION ON / ADJACENT TO THE SITE:</b> The primary works area is located within an existing public toilet adjacent Lower Brook Street.</p> <p>The following areas are considered to have an adjacency that might require specific consideration by the Contractor:</p> <ul style="list-style-type: none"> <li>• Lower Brook Street</li> <li>• Rear car-park of LIDL</li> <li>• Adjacent residential area and access to occupiers</li> <li>• Adjacent commercial premises</li> <li>• Beer garden and rear access to busy Weatherspoon public house</li> </ul> <p>This list is not exhaustive.</p> <p>The existing public toilet will become a construction site under the control of the Principal Contractor and will not be required to remain in use for the public.</p> <p>The surrounding area is a public area. The Contractor shall have absolute consideration for all users during the construction.</p> <p>The Contractor will take all necessary protection to the existing structures and hard and soft landscape throughout the Works. Any damages or removals without prior written consent from the Employer or Local Planning Authority shall be made good or replaced at the cost of the Contractor.</p> <p>The Contractor should note that all areas outside the site boundary will remain in full use and access for the public and businesses throughout the Works programme.</p> <p>The Contractor shall securely partition the Works from these areas and ensure safe and secure access is maintained at all times around the perimeter of the site including safe access to and from the car-park for the public.</p> <p>The Contractor is to execute his Works and arrange for deliveries to and removals from the site so as to comply with the following requirements and cause the minimum of inconvenience to neighbours and general public, employ all necessary protective measures to ensure that no damage whatsoever occurs whilst building operations are in progress.:</p> <ul style="list-style-type: none"> <li>• All deliveries and unloading of all the materials shall be undertaken on the site.</li> <li>• Immediate neighbours and also residents of the area should be notified in advance of any particular intense days of traffic movements.</li> <li>• You should ensure that any damage to the road-side verges, footways, and highways is avoided and if any occurs shall be reinstated promptly.</li> <li>• At no time shall mud, other materials and excess water be spread on the roads or car-park.</li> </ul> <p>The Contractor will take all necessary protection to the existing services throughout the Works and ensure that supplies to other buildings are not disrupted.</p> <p>Adjacent areas/buildings will remain operational throughout the Works. The Contractor will ensure that there is safe and unimpeded access for all users during the Works.</p> <p>Where there are existing fire escapes from existing buildings the Contractor shall ensure continuation of all escape routes and muster points throughout the Works. Or ensure a compliant alternative in lieu. This will include any necessary extension of services, alarm systems, signage, etc.</p>	Itm			
	001/3	To Collection	£	£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A12 THE SITE/EXISTING BUILDINGS (CONT'D)</u></b>					
A	<p><b>EXISTING UTILITIES:</b> Existing utility and services infrastructure is identified with the tender information Appendices A, C and G. If there is insufficient or no information the Contractor is to allow for making their own enquiries and surveys.</p> <p>The Contractor will be required to undertake site visits to confirm the location of existing mains and services, necessary to complete the works. It is the Contractor's responsibility to ascertain the precise location of and safeguard from damage during the Works any existing services, etc., which exist within the work area and pay all costs to the appropriate body in respect of any damage caused.</p> <p>The Contractor will be responsible for the design of all temporary works, temporary terminations, permanent terminations, re-routing of services and re-connections in all phases. This is to include agreement of designs, proposals, programmes, wayleaves, timing of orders and management of the subcontractor and relevant utility company.</p> <p>No allowance for additional cost will be considered for claims raised after submission of tender for related items.</p> <p>The Contractor should be aware that these details and the Services Survey details are not comprehensive and are not definitive as to line or position of services expected. The Contractor is to proceed with due caution in executing the Works and carry out such further investigations. It is the Contractor's responsibility to ascertain the precise location of and safeguard from damage any existing services, etc., which exist within the work area and pay all costs to the appropriate body in respect of damage caused.</p> <p>It is the Contractor's responsibility to liaise with all necessary utility companies to ascertain the position of and safeguard from damage during the works any existing underground or overhead mains, services, etc, which may exist on or adjacent to the site, and pay all costs to the appropriate Company in respect of any damage caused.</p> <p>The Contractor will be responsible for maintaining all services whilst remedial works are being undertaken.</p>	Itm			
B	<p><b>EXISTING DRAINAGE:</b> Existing drainage and services infrastructure is identified with the tender information Appendices A, C and G. If there is insufficient or no information the Contractor is to allow for making their own enquiries and surveys.</p> <p>The Contractor should be aware that details may not be comprehensive and may not be definitive as to line or position of infrastructure expected. The Contractor is to proceed with due caution in executing the Works and carry out such further investigations. It is the Contractor's responsibility to ascertain the precise location of and safeguard from damage any existing drainage infrastructure, etc.</p> <p>The Contractor is to protect all of the existing drainage for the duration of the project. Any damage, howsoever caused, will be made good at the Contractor's sole expense. No claim for lack of knowledge in this respect will be entertained.</p> <p>The Contractor is to ensure uninterrupted live drainage to all units at all times during the Works.</p> <p>The Contractor will provide a CCTV survey and report at the commencement of the works to ensure no blockages exist. A further CCTV survey and report will be required at Completion.</p> <p><b>Note: The building is being constructed over a live public foul sewer run and the Contractor will need to secure the agreement for this.</b></p> <p><b>Any former or disused drains are to be disconnected from the drainage system as near as possible to the point of connection in a manner that does not damage any pipe that is still in use and ensures that the sewer system is watertight. Where possible redundant drainage is to be removed.</b></p>	Itm			
C	<b>SOILS AND GROUNDWATER:</b> Due to the scale and nature of the works there are no specific investigation works completed for this project regarding the site soils and groundwater.	Itm			
D	<b>SITE INVESTIGATION:</b> Due to the scale and nature of the works there are no specific investigation works completed for this project regarding the site.	Itm			
	001/4 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A12 THE SITE/EXISTING BUILDINGS (CONT'D)</u></b>					
<b>SURROUNDING LAND / BUILDING USES (CONT'D)</b>		Itm			
A	<p><b>ACCESS TO THE SITE:</b> It is essential that the Contractor is to visit site and ascertain the route for deliveries. Any planned changes are to be identified on the Contractor's Programme and confirmed at the Progress Meeting prior to any change.</p> <p>All Contractors' vehicles will be restricted to a 5 mph speed limit within the site boundary.</p> <p>The access points to the designated site and site compound areas are to remain securely closed at all times when the accesses are not in use.</p> <p>All roads and paths, etc. bordering and approaching the site must be kept clean and clear of all vehicles, building plant, materials and rubbish at all times.</p> <p>The site is located within a public area and the Contractor will need to carefully manage the works to avoid any disturbance or disruption to the users. And to reasonably prevent ingress out of site hours.</p> <p>The Contractor is to execute his Works and arrange for deliveries to and removals from the site so as to cause the minimum of inconvenience to the occupants and general public, and employ all necessary protective measures to ensure that no damage whatsoever occurs to existing buildings and facilities whilst construction operations are in progress.</p> <p>The Contractor's is required to produce a Construction Traffic Management Plan in consultation with the Client prior to the start on site, including strategies for keeping vehicles and pedestrians apart, access requirements, demarcation of entrances, location of crossings, identifying obstructions and strategies for safe vehicle turning.</p> <p>The Contractor is to provide a Site Management Plan that includes site materials storage, waste management, welfare provision and management processes.</p> <p>The Contractor is to liaise with the Police and Local Authority regarding lorries etc on the public highway, for the purposes of loading and unloading materials and plant etc, and is to include within his price for all costs in complying with the requirements of such authorities.</p> <p>All roads and paths etc bordering and approaching the site must be kept clean and clear of all vehicles, plant, materials and rubbish at all times.</p>	Itm			
B	<p><b>PARKING:</b> Car Parking facilities are available in the adjacent car park. No extended parking of lorries or large vans will be permitted without prior written approval of the Employer.</p>	Itm			
C	<p><b>USE OF THE SITE:</b> Do not use the site for any purpose other than carrying out the Works. The Contractor is to limit his use of the site to the immediate area of the works or to the areas of the site designated on the drawings and tender documents.</p>	Itm			
D	<p><b>HEALTH AND SAFETY HAZARDS:</b> General: The nature and condition of the site cannot be fully ascertained, however, known specific hazards are identified in the Pre-Construction Information in Appendix A.</p> <p>Information: The accuracy and sufficiency of this information is not guaranteed by the Employer. Ascertain if any additional information is required to ensure the safety of all persons and the Works.</p>	Itm			
E	<p><b>SITE VISIT:</b> Before tendering: Site visits should be arranged as necessary to ascertain the nature of the site, the type and extent of the works, access thereto and all local conditions and restrictions likely to affect the execution of the Works before tendering.</p> <p>The Contractor shall be deemed to have visited the site before tendering and to have satisfied himself as to the means of communication, access to the site, the extent and nature of the work and the site, the conditions under which work will be carried out, conditions affecting the supply of labour and materials, and any matters which may affect his tender as no claims on the grounds of lack of knowledge in this respect will be entertained.</p> <p>Appointments for visiting the site are to be made with Cliff Spong by email facilities@teignmouth-devon-.gov.uk or 07999 113 499 or 01626 113499.</p>	Itm			
	001/5 To Collection	£		£	



		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A12 THE SITE/EXISTING BUILDINGS (CONT'D)</u></b>					
A	<p><b>WORKING AREA:</b> The Contractor shall confine everything pertaining to the contract within the site boundaries. Should this area prove to be insufficient for his requirements or that of his Sub-Contractors or Supplies, the onus will be on the Contractor to provide suitable areas at some place outside the curtilage of the site, and he is to allow here or in his rates for any double handling and additional expense thereby incurred.</p> <p>The siting of all temporary buildings, storage areas and spoil heaps etc, must be agreed with the Employer's agent.</p> <p>On completion of the works the Contractor will make good and return the site areas. Where no works have been undertaken the area will be returned as the existing condition. It is the Contractor's responsibility to agree any defects on the condition with the Contract Administrator prior to possession. No claims for existing defects identified after possession will be entertained.</p>	Itm			
<b><u>A13 DESCRIPTION OF THE WORKS</u></b>					
B	<b>PREPARATORY WORK BY OTHERS:</b> None	Itm			
C	<p><b>THE WORKS:</b> Description: The Project consists of the following:</p> <ol style="list-style-type: none"> <li>1. Alterations New build public toilet block providing 5 nr WC's including 1nr unisex accessible changing place, 1nr disabled WC and maintenance space.</li> <li>2. Contractor Designed Portions including alterations/ demolitions, mechanical and electrical, drainage, utilities.</li> </ol> <p>for Teignmouth Town Council at Lower Brook Street, Teignmouth.</p> <p>The works include preparatory works, surveys, alterations/ demolitions, joinery, internal walls and partitions, wall finishes, floor finishes, ceiling finishes, fixtures and fittings, sanitary fittings, mechanical and electrical installations, drainage, and utility connections.</p> <p>Connections are required to the existing infrastructure.</p> <p>The Contractor Designed portions of works include alterations/ demolitions, temporary works, scaffold and access, mechanical and electrical installations, utility connections, drainage.</p> <p>Compliance with all Local Authority codes and construction requirements.</p> <p>Changes resulting from compliance with Development Control or Building Regulations, including the 2022 Part L and F changes, in relation to a contractor designed portion of the works shall not constitute a change in the Employer's Requirements and shall not be treated as if it were an instruction and shall be the sole responsibility of the contractor.</p> <p>The contractor shall be responsible for and shall be deemed to have included all costs for fees, charges, on costs, bonds, registration fees, insurances and the like required to complete the works.</p> <p>The contractor shall ensure that any contractor designed portion of the works complies with the Disability Discrimination Act 1995. Any alteration required to the contract design to achieve this will be deemed not to be a change in the Employer's Requirements.</p> <p>The contractor must ensure that any contractor designed portion of the works maintains a suitable fire and escape strategy for the buildings. Any works deemed necessary in this respect, following consultation with the Statutory Authorities, are deemed to be included.</p> <p>The building and all external works will be fully finished, to a standard as defined within the Technical Requirements, detailed herein.</p>	Itm			
D	<b>WORK BY OTHERS CONCURRENT WITH THE CONTRACT:</b> None.	Itm			
	001/6 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A13 DESCRIPTION OF THE WORKS (CONT'D)</u></b>					
A	<b>BUILDING REGULATION APPROVAL</b> The Contractor will be responsible for the Building Regulations including all fees. The Contractor may retain copies of documents for his own reference. Confirmation of final inspection must be passed to the Employer at Practical Completion, together with a copy of the Contractor's diary record of visits made (and works' position) by the approved inspector.	Itm			
B	<b>DEVELOPMENT CONTROL REQUIREMENTS</b> The Contractor shall meet all development control requirements, including but not limited to, Fire Officer's and Petroleum Officer's requirements, building licence, Counter Terrorism, and agreeing same with the Employer. The Contractor is to pay all charges relating to these matters.	Itm			
C	<b>DELAYS IN APPROVAL</b> Any post tender delay arising from obtaining approval for the works will not give rise to adjustment of the Contract Sum, neither will it provide grounds for an extension of time.	Itm			
	001/7	To Collection	£		£

			Fixed Charge		Time Related	
			£	p	£	p
A	<p><b><u>A20 THE CONTRACT</u></b></p> <p><b>JCT MINOR WORK FORM OF CONTRACT WITH CONTRACTOR'S DESIGN (MWD):</b></p> <p>The Contract: is the JCT Minor Works Building Contract with Contractor's Design, 2024 Edition.</p> <p>The acceptance of any tender will be provisional pending execution of the above Form of Contract.</p> <p>Allow for the obligations, liabilities and services described therein against the headings below:</p> <p><b>THE RECITALS</b></p> <p><u>First Recital</u> THE WORKS AND THE CONTRACT ADMINISTRATOR The work comprises: See section A13. Contract Administrator: See section A10.</p> <p><u>Second Recital</u> CONTRACTOR'S DESIGNED PORTION The Works include the design and construction of:</p> <ul style="list-style-type: none"><li>• temporary works,</li><li>• alterations/ demolitions,</li><li>• scaffold and access,</li><li>• mechanical and electrical installations,</li><li>• drainage,</li><li>• utilities.</li></ul> <p><u>Third Recital</u> CONTRACT DOCUMENTS The Contract documents: As included in Appendix B, D and O of the tender document and any such drawings provided by the Contractor for the Contractor Designed Portions.</p> <p><u>Fourth Recital</u> PRICED DOCUMENTS: Priced document: Priced document: The Employer has provided the Contractor with a Work Schedule document for pricing.</p> <p><b>THE ARTICLES</b></p> <p><u>Article 3</u> CONTRACT ADMINISTRATOR/ CONTRACT ADMINISTRATOR: Contract Administrator: See section A10.</p> <p><u>Articles 4 and 5</u> PRINCIPAL DESIGNER/PRINCIPAL CONTRACTOR: Principal Designer: See section A10. Principal Contractor: See section A10.</p> <p><b>CONTRACT PARTICULARS</b></p> <p><u>Fifth Recital and Schedule 2</u> BASE DATE: Base date: Is 10 days before the date for return of tenders.</p> <p><u>Fifth Recital and clause 4.2</u> CONSTRUCTION INDUSTRY SCHEME (CIS) Employer is not a 'contractor' for the purposes of the CIS.</p> <p><u>Sixth Recital</u> CDM REGULATIONS: The project is not notifiable.</p> <p><u>Seventh Recital</u> FRAMEWORK AGREEMENT: Not applicable (delete).</p>	itm				
	001/8	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A20 THE CONTRACT (CONT'D)</u></b>					
<b><u>CONTRACT PARTICULARS (CONT'D)</u></b>					
<p><u>Eighth Recital and Schedule 3</u>  SUPPLEMENTAL PROVISIONS:  Collaborative working: Supplemental Provision 1 does apply  Health and safety: Supplemental Provision 2 applies  Cost savings and value improvements: Supplemental Provision 3 applies  Sustainable developments and environmental considerations: Supplemental Provision 4 applies  Performance indicators and monitoring: Supplemental Provision 5 does not apply  Notification and negotiation of disputes: Supplemental Provision 6 applies  Where Supplemental Provision 12 applies, the respective nominees of the parties are:  - Employer's nominee: TBA  - Contractor's nominee: TBA  Or such replacement as each party may notify to the other from time to time.</p> <p><u>Article 7</u>  ARBITRATION:  Article 7 and Schedule 1 (Arbitration) apply.</p> <p><u>Clause 2.3</u>  COMMENCEMENT AND COMPLETION:  Date for Commencement of the Works: 14/04/2025.  Date for Completion: 22/07/2025.</p> <p><u>Clause 2.8</u>  LIQUIDATED DAMAGES:  At the rate of: £650.00 per week or part thereof.</p> <p><u>Clause 2.10</u>  RECTIFICATION PERIOD:  Period: 12 months.</p> <p><u>Clause 4.3</u>  INTERIM PAYMENTS.:  The first Interim Valuation Date is: One month after commencement date  Thereafter at intervals of: monthly intervals  Payments due prior to practical completion:  Percentage of total value of the works etc.: 95 per cent.  Payments becoming due on or after practical completion:  Percentage of total amount to be paid: 97.5 per cent.</p> <p><u>Clause 4.3 and 4.8</u>  FLUCTUATIONS PROVISION:  No fluctuations provision applies.</p> <p><u>Clause 4.8.1</u>  SUPPLY OF DOCUMENTATION:  Period: 4 weeks from the date of practical completion.</p> <p><u>Clause 5.3</u>  CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY:  The required level of cover is not less than £5,000,000.00 for any one occurrence or series of occurrences arising out of one event.</p> <p><u>Clauses 5.4, 5.5 AND 5.6</u>  INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS:  Clause 5.4 applies (Works insurance by Contractor in Joint Names) applies</p> <p><u>Clause 7.2</u>  ADJUDICATION:  The Adjudicator is: To be appointed by nominator.  Nominator of Adjudicator: President or a Vice President or Chairman or Vice Chairman of the: RICS.</p> <p><u>Schedule 1 paragraph 2.1</u>  Appointer of Arbitrator (and of any replacement): President or Vice President of the Royal Institution of Chartered Surveyors</p>					
	001/9 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
A	<p><b><u>A20 THE CONTRACT (CONT'D)</u></b></p> <p><b><u>CONTRACT PARTICULARS (CONT'D)</u></b></p> <p><b>THE CONDITIONS</b></p> <p>SECTION 1: DEFINITIONS AND INTERPRETATION</p> <p>1.1 The definition of 'Conditions' shall include any additional clauses or provisions hereby added and the Conditions as hereby amended and added to.</p> <p>1.1 Insert new definition:            "Material: all designs, drawings, models, plans, specifications, design details, photographs, brochures, reports, notes of meetings, CAD materials, calculations, schedules, programmes, bills of quantities, budgets and any other materials provided in connection with the Works (and completed Works) and all updates, amendments, additions and revisions to them and any works, designs, or inventions incorporated or referred to in them for any purpose relating to the Works (and completed Works)."</p> <p>1.1 Insert new definition:            "Permitted Uses: the design, construction, completion, reconstruction, modification, refurbishment, development, maintenance, funding, disposal, letting, fitting-out, advertisement, demolition, reinstatement and repair of the Works (and the completed Works)."</p> <p>1.1 Insert new definition:            "Standard of Care: all the reasonable skill, care and diligence to be expected of a qualified and experienced architect (or other appropriate professional designer) undertaking the design of works similar in scope and character to the Works."</p> <p><u>Clause 1.4</u>            RECKONING PERIODS OF DAYS:            Amendments: none.</p> <p><u>Clause 1.7</u>            APPLICABLE LAW:            Amendments: none.</p> <p>SECTION 2: CARRYING OUT THE WORKS</p> <p>SECTION 3: CONTROL OF THE WORKS</p> <p>SECTION 4: PAYMENT</p> <p>SECTION 5: INJURY, DAMAGE AND INSURANCE</p> <p>SECTION 6: TERMINATION</p> <p>SECTION 7: SETTLEMENT OF DISPUTES</p> <p>EXECUTION:            The Contract: Will be executed as a deed.</p> <p>CONTRACT GUARANTEE BOND:            Contract Guarantee Bond: is not required.</p> <p><b>WARRANTIES</b>            The Contractor will be required to enter into Standard JCT Collateral Warranty agreements.</p> <p>In addition to the Contractor's Warranties, all Sub-Contractors undertaking elements of Contractor Designed works will also be required to enter into Independent Standard JCT Warranty Agreements with the Employer.</p> <p>The Contractor shall ensure that all Sub-Contractors with a design responsibility, including independent design consultants, are able to provide such Warranties at the time of tender, as no claims arising from a Sub-Contractor's inability to provide such a warranty will be entertained.</p> <p><b>The Employer will require evidence that the actual insurance companies have agreed the wording of the warranties.</b></p>				
	001/10 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
A	<b>A20 THE CONTRACT (CONT'D)</b>				
	<b>CONTRACT PARTICULARS (CONT'D)</b>				
	<b>WARRANTIES (CONT'D)</b> In addition to the Contractor's requirement to take out and maintain Professional Indemnity Insurance, for a period of six years, following completion of the project, he shall ensure all Sub-Contractors with a design responsibility take out and maintain similar insurance.				
	<b>ADMINISTRATION OF CHANGES REQUIRING INSTRUCTIONS:</b> The Contractor is to allow within his tender all costs associated in administering the Contract, including (but not restricted to) provision of sufficient administration, technical and financial personnel required for preparing change quotations, back-up documentation and compensation event negotiation, reproduction of drawings and other documents, for his own use and the use of sub-contractors, etc. No claim for additional cost in connection with this clause will be entertained.	Itm			

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A30 TENDERING/SUBLETTING/SUPPLY</u></b>					
<b><u>MAIN CONTRACT TENDERING</u></b>					
A	<b>SCOPE:</b> These conditions are supplementary to those stated in the invitation to tender and on the form of tender.	Itm			
B	<b>TENDERING PROCEDURE:</b> In accordance with JCT Tendering Practice Note 2012 for Construction projects. Errors: Alternative 1 is to apply. The Contractor's attention is drawn to the fact that the tender is to be submitted on a fixed price basis.	Itm			
C	<b>EXCLUSIONS:</b> If the Contractor cannot tender for any part(s) of the work he must inform the Contract Administrator as soon as possible, defining the relevant part(s) and stating the reason(s) for his inability to tender.	Itm			
D	<b>ACCEPTANCE OF TENDER:</b> The Employer and his representatives: Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted. Will not be responsible for any cost incurred in the preparation of any tender. Any acceptance of the tender will be subject to the execution of the formal Form of Contract, and to the receipt of any approval necessary for the work. No payment will be made for loss of profit or other alleged loss due to such approval being withheld, postponed or withdrawn prior to the signing of the contract documents.	Itm			
E	<b>PERIOD OF VALIDITY:</b> Tenders must remain open for consideration (unless previously withdrawn) for not less than three months from the date fixed for the submission or lodgement of tenders.	Itm			
<b><u>PRICING/SUBMISSION OF DOCUMENTS</u></b>					
F	<b>PRELIMINARIES:</b> The Preliminaries/General Conditions sections must not be relied upon as complying with SMM7.	Itm			
G	<b>PRICING OF PRELIMINARIES:</b> If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.	Itm			
H	<b>PRICED DOCUMENTS:</b> Do not alter or qualify tender documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.  Measurements: Where not stated ascertain from the drawings.  Deemed included: Costs relating to items, which are not priced, will be deemed to be included elsewhere in the tender.  An elemental breakdown of the price is to be included with the tender.	Itm			
I	<b>TENDER:</b> 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.	Itm			
J	<b>THE PRICED DOCUMENT:</b> Where quantities are included within the Specification/ Schedule of works/ Work Schedules the Contractor is to note that such quantities have not been prepared in accordance with SMM7 or any other standard form of measurement and that they are prepared in accordance with the Preambles and other pricing notes included in the documentation.  The Contractor is to satisfy himself as to the accuracy of any such quantities and make any necessary amendments.  For the avoidance of doubt no adjustment to the contract sum will be made for any errors or inaccuracies in any quantities included within the Schedule of Works.  All items within the Specification/ Schedule of Works/ Work Schedules must be priced taking into account the drawings, specifications and all other documents provided as part of the tender documents and include for all associated and ancillary works shown or clearly apparent as being necessary for the complete and proper execution of the work.	Itm			
	001/12 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A30 TENDERING/SUBLETTING/SUPPLY (CONT'D)</u></b>					
<b><u>PRICING/SUBMISSION OF DOCUMENTS (CONT'D)</u></b>					
A	<b>PRICING OF THE WORKS SPECIFICATION:</b> Costs relating to items which are not priced will be deemed to have been included elsewhere in the tender.	Itm			
B	<b>TENDER STAGE METHOD STATEMENTS:</b> Prepare, describing how and when the following is to be carried out: <ul style="list-style-type: none"> <li>Enquiries, surveys and investigative works.</li> <li>Maintain existing services</li> </ul> To be submitted <u>with the tender</u> .	Itm			
C	<b>PROGRAMME:</b> Prepare a summary programme showing the sequence and timing of the principal elements of the works, asbestos survey and any subsequent removals, temporary works and periods for the planning and design, all of which must be submitted <u>with the tender</u> .	Itm			
D	<b>PROVISIONAL ALLOWANCES:</b> Will be omitted from the Contract at the commencement of the Works, they will only be used as and when directed by the Contract Administrator and will be measured and valued on completion in accordance with the Conditions of Contract.  If the Contractor considers that any of the Defined Provisional Sums are insufficiently defined to allow them to programme them within their works they are to raise this at prior to submission of tender no claims on the grounds of lack of knowledge in this respect will be entertained.	Itm			
E	<b>MATERIALS:</b> The Contractor shall satisfy himself generally as to the requisite materials, both quantity and quality required, so as to make due and proper completion of the works, and shall be deemed to be conversant with the availability of labour and materials and to have made allowance accordingly.  The Contractor is to ascertain for himself the delivery periods of various materials and items required for the contract at its commencement. He is to place his orders to ensure that the sequence of works may not be interrupted by the failure of such items or materials to be delivered on time.	Itm			
F	<b>SUBSTITUTE PRODUCTS:</b> 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. Substitutions accepted will be subject to the verification requirements of Section A31.	Itm			
G	<b>OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN:</b> Content – submit the following information with 1 week of the start date: <ul style="list-style-type: none"> <li>Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.</li> <li>Details of the management structure and responsibilities.</li> <li>Arrangements for issuing health and safety directions.</li> <li>Procedures for informing other contractors and employees of health and safety hazards.</li> <li>Selection procedures for ensuring competency of other contractors, the self-employed and designers.</li> <li>Procedures for communications between the project team, other and contractors and site operatives.</li> <li>Arrangements for co-operation and co-ordination between contractors.</li> <li>Procedures for carrying out risk assessment and for managing and controlling risk.</li> <li>Emergency procedures including those for fire prevention and escape.</li> <li>Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.</li> <li>Arrangements for welfare facilities.</li> <li>Procedures for ensuring that all persons on site have received relevant health and safety information and training.</li> <li>Arrangements for consulting with and taking the views of people on site.</li> <li>Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.</li> <li>Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.</li> <li>Review procedures to obtain feedback.</li> </ul>	Itm			
	001/13 To Collection	£		£	



		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A30 TENDERING/SUBLETTING/SUPPLY (CONT'D)</u></b>					
<b><u>SUBLETTING/SUPPLY</u></b>					
A	<b>SITE WASTE MANAGEMENT PLAN:</b> Person responsible for drafting the plan: The Contractor. The content of the plan shall include details of: <ul style="list-style-type: none"> <li>- The Principal Contractor for the purposes of the plan</li> <li>- Location of the site.</li> <li>- Description of the project.</li> <li>- Estimated project cost.</li> <li>- Types and quantities of waste that will be generated.</li> <li>- Resource management options for these wastes, including proposals for minimisation/re-use/recycling.</li> <li>- The use of appropriate and licensed waste management contractors.</li> <li>- Record keeping procedures.</li> <li>- Waste auditing protocols.</li> <li>- Submit with tender.</li> </ul>	Itm			
B	<b>FREEDOM OF INFORMATION:</b> Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of Freedom of Information Act.  Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.  Confidentiality: Maintain at all times.	Itm			
C	<b>DOMESTIC SUB-CONTRACTS:</b> Comply with the Construction Industry Board "Code of Practice for the selection of Sub-Contractors".	Itm			
D	<b>SUB-LETTING:</b> The Contractor shall not sub-let the works or any part thereof without the written permission of the Employer. The Contractor will be required to submit for approval a list of firms it is proposed to employ as Domestic Sub-Contractors for trade and specialist work. Names of firms for main element works including mechanical and electrical sub-contracts are to be submitted for approval no later than the Pre-Contract Meeting. No order to commence works will be issued until such names have been submitted and approved.	Itm			
	001/14 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS</u></b>					
A	<b>DEFINITIONS:</b> The meaning of terms, derived terms and synonyms used in the Preliminaries/General Conditions and Specification is as defined below or in the appropriate British Standard or British Standard glossary.	Itm			
B	<b>THE WORKS:</b> Definition: The term 'the works' shall mean the whole of the works envisaged by this contract, including unless expressly stated otherwise, the works of nominated sub-contractors, nominated suppliers, local authorities and public undertakings.	Itm			
C	<b>COMMUNICATION:</b> Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.  Format: In writing to the Contract Administrator and Employer unless specified otherwise.  Do not proceed until response has been received.	Itm			
D	<b>APPROVAL (AND WORDS DERIVED THEREFROM)</b> means the approval in writing of the Contract Administrator unless specified otherwise.	Itm			
E	<b>SUBMIT (AND WORDS DERIVED THEREFROM)</b> means to the Contract Administrator and the Employer unless otherwise instructed.	Itm			
F	<b>PRODUCTS</b> means materials both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.  Includes: Goods, plant, materials, site materials and things (including components, equipment and accessories) intended for permanent incorporation in the Works.	Itm			
G	<b>SITE EQUIPMENT:</b> All appliances or things, of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.  Includes Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.	Itm			
H	<b>TERMS USED IN EMPLOYER'S REQUIREMENTS:</b> <u>Remove:</u> Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.  <u>Fix:</u> Unload, handle, store, place and fasten in position including all labours and use of site equipment.  <u>Supply and fix:</u> Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.  <u>Keep for reuse:</u> Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.  <u>Make good:</u> Execute local remedial work to designated work. Make secure, sound and neat excludes redecoration and/or replacement. The meaning of the term shall not be limited by this definition where used in connection with the rectification/defects liability provisions of the Contract.  <u>Replace:</u> Supply and fix new products matching those removed. Execute work to match original new state of that removed.  <u>Repair:</u> Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/or replacement.  <u>Refix:</u> Fix removed products.  <u>Ease:</u> Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.	Itm			
	001/15 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONT'D)</u></b>					
<b>TERMS USED IN EMPLOYER'S REQUIREMENTS (CONT'D):</b>					
<u>Match existing</u> : 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.					
<u>System</u> : Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.					
A	<b>THE COSTS</b> of conforming to the above definitions, and their meaning and extent, are deemed to be included in the rates for associated measured work.	Itm			
B	<b>DRAWINGS</b> : To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.  CAD data: In accordance with BS 1192.	Itm			
C	<b>CONTRACTOR'S CHOICE</b> : Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.	Itm			
D	<b>CONTRACTOR'S DESIGN</b> : Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements. The contractor shall ensure that the CDP elements of the Works comply with the Disability Discrimination Act 1995. Any alteration required to the contract design to achieve this will be deemed not to be a change in the Employer's Requirements.  Changes resulting from compliance with Development Control or Building regulations relating to the CDP elements of work shall not constitute a change in the Employer's Requirements and shall not be treated as if it were an instruction and shall be the sole responsibility of the contractor.	Itm			
E	<b>SUBMIT PROPOSALS</b> : Meaning: Submit information in response to specified requirements.	Itm			
F	<b>REFERENCED DOCUMENTS</b> : Conflicts: Drawings and specification prevails over referenced documents.	Itm			
G	<b>MANUFACTURER AND REFERENCE</b> : Where used in this combination:  'Manufacturer' means the firm under whose name the particular product is marketed.  'Reference' means the proprietary brand name and/or reference by which the particular product is identified.  'Currency': references are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.  Manufacturers and reference where given are to indicate the quality, finish, appearance and performance requirements for the product and shall be deemed to be 'or equivalent and approved'. If the Contractor wishes to use an alternative and equivalent product the Employer's prior to approval must be obtained.  In all cases the Contractor shall be deemed to have included for the cost of providing the specified product in this tender price.	Itm			
H	<b>SUBSTITUTION OF PRODUCTS</b> Products: if an alternative product to that specified is proposed, obtain approval before ordering the product.  Reasons: submit reasons for the proposed substitution.  Documentation: submit relevant information, including manufacturer and product reference, cost, availability, relevant standards, performance, function, compatibility or accessories, proposed revisions to drawings and specification, compatibility with adjacent work, appearance and copy of warranty/guarantee.  Alterations to adjacent work: if needed, advise scope, nature and cost.  Manufacturer's guarantees: if substitution is accepted, submit before ordering products.	Itm			
	001/16 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONT'D)</u></b>					
A	<p><b>CROSS-REFERENCES:</b> 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.</p> <p>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.</p> <p>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.</p> <p>The Contractor must before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which he may discover from the Employer.</p>	Itm			
B	<p><b>EQUIVALENT PRODUCTS:</b> 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 Employer 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.</p> <p>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, specifications and manufacturer's guarantees as required by the Employer.</p>	Itm			
C	<p><b>SUBSTITUTION OF STANDARDS:</b> 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 Union 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 Employer 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.</p>	Itm			
D	<p><b>CURRENCY OF DOCUMENTS:</b> References to standards, type approval certificates, catalogues, codes of practice and the like are to the editions, revisions, versions and amendments current at the date of tender. References to BSI documents are to the versions and amendments listed in the BSI standards catalogue current at the date of tender.</p>	Itm			
E	<p><b>SIZES:</b> Unless otherwise stated, products are specified by their co-ordinating sizes.</p> <p>Cross section dimensions of timber shown on drawings are finished sizes for non-structural softwood and hardwood sections.</p> <p>Finished sizes for structural and hardwood sections are target sizes as defined in BS EN 336.</p>	Itm			
<b><u>DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</u></b>					
F	<p><b>DRAWINGS:</b> Will be issued in electronic format only.</p>	Itm			
G	<p><b>SPECIFICATIONS AND REPORTS:</b> Will be issued in electronic format only.</p> <p>All sections must be read in conjunction with Main Contract Preliminaries/ General Conditions.</p>	Itm			
	001/17 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A31 PROVISION, CONTENT AND USE OF DOCUMENTS (CONT'D)</u></b>					
A	<p><b>DIVERGENCE FROM STATUTORY REQUIREMENTS:</b> Divergence between the drawings, specification or Employer's Requirements and the requirements of the Building Regulations, other statutes, statutory undertakers and other regulatory authorities.</p> <p>Action: Inform Employer immediately. No additional claims for additional costs incurred due to a delay in reporting will not be entertained.</p> <p>All sections must be read in conjunction with Main Contract Preliminaries/ General Conditions.</p>	Itm			
B	<p><b>DIMENSIONS:</b> The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the Contract Administrator any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.</p> <p>In addition, check dimensions and levels shown on drawings for compatibility with each other and with the site and work completed to date, and immediately inform the Contract Administrator of any discrepancy and seek his instructions.</p> <p>Where changes are required to drawings prepared by the Contractor or Sub-Contractors, arrange for the changes to be made and submit revised drawings for approval.</p> <p><b><u>DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/SUPPLIERS</u></b></p>	Itm			
C	<p><b>CONTRACTOR DESIGN INFORMATION</b></p> <p>General: Complete the design and detailing of parts of the Works specified.</p> <p>Provide: Production information based on the drawings, specification and other information. Liaison to ensure coordination of the work with related building elements and services.</p> <p>Master Programme: Make reasonable allowances for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, re-submission and reinspection.</p> <p>Information to be provided in paper copy (2 nr) and electronic format to the Employer.</p> <p>Submit within 5 working days of request from the Employer to the Employer.</p>	Itm			
D	<p><b>INSTALLATION DRAWINGS:</b> Obtain any fabrication, shop or installation drawings, instructions, etc, provided by manufacturers and suppliers of specified components, necessary for the correct installation of such components, to be included in the project handover file.</p>	Itm			
E	<p><b>AS BUILT DRAWINGS AND INFORMATION:</b> Two copies must be provided to the Employer not less than 2 weeks before the date for Completion as follows:</p> <ol style="list-style-type: none"> <li>Record drawings of as installed mechanical and electrical installations and circuit routes. All symbols shall be strictly in accordance with B.S.1553, and drawings will be cross-referenced for ease of interpretation.</li> <li>As constructed general arrangement drawings, detailing plans, sections and elevations at not less than 1:50 scale. Site layouts at not less than 1:100 scale.</li> <li>As constructed drawings, detailing plans and schedules for all below ground services and drainage at not less than 1:100 scale.</li> <li>All drawings are to be provided in both PDF and DWG format</li> </ol>	Itm			
F	<p><b>TECHNICAL LITERATURE:</b> The Contractor is to keep copies of the following on site, readily accessible for reference by all supervisory personnel:</p> <p>Manufacturers' current literature relating to all products to be used in the Works.</p> <p>Relevant B.S. Codes of Practice.</p>	Itm			
	001/18 To Collection	£		£	

[illegible]

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A32 MANAGEMENT OF THE WORKS</u></b>					
<b><u>GENERALLY</u></b>					
A	<p><b>SUPERVISION:</b> Accept responsibility for co-ordination, supervision and administration of the Works on and off the site, including all sub-contracts and the cost of the person-in-charge referred to in Conditions of Contract. Arrange and monitor a programme with each Sub-contractor, Supplier, Local Authority and Statutory Undertaker, and obtain and supply information as necessary for co-ordination of the work.</p> <p>It is an absolute requirement that the principle contractor provides site supervision of the works, who shall be in attendance on site for the whole period during which the works are being undertaken.</p> <p>The supervisors provided by the principal contractor shall be a full time employee of the firm and shall be suitably competent and experienced to supervise the type of works being undertaken.</p>	Itm			
B	<p><b>VEHICLE SAFETY REQUIREMENTS:</b> Ensure that all commercial vehicles delivering to site, attending site and on site have the following:</p> <ul style="list-style-type: none"> <li>• Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.</li> <li>• Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.</li> <li>• Properly adjusted class V1 mirrors or Fresnel lens to eliminate the nearside blind spot.</li> <li>• Side under guards.</li> </ul> <p>Drivers must be trained on venerable road user safety through an approved course and hold a valid Certificate of Competence.</p> <p>Drivers must have a valid driving licence and be legally able to drive the vehicle.</p> <p>On request the Contractor must submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)</p>	Itm			
C	<p><b>INSURANCE:</b> Before starting work on site submit documentary evidence and/or policies and receipts for the insurance required by the Conditions of Contract.</p>	Itm			
D	<p><b>PROFESSIONAL INDEMNITY INSURANCE:</b> Provide and maintain insurance in respect of Contractor Designed Works:</p> <p>Expiry of required period of CDP Professional Indemnity insurance is to be 12 years from the date of Practical Completion of the Works.</p> <p>Submit details before starting work on site and/ or policies and receipts for the insurances required.</p>	Itm			
E	<p><b>INSURANCE CLAIMS:</b> 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 forthwith give notice in writing to the Employer, the Contract Administrator and the Insurers.</p> <p>Failure to notify: Indemnify the Employer against any loss which may be caused by failure to give such notice.</p>	Itm			
F	<p><b>CLIMATIC CONDITIONS:</b> Record accurately and retain daily maximum and minimum air temperatures (including overnight).</p> <p>Record accurately and retain records of delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.</p>	Itm			
G	<p><b>OWNERSHIP:</b> Materials arising from the works are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</p>	Itm			
H	<p><b>PROGRESS PHOTOGRAPHS:</b> The Contractor shall take such photographs as are necessary to record adequately the physical progress of the Works to the satisfaction of Employer who requires a full record of all work undertaken to be presented upon completion of the works.</p>	Itm			
	001/20 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A32 MANAGEMENT OF THE WORKS (CONT'D)</u></b>					
<b><u>GENERALLY (CONT'D)</u></b>					
A	<p><b>CHECKING SCHEDULES AND DRAWINGS:</b> Submit to the Employer for approval all shop drawings prior to putting the work in hand.</p> <p>Be responsible for checking all schedules and drawings supplied by the Employer and all shop drawings commented upon by the Employer. In the event of any discrepancy being found between such schedules and drawings, or if the Contractor considers that additional detail drawings are required, then in either case the Contractor shall report such discrepancy to the Employer for instruction, or apply in writing for such detail drawings at least 10 days before the works concerned are to be executed.</p> <p>Ascertain from the drawings or otherwise, any holes, recesses, plugs and the like which may be required in time to form these as the works proceed. No extra payment will be allowed for cutting or forming such holes, recesses or plugs subsequently.</p>	Itm			
B	<p><b>WASTE MANAGEMENT:</b> Keep the site and Works clean and tidy. Includes: Rubbish, debris, spoil, containers and surplus material. Minimize: Waste is to be kept to a minimum at all stages of the contract and arrange recycling wherever possible. The Contractor shall where practical segregate waste and provide suitable on site storage as appropriate to maximise the potential for reuse and recycling of materials and reduce disposal costs. Wherever possible the use of suitable excavated material on site is encouraged to minimise the need for disposal off site and the importation of fill material. Re-use of suitable material will be subject to prior approval and compliance with relevant material specification. Remove: Frequently and dispose off site in a safe and competent manner:-</p> <ul style="list-style-type: none"> <li>- Non-hazardous material: In a manner approved by the Waste Regulation Authority.</li> <li>- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.</li> <li>- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.</li> </ul> <p>Waste transfer documentation: Retain on site.</p>	Itm			
C	<p><b>GYPSON AND PLASTERBOARD WASTE:</b> Separate gypsum based material and plasterboard from other waste so that it can be recycled or disposed of correctly. If in a mixed load gypsum based material and plasterboard must be separately packaged and identified for separation at waste transfer sites. It is prohibited for loads containing any identifiable gypsum or plasterboard waste to be sent to landfill.</p>	Itm			
<b><u>PROGRAMME/PROGRESS</u></b>					
D	<p><b>MASTER PROGRAMME:</b> As soon as possible, and within 5 days of the Contract Signing, the Contractor is to prepare in an approved form a master programme for the Works, clearly identifying separately all phases, elements of the works and activities.</p> <p>2 copies of the programme are to be provided to the Employer.</p> <p>The Master Programme shall be updated and issued to the Employer on a monthly basis, or to allow for Contract Administrator's instructions, variations, or other relevant factors. The Contractor shall immediately notify the Contract Administrator and Employer of any such revisions and shall provide two copies of each revised programme. A copy of the original Master Programme and all revisions shall be kept available for inspection in the Contractor's site office.</p>	Itm			
E	<p><b>SUBMISSION</b> of programmes will not relieve the Contractor of his responsibility to advise the Employer of the need for further drawings or details or Instructions in accordance with the Conditions of Contract.</p>	Itm			
F	<p><b>MONITORING:</b> The Contractor is to record progress on a copy of the programme kept on site. If any circumstances arise which may affect progress of the Works, the Contractor must submit proposals, or take action as appropriate, to minimise any delay and to recover any lost time.</p>	Itm			
	001/21 To Collection	£		£	



		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A32 MANAGEMENT OF THE WORKS (CONT'D)</u></b>					
<b><u>PROGRAMME/PROGRESS (CONT'D)</u></b>					
A	<b>MINIMISING DELAY:</b> 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.	Itm			
B	<b>REQUESTS FOR FURTHER INFORMATION:</b> During the mobilisation period, the Contractor is required to examine the up to date information in his possession and prepare and issue to the Employer a schedule of further information which the Contractor requires to complete the project, along with realistic dates when information is required. The information may include instructions, drawings, levels, dimensions, etc. and the dates must not be unreasonably distant from or unreasonably close to the dates when it is necessary for the Contractor to receive the information, having regard to the dates in the master programme when the relevant works are to be carried out. No claim for late issue of information will thereafter be entertained provided all of the release dates for information set down in the schedule have been met. Notwithstanding the above, where an extension of time has been given, the dates may be amended accordingly by consent between the Contractor and the Employer.	Itm			
C	<b>CONDITION SURVEY/RECORD PHOTOGRAPHS</b> Before commencing the Works the Contractor shall undertake a condition survey including the taking of record photographs. Any adjacent properties shall be included, together with the road, footpaths, etc; to be used by the Contractor. The Contractor is to allow for all costs incurred in connection with the preparation of the surveys and the distribution of copies for the Employer and the Project Manager. The Contractor is to ensure he has adequately considered his intended methods of work, for effects on adjacent structures, inside and outside the site boundary. It is the Contractor's sole responsibility to ensure that any temporary shoring or support necessary is provided and maintained at all times.	Itm			
D	<b>PHOTOGRAPHIC RECORDS</b> Provide photographic records of the condition of existing plot and external areas to highlight existing defects / condition prior to the Contractor commencing the Works. Image format: digital storage format (JPEG). Numbers of images from each location: sufficient to highlight condition.	Itm			
E	<b>CONTRACTOR'S SITE MEETINGS:</b> Hold meetings with appropriate Sub-Contractors and Suppliers shortly before main site meetings to facilitate accurate reporting of progress.	Itm			
F	<b>NOTICE OF COMPLETION:</b> Give the Contract Administrator and Employer at least 3 weeks notice of the anticipated dates of Practical Completion of the Works.	Itm			
G	<b>NOTICE OF VISITS:</b> Give the Contract Administrator and Employer 2 day's notice of visits by Building Control, Planners, Party Wall Surveyors, Building Guarantee Surveyors or other regulatory visit.	Itm			
H	<b>CONTRACTOR'S PROGRESS REPORTS:</b> Submit a progress report at least 2 working days before site meetings.  The report must include: 1. A progress statement and progress against programme 2. Details any matters affecting or likely to affect progress of the works 3. Information required. 4. Any requirements for further drawings or details or instructions. At a minimum a monthly Progress Report must be issued to the Employer.	Itm			
I	<b>EXTENSIONS OF TIME:</b> When a notice of the cause of any delay or likely delay in the progress of the Works is given under the conditions of the contract, written notice must be given to the Employer of all the causes which apply concurrently. As soon as possible submit relevant particulars of the expected effects, if appropriate, related to the concurrent causes. An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion, together with all other relevant information required.	Itm			
J	<b>ADVERSE WEATHER:</b> Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.	Itm			
	001/22 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A32 MANAGEMENT OF THE WORKS (CONT'D)</u></b>					
<b><u>CONTROL OF COST</u></b>					
A	<p><b>ESTIMATED COST OF VARIATIONS:</b> If the Employer 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.</p> <p>The cost and impact on programme of any variation is to be agreed with the Employer prior to instruction.</p> <p>The Contractor should note that any changes to the Contract requiring an instruction will be subject to an additional fee to be agreed between the Contract Administrator and the Employer and as such the Contractor should not undertake any works without instruction prior to issuance of such instruction.</p>	Itm			
B	<p><b>MEASUREMENTS:</b> Give reasonable notice before covering up work which requires to be measured.</p>	Itm			
C	<p><b>PROPOSED INSTRUCTIONS:</b> Quotations: If a proposed instruction requests and estimate of cost, submit without delay and in any case within seven days.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>- A detailed breakdown of the cost, including any allowance for direct loss and expense.</li> <li>- Details of any additional resources required.</li> <li>- Details of any adjustments to be made to the programme for the Works.</li> <li>- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.</li> </ul> <p>Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.</p>	Itm			
D	<p><b>DAYWORK VOUCHERS:</b> Give reasonable notice to the Contract Administrator and Employer of the commencement of any work for which daywork vouchers are to be submitted. Before being delivered, each voucher must be:</p> <ul style="list-style-type: none"> <li>- Referenced to the instruction under which the work is authorised, and</li> <li>- 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.</li> </ul> <p>No claims for work done on a daywork payment basis will be permitted unless under the written order of the Contract Administrator. The Contractor shall give to the Contract Administrator and Employer reasonable notice of the commencement of any such work ordered and shall submit proper daywork sheets signed by the person-in-charge describing the work involved and giving names, trades and time daily and the materials employed, to be delivered in duplicate, for the verification of the Contract Administrator or Employer, not later than the end of the week following that in which the work has been executed. One copy, if correct, will be signed by the Contract Administrator or Employer and returned to the Contractor.</p> <p>The signature to any daywork sheet is not to be taken as deciding that the work is to be paid for on a daywork payment basis, but vouching the time and materials to be correct for the work described. All work which is ultimately covered up must be recorded by the Employer or their Quantity Surveyor before so doing and the Contractor must give reasonable notice to the Contract Administrator, Employer and the Quantity Surveyor when such work is ready for recording.</p>	Itm			
E	<p><b>INTERIM VALUATIONS:</b> At least 7 days before each due date, submit to the Contract Administrator details of amounts due under the Contract, together with all necessary supporting information.</p>	Itm			
F	<p><b>UNFIXED MATERIALS:</b> At the time of each valuation disclose to the Contract Administrator which of the unfixed materials and goods on site are free from, and 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. When requested provide evidence of freedom from reservation of title. Where evidence of freedom of reservation of title cannot be provided, the value of such items shall not be included in interim valuations.</p>	Itm			
G	<p><b>OVERTIME:</b> The cost of all overtime necessary to complete the works by the agreed date must be allowed by the Contractor in his Tender. Under no circumstance will additional payment be paid in respect of overtime carried out.</p>	Itm			
	001/23 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A32 MANAGEMENT OF THE WORKS (CONT'D)</u></b>					
<b><u>CONTROL OF COST (CONT'D)</u></b>					
A	<b>NON-PRODUCTIVE TIME:</b> No claims for non-productive time will be considered and the Contractor is to allow here or in his prices for any overtime that he considers necessary for the efficient completion of the work and for the convenience of the Employer.	Itm			
B	<b>GOOD PRACTICE:</b> 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 good building practice. 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.	Itm			
<b><u>A33 QUALITY STANDARDS/CONTROL</u></b>					
<b><u>MATERIALS AND WORK GENERALLY</u></b>					
C	<b>INCOMPLETE DOCUMENTATION:</b> Where and to the extent that products or works are not fully documented, they are to be of a kind and standard appropriate to the nature and character of that part of the works where they will be used. They will also be suitable for the purpose stated or reasonably inferred from the project documents. Omissions or errors in descriptions and or quality in the contract documents shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.	Itm			
D	<b>WORKMANSHIP SKILLS:</b> All operatives shall be appropriately skilled and experienced for the type and quality of the work. All operatives shall be registered with the Construction Skills Certification Scheme. Operatives must provide evidence of skills/qualifications when requested by the Employer.	Itm			
E	<b>GENERAL QUALITY OF PRODUCTS:</b> 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 the Employer. 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 the Employer. 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.	Itm			
F	<b>QUALITY OF EXECUTION:</b> Generally fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Dimensions: Check on-site dimensions. Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. Location and fixing of products: Adjust joints open to view so they are even and regular.	Itm			
G	<b>PROPRIETARY PRODUCTS:</b> Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/ instructions. Inform the Employer if these conflict with any other specified requirement. Submit copies to the Employer when requested.  The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturer's literature current at the 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 the Employer and do not place orders for or use the affected products without further instructions.  Where British Board of Agreement certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.	Itm			
	001/24 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u></b>					
<b><u>MATERIALS AND WORK GENERALLY (CONT'D)</u></b>					
A	<p><b>CHECKING COMPLIANCE OF PRODUCTS:</b> 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:</p> <ul style="list-style-type: none"> <li>- The sources, types, qualities, finishes and colours are correct, and match any approved samples.</li> <li>- All accessories and fixings which should be supplied with the goods have been supplied.</li> <li>- Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.</li> <li>- The delivered quantities are correct, to ensure that shortages do not cause delays in the work.</li> <li>- The products are clean, undamaged and otherwise in good condition.</li> <li>- Products which have a limited shelf life are not out of date.</li> </ul>	Itm			
B	<p><b>PROTECTION OF PRODUCTS:</b></p> <ul style="list-style-type: none"> <li>- Prevent over-stressing, distortion and any other type of physical damage.</li> <li>- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.</li> <li>- 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.</li> <li>- Prevent excessively high or low temperatures and rapid changes of temperature in the products.</li> <li>- 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.</li> <li>- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.</li> <li>- Keep different types and grades of products separately and adequately identified.</li> <li>- So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used.</li> <li>- Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.</li> <li>- Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.</li> </ul>	Itm			
C	<p><b>SUITABILITY OF RELATED WORK AND CONDITIONS:</b> 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:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.</li> <li>- The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishes are installed.</li> </ul>	Itm			
D	<p><b>GENERAL QUALITY OF WORKMANSHIP:</b></p> <ul style="list-style-type: none"> <li>- Operatives must be appropriately skilled and experienced for the type and quality of work and take all necessary precautions to prevent damage to the work from frost, rain and other hazards.</li> <li>- Inspect components and products carefully before fixing or using and reject any which are defective.</li> <li>- Fix or lay securely, accurately and in alignment.</li> <li>- Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with relevant British Standards.</li> <li>- Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not overtighten fixings.</li> <li>- 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.</li> <li>- 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.</li> </ul>	Itm			
	001/25 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u></b>					
<b><u>MATERIALS AND WORK GENERALLY (CONT'D)</u></b>					
A	<p><b>MANUFACTURER'S RECOMMENDATIONS/INSTRUCTIONS:</b> Comply with manufacturer's printed recommendations and instructions current on the date of the invitation to tender.</p> <p>Submit details of changes to recommendations or instructions.</p> <p>Use ancillary products and accessories supplied or recommended by main product manufacturer. Comply with limitations, recommendations and requirements of relevant valid certification of Agreement certified products.</p>	Itm			
B	<p><b>B.S. 8000 BASIC WORKMANSHIP:</b> where compliance with B.S. 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work.</p> <p>Where B.S. 8000 gives recommendations on particular working methods or other matters which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the Contract.</p> <p>If there is any conflict or discrepancy between the recommendations of B.S. 8000 on the one hand and the project documents on the other, the latter will prevail.</p>	Itm			
C	<p><b>WATER FOR THE WORKS:</b> The Contractor is to provide clean and uncontaminated water for the works. If other than mains water supply is to be used provide evidence of suitability. Test to B.S. EN 1008 if instructed.</p> <p>The Contractor may opt to use the existing permanent water supply. Any such agreement will be entirely between the Contractor and the Employer and will not form part of this Contract.</p>	Itm			
D	<p><b>LIGHTING AND POWER FOR THE WORKS:</b> The Contractor is to provide all necessary temporary lighting and power for the works.</p> <p>The Contractor must arrange all temporary installations and equipment.</p> <p>The Contractor may opt to use the existing permanent electric supply from the existing buildings. Any such agreement will be entirely between the Contractor and the Employer and will not form part of this Contract.</p> <p>Distribute in accordance with British Standard Code of Practice CP 1017 – Distribution of Electricity on Construction and Building Sites. All temporary supplies will be installed by competent electricians and tested in accordance with the IEE Regulations and statutory requirements and a copy of the completion certificate made available.</p> <p>Remove all temporary works on completion and reinstate where disturbed.</p>	Itm			
<b><u>SAMPLES/APPROVALS</u></b>					
E	<p><b>APPROVAL OF PRODUCTS:</b> 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.</p>	Itm			
F	<p><b>SPECIFIC TESTING</b> of all materials as required by the Specification/ Engineer will be undertaken by the Contractor and the Contractor must allow here for <u>all</u> costs in connection therewith.</p>	Itm			
<b><u>ACCURACY/SETTING OUT GENERALLY</u></b>					
G	<p><b>SETTING OUT:</b> Submit details of methods and equipment to be used in setting out the Works.</p> <p>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 the Employer in writing of any discrepancies and obtain instructions before proceeding.</p> <p>Inform the Contract Administrator and Employer when overall setting out is complete and before commencing construction.</p>	Itm			
	001/26 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
	<b><u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u></b>					
	<b><u>ACCURACY/SETTING OUT GENERALLY (CONT'D)</u></b>					
A	<p><b>APPEARANCE AND FIT:</b> Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.</p> <p>Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.</p> <p>Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) not be greater than those given in B.S. 5606, Tables 1 and 2.</p>	Itm				
B	<p><b>CRITICAL DIMENSIONS:</b> Critical dimensions: Set out and construct the Works to ensure compliance with specified and manufacturing tolerances of components. Ensure critical building dimensions are maintained.</p> <p><b><u>SERVICES GENERALLY</u></b></p>	Itm				
C	<p><b>IDENTIFICATION OF EXISTING SERVICES:</b> Any work involving removal or alteration of existing services, drainage, etc, must be undertaken with extreme care. It is the Contractor's responsibility to identify each service that will or may be affected by the works. It is imperative that all such services are identified, protected and if necessary isolated, prior to commencement of the works. Any costs associated with rectification of damage caused or loss suffered due to non-observance of this clause will be recovered from the Contractor.</p>	Itm				
D	<p><b>SERVICES REGULATIONS:</b> 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.</p>	Itm				
E	<p><b>SERVICE RUNS:</b> 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.</p>	Itm				
F	<p><b>MECHANICAL AND ELECTRICAL SERVICES:</b> Where work is undertaken to existing service installations they must have final tests and commissioning carried out so that they are in full working order at Practical Completion.</p> <p>Submit certificates (Practical Completion will not be certified until correctly completed certificates have been issued).</p> <p>Test and Commissioning Certificate and Building Regulations Notice: Copies to be lodged in Building Manual.</p> <p><b><u>SUPERVISION/INSPECTION/DEFECTIVE WORK</u></b></p>	Itm				
G	<p><b>SUPERVISION:</b> In addition to the constant management and supervision of the works provided by the Contractor's person-in-charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.</p>	Itm				
H	<p><b>PERSON-IN-CHARGE:</b> Give maximum possible notice to the Contract Administrator and Employer before changing the person-in-charge.</p>	Itm				
I	<p><b>OVERTIME WORKING:</b> Whenever overtime is to be worked, give the Employer not less than 24 hours' notice, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.</p> <p>No additional payment will be made in respect of overtime worked unless the Contract Administrator has specifically ordered overtime work to be carried out and that additional payment will be made.</p> <p>Additional payment, where confirmed, shall be the net difference between flat time and overtime rates. Accurate and detailed weekly returns are to be submitted to the Employer and Contract Administrator.</p> <p>Observe any special working conditions and restrictions relating to working hours specified elsewhere.</p>	Itm				
	001/27	To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u></b>					
<b><u>SUPERVISION/INSPECTION/DEFECTIVE WORK (CONT'D)</u></b>					
A	<p><b>DEFECTS IN EXISTING CONSTRUCTION:</b> are to be reported to the Contract Administrator and Employer without delay. Obtain instructions before proceeding with work which may:</p> <ul style="list-style-type: none"> <li>- Cover up or otherwise hinder access to the defective construction, or</li> <li>- Be rendered abortive by carrying out of remedial work.</li> </ul>	Itm			
B	<p><b>ACCESS FOR INSPECTION:</b> Give the Employer not less than 5 days notice before removing scaffolding or other facilities for access.</p>	Itm			
C	<p><b>TIMING OF TESTS AND INSPECTIONS:</b> Agree dates and times of tests and inspections with the Employer a minimum one week in advance, to enable the Employer, their consultants, funder and other affected parties (including the Council's Building Control and building guarantee provider) 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.</p>	Itm			
D	<p><b>TEST CERTIFICATES:</b> Submit a copy of each certificate to the Employer as soon as practicable and keep copies of all certificates on site and incorporate within the Building Manual.</p>	Itm			
E	<p><b>PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:</b> 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 the Contract Administrator and Employer for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Such proposals may be unacceptable to the Employer and he may request contrary instructions to be issued by the Contract Administrator.</p>	Itm			
F	<p><b>MEASURES TO ESTABLISH ACCEPTABILITY:</b> Wherever inspection or testing shows that the work, materials or goods are not in accordance, with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures will be at the expense of the Contractor, and will not be considered as grounds for extension of time.</p>	Itm			
G	<p><b>QUALITY CONTROL:</b> Establish and maintain procedures to ensure that the Works, including the work of all Sub-Contractors, comply with specified requirements. Maintain full records, keep copies on site for inspection by the Employer, and submit copies of particular parts of the records on request.</p> <p>The records must include:</p> <ul style="list-style-type: none"> <li>- Identification of the element, item, batch or lot, including location in the Works.</li> <li>- The nature and dates of inspections by the Contractor or the Employer, tests and approvals.</li> <li>- The nature and extent of any non-conforming work found.</li> <li>- Details of any corrective action.</li> </ul>	Itm			
H	<p><b>DEFECTIVE WORK:</b> when instructed by the Contract Administrator, submit proposals for opening up, examination and/or testing.</p> <p>Where examination and/or testing shows that the work is not in accordance with the specification and/or drawings, and measures are taken as instructed by the Contract Administrator to remedy the defective work, such measures will be at the expense of the Contractor and will not be considered as grounds for an extension of time.</p> <p>In addition to the requirements of Clause 2.38 any defects, shrinkages or other faults, which appear and are notified within the Rectification Period, shall be deemed to include shrinkage cracks due to drying out of the works. All such normal shrinkage cracks shall be made good by the Contractor at no cost to the Employer, notwithstanding that materials and workmanship may be in accordance with this Contract.</p>	Itm			
	001/28 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A33 QUALITY STANDARDS/CONTROL (CONT'D)</u></b>					
<b><u>WORK AT OR AFTER COMPLETION</u></b>					
A	<p><b>GENERALLY:</b> Make good all damage consequent upon the work and remove all temporary markings, coverings and protective wrappings unless otherwise instructed</p> <p>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.</p> <p>Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.</p> <p>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.</p> <p>Adjust, ease and lubricate moving parts of work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.</p>	Itm			
B	<p><b>SECURITY AT COMPLETION:</b> Leave the Works and Compound area 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.</p>	Itm			
C	<p><b>MAKING GOOD DEFECTS:</b> 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 the Employer and Contract Administrator when remedial works to the various parts of the Works are completed.</p> <p>During the Rectification Period the Contractor will be advised by the Employer of defects that have occurred. Such defects shall be categorised by the Employer and dealt with by the Contractor as described hereafter.</p> <p>In the event that the Employer at his sole discretion considers a defect life threatening or extremely significant, on-site staff, or others employed by the Employer, may remedy or temporarily make good such defects without first informing the Contractor.</p> <p>Such actions by the Employer shall neither absolve the Contractor of his responsibility to maintain the works, nor shall the Contractor be entitled to recover any costs that he may incur as a result of later providing the permanent remedy to the defect in accordance with the following categories. In addition the Employer may recover the cost of the temporary remedy from the Contractor.</p> <p><b>a) Category A - Urgent</b> The Contractor shall attend the site within 12 hours, and remedy the defect within 24 hours of the receipt of the notice from the Employer.</p> <p><b>b) Category B - Essential</b> The Contractor shall attend the site within 3 days and remedy the defect within 7 days of the receipt of the notice from the Employer.</p> <p><b>c) Category C - Non urgent</b> The Contractor shall attend the site and make good the defects within the Rectification Period.</p> <p>If the Contractor is unable to obtain parts or materials within the time dictated by the Categories described above the following action will be taken:-</p> <p>a) Inform the Employer of the non-availability of the parts or materials and submit in writing proposals for a temporary repair and request approval.</p> <p>b) On receipt of the approval carry out the temporary repair at no cost to the Employer.</p> <p>c) Agree with the Employer a date when the final making good shall be completed. Written agreement of completion, signed by both parties, is to be provided to the Contract Administrator in order for the Making Good Defects Certificate to be issued</p>	Itm			
	001/29 To Collection	£		£	



		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A34 SECURITY/SAFETY/PROTECTION</u></b>					
<b><u>GENERALLY</u></b>					
A	<p><b>CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007:</b> Under his responsibilities in accordance with the above legislation the Employer/client hereby draws the Contractor's attention to the fact that the Construction (Design and Management) Regulations 2007 will apply fully to this Contract.</p> <p>The Contractor is required to read and comply with all recommendations contained in the code of practice relating to the Regulations "Managing Construction for Health &amp; Safety" and "Management of Health and Safety at Work" published by the HSE.</p> <p>Allow for all costs of fulfilling the role of "Principal Contractor" under the terms of the CDM Regulations.</p> <p>The Contractor shall be responsible for all matters of Health, Safety and Welfare relative to this Contract during the Contract period.</p> <p>The Tenderer shall review the design and the Pre-Construction Information in detail, including methods of working, etc., specifically applicable to this contract, that require consideration to comply with CDM Regulations and that will be provided for in his formal Health and Safety plan.</p> <p>The preferred Tenderer shall, prior to acceptance of his tender, resolve any queries with the Contract Administrator and/or CDM Co-ordinator, take over, develop, update and publish his formal Health and Safety Plan and take full responsibility for construction of the project in accordance with the Plan and CDM Regulations.</p> <p>No claim for additional costs, nor for an extension of time for the completion of the Works, will be considered for complying with the CDM Regulations.</p> <p>Promptly provide the CDM Co-ordinator with any further information throughout the course of the Contract in order that he can review, amend or add to the Health and Safety File, including the provision of record documentation etc., in order to comply with CDM Regulations.</p>	Itm			
B	<p><b>EXECUTION HAZARDS:</b> Common hazards are not listed. Control by good management and site practise.</p> <p>Significant hazards; refer to the Pre-Construction Information for details of any identified significant hazards.</p>	Itm			
C	<p><b>PRODUCT HAZARDS:</b> Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.</p> <p>Common hazards are not Listed. Control by good management and site practise.</p> <p>Significant hazard refer to the Pre-Construction Information for details of any identified significant hazards regarding specified construction materials.</p>	Itm			
D	<p><b>CONSTRUCTION PHASE HEALTH AND SAFETY PLAN:</b> Submission: Present to the Employer/Client not later than two weeks before commencement of work on site unless otherwise agreed.</p> <p>Confirmation: Do not start any enabling or construction work on site until the Employer has confirmed in writing that the Construction Phase Health &amp; Safety Plan includes the procedures and arrangements required by the CDM Regulations.</p> <p>Content: Develop the plan from and draw on the Outline Construction Health &amp; Safety Plan, as Section A30, and the Pre-Construction Information Document.</p> <p>Liaise with the CDM Co-ordinator, keep all requisite records and comply in all respects with the requirements of the Construction (Design and Management) Regulations 2007.</p> <p>Hand over to the CDM Co-ordinator prior to Practical Completion all documents and information reasonably required by him and listed in the Pre-Construction Information Document. Pursuant to Regulations 20(2)(e) of the Construction (Design and Management) Regulations 2007.</p> <p>The Contractor's attention is drawn to the fact that, under the terms of the Contract (Clauses 2.21 and 3.18.3), Practical Completion will not be achieved until the above conditions have been complied with.</p>	Itm			
E	<p><b>NATIONAL WORKING RULES FOR THE BUILDING INDUSTRY:</b> The Contractor is to comply with the Working Rule Agreement as published by the Construction Industry Joint Council.</p>	Itm			
001/30 To Collection		£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u></b>					
<b><u>GENERALLY (CONT'D)</u></b>					
A	<p><b>SECURITY:</b> Adequately safeguard the site, the Works, products, materials and plant affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site and the Works.</p> <p>The Contractor shall provide all necessary facilities for the safeguarding of the works, materials and plant against damage and theft including those provided by all Sub-Contractors and Suppliers, or others working under separate Contract with the Employer. Provide all necessary watching, lighting, shelter and fuel for the security of the works and the protection of the public.</p> <p>Special requirements:</p> <p>The Contractor's attention is drawn to the fact that members of the public and workers will be in close proximity to the Works at all times. The Contractor must adopt a security procedure to ensure no unauthorised personnel may gain access to any working area or storage compound. Details of the Contractor's proposed security arrangements must be submitted to the Project Manager prior to commencement on site.</p> <p>The Contractor is to pay for the provision of emergency access to the site, if required.</p>	Itm			
B	<p><b>STABILITY:</b> 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 the Contract Administrator.</p>	Itm			
C	<p><b>OCCUPIED PREMISES</b> Extent: The adjacent car park and coach park will remain operational and / or used during the Contract Works:</p> <p>Carry out without undue inconvenience and nuisance and without danger to occupants and users. Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorised in advance.</p>				
D	<p><b>EMPLOYER'S REPRESENTATIVE'S SITE VISITS</b> Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. Protective clothing and / or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.</p>				
E	<p><b>PERMIT TO WORK PROCEDURES</b> will be in operation for all of the following works:</p> <ul style="list-style-type: none"> <li>- Interruption to power supplies/IT connections/fire and security alarms/telephone systems.</li> <li>- Interruption to mechanical service supplies.</li> <li>- Interruption to water supplies.</li> <li>- All hot works.</li> </ul>	Itm			
<b><u>PROTECT AGAINST THE FOLLOWING:</u></b>					
F	<p><b>EXPLOSIVES:</b> Do not use.</p>	Itm			
G	<p><b>NOISE:</b> The Contractor's attention is drawn to Sections 60 and 61 of the Control of Pollution Act 1974. The Contractor will be responsible for complying with all requirements and restrictions imposed by this Act and must allow in his tender for all costs necessitated thereby. No instructions issued to the Contractor by the Contract Administrator shall relieve the Contractor from compliance with this Act. Comply generally with the recommendations of B.S. 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. The Contractor's attention is particularly drawn to the fact that the use of portable music players and the like will not be allowed on the site.</p>	Itm			
001/31 To Collection		£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u></b>					
<b><u>PROTECT AGAINST THE FOLLOWING: (CONT'D)</u></b>					
A	<b>POLLUTION:</b> Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways. If pollution occurs, inform the appropriate Authorities, the Contract Administrator and the Employer without delay and provide them with all relevant information.	Itm			
B	<b>PESTICIDES:</b> Use: Only where specified or approved, and then only suitable products listed on <a href="http://www.pesticides.gov.uk">www.pesticides.gov.uk</a> .  Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'. Containers: Comply with manufacturer's disposal recommendations, Remove from site immediately when empty or no longer required. Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.	Itm			
C	<b>NUISANCE:</b> The Contractor must take all necessary precautions for the prevention of nuisance arising from dust, excessive noise and vibration, in any event dust will not be allowed to encroach into occupied buildings or public areas. The Contractor must discuss with the Contract Administrator and Employer measures he proposes to adopt to counter nuisances described above and must give notice of, and agree periods when noisy operations and operations causing vibrations are to be executed. The Contractor must comply with the prescribed quiet periods detailed in the A35 – Working Hours item, when noisy operations and operations causing vibrations cannot be executed.  The Contractor must allow for dealing with any complaints in connection with alleged nuisance arising from the execution of the Works and for making such arrangements and negotiations as may be necessary, including temporarily suspending any portion of the Works, and must include for everything required to enable the Works to be completed by the due dates, as no claims for lack of knowledge in this respect will be entertained.  The Contractor's attention is drawn to the fact that should either the Contract Administrator or the Employer, deem it necessary to suspend the Works at any time, the Works shall cease forthwith until such time as an instruction is given to continue. After two hours and failing an instruction to proceed the Contractor shall seek approval from the Contract Administrator to recommence working.	Itm			
D	<b>ASBESTOS BASED MATERIALS:</b> Report immediately to the Contract Administrator any suspected asbestos based materials discovered during the works. Avoid disturbing such materials. Agree with the Contract Administrator methods for safe removal or encapsulation.	Itm			
E	<b>ANTIQUITIES:</b> Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.  Keep objects in the exact position and condition in which they were found.	Itm			
F	<b>FIRE:</b> 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 Construction Confederation and The Fire Protection Association (Joint Fire Code).  All cutting equipment and fuel for same, and other items of plant and equipment subject to fire hazard, must be safely and securely stored when not in use. The Contractor shall ensure that no materials arising from waste, alteration or demolition work are burned on site.  Emergency lighting shall be provided.  Smoking will not be permitted on the site.  Burning will not be permitted on site.	Itm			
	001/32 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u></b>					
<b><u>PROTECT AGAINST THE FOLLOWING: (CONT'D)</u></b>					
A	<p><b>INCLEMENT WEATHER:</b> Allow for carefully covering up and protecting exposed works from inclement weather including storms and Spring Tides</p> <p>The Contractor, as part of his best endeavours to prevent delay in the progress of the works, will be expected to adopt measures to prevent or minimize harmful effects of weather conditions on the works. The extent to which he has taken such measures will be taken into account when considering any notice of delay due to exceptionally adverse weather conditions.</p>	Itm			
B	<p><b>MOISTURE AND HUMIDITY:</b> Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly, provide and maintain the necessary equipment, fuel and attendance for drying the works. 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 and excessive movement.</p> <p>Do not fix or install within the building any moisture sensitive materials or finishes including suspended ceilings if the humidity levels exceed 70% at 21°C (or manufacturers recommended maximum) and once fixing has commenced this level must not be exceeded at any time during the remainder of their contract period.</p>	Itm			
C	<p><b>WASTE:</b> 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.</p> <p>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 offsite in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.</p> <p>Retain waste transfer documentation on site.</p> <p>No unauthorised persons may have access or take possession of demolition materials.</p>	Itm			
D	<p><b>ELECTROMAGNETIC INTERFERENCE:</b> Take all precautions to avoid excessive electromagnetic disturbance of apparatus and specialist equipment outside the site.</p>	Itm			
E	<p><b>LASER EQUIPMENT:</b> Install, use and store construction laser equipment in accordance with B.S. EN 60825-1 and the manufacturer's instructions. Use either Class 1 or Class 2 laser equipment, ensuring that the laser beam is not set at eye level and is terminated at the end of its useful path. The use of Class 3A and Class 3B laser equipment will not be permitted without the approval of the Contract Administrator and Employer and subject to the submission of a method statement on its safe use.</p>	Itm			
F	<p><b>POWER ACTUATED FIXING SYSTEMS:</b> use is not permitted on site.</p>	Itm			
G	<p><b>WORK IN ALL SECTIONS:</b> 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.</p> <p>The Contractor shall be responsible for any damage to adjoining buildings, public and private roads, and footpaths fencing, gates, underground and overhead services, mains, waterways, and all other property of every kind and description, if caused by or attributable in any way to the execution of this contract, and all damages shall be made good to the satisfaction of the Employer and all authorities and/or other parties concerned, at the Contractors sole expense. The Contractor shall indemnify the Employer against any claims for damage caused, howsoever caused.</p>	Itm			
	001/33	To Collection	£	£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A34 SECURITY/SAFETY/PROTECTION (CONT'D)</u></b>					
<b><u>PROTECT AGAINST THE FOLLOWING: (CONT'D)</u></b>					
A	<p><b>EXISTING SERVICES:</b> Notify all service authorities and/or adjacent owners of the proposed works not less than one week before commencing site operations. Before starting work check positions of existing services. Where positions are not shown on drawings, obtain relevant details from Service Authorities or other owners. Observe Service Authorities' recommendations for work adjacent to existing services.</p> <p>Adequately protect, and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.</p> <p>If any damage to services results from the execution of the Works, notify the appropriate Service Authority, Contract Administrator and Employer 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 to deal with an emergency will not affect the extent of the Contractor's liability.</p> <p>Replace any marker tapes or protective covers disturbed during site operations to the Service Authorities' recommendations.</p>	Itm			
B	<p><b>MAINTENANCE OF PUBLIC AND PRIVATE ROADS AND FOOTPATHS:</b> The Contractor shall be responsible for all damage to roads or streets (whether public or private) arising out of, or in the course of, or by reason of the execution of the Works. The Contractor shall be responsible at all times for keeping roads or streets immediately adjacent to the site of the Works free from mud, dirt, rubbish, etc, arising as aforesaid, and for the observance of any bye-law or regulation imposed by a competent authority requiring roads or streets to be kept free from mud, dirt, rubbish, etc.</p> <p>The Contractor shall observe the requirements of the Local Government (Miscellaneous Provisions) Act, 1976, controlling the depositing or mixing of mortar, cement, etc.</p>	Itm			
C	<b>TRESPASS:</b> the Contractor shall be responsible for the control of all workmen employed by him or Sub-Contractors on the site and shall prevent them from trespassing onto the adjoining land and shall indemnify the Employer from any claim so arising.	Itm			
D	<b>EXISTING FEATURES:</b> 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.	Itm			
E	<b>EXISTING WORK:</b> Protection: Prevent damage to existing work, structure and other property during the course of the Work. Removal: Minimum amount necessary. Replacement work: To match existing	Itm			
F	<b>BUILDING INTERIORS</b> Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the works.	Itm			
G	<p><b>EXISTING STRUCTURES</b></p> <p>Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.</p> <p>Supports: During execution of the works:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Do not remove until new works is strong enough to support existing structure</li> <li>• Prevent overstraining of completed work when removing supports</li> </ul> <p>Adjacent structures: Monitor and immediately report excessive movement</p> <p>Standard: Comply with BS 5975 and BS EN 12812</p>	Itm			
	001/34 To Collection	£		£	

[illegible]

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A36 FACILITIES/TEMPORARY WORK/SERVICES</u></b>					
<b><u>GENERALLY</u></b>					
A	<b>SPOIL HEAPS, TEMPORARY WORKS AND SERVICES:</b> Location: Give notice of intended siting. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.	Itm			
B	<b>TEMPORARY STORAGE OF MATERIALS SET ASIDE FOR RE-USE:</b> Location: Give notice of intended siting. Maintenance: Alter, adapt and move as necessary. Remove surplus materials from site when no longer required and make good.	Itm			
C	<b>TEMPORARY ACCOMMODATION:</b> The Contractor's welfare is to be confined to the works area. See Preliminaries 001/5A.  There are opportunities to utilise facilities provided by the Employer. See preliminaries 001/5A.  Provide suitable temporary accommodation for the purposes of the Contractor to deliver the Works.  The Contractor is to provide details of their proposed site accommodation as part of the Contractor's Proposals.  No accommodation and facilities are required for the Employer and his consultants.  Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. Provide table and chairs for 8 people.	Itm			
D	<b>NAME BOARDS/ ADVERTISEMENTS:</b> Provide a temporary name board displaying: <ul style="list-style-type: none"> <li>- Title of Project</li> <li>- Name of Employer</li> <li>- Name of Consultants</li> <li>- Name of Contractor</li> </ul> Maintain, alter, adapt and move as necessary. Remove when no longer required and make good.	Itm			
E	<b>PLANT, TOOLS, VEHICLES AND EQUIPMENT:</b> The Contractor shall provide everything necessary for the proper execution of the work including all requisite plant, tools, vehicles, gantries, chutes, tarpaulins, rods, pegs, moulds, templates, levels, tackle and other implements and conveniences required for the expeditious carrying out of the works in proper sequence.  Comply with the Factories Act or other regulations governing the use of machinery guards and other safeguards for the protection of workpersons.	Itm			
F	<b>GENERAL ACCESS SCAFFOLDING AND WORKING PLATFORMS:</b> The Contractor is to comply with all Current Health and Safety Regulations relating to the Height Regulations 2005. The Contractor is to provide, erect and maintain all necessary access scaffolding and other safe working platforms for the proper execution of the works, including moving, adapting as necessary during the course of the works, dismantling and removal on completion. All scaffolding work including erections, alterations and dismantling is to be carried out by qualified scaffolders.  All working platforms must be capable of supporting the intended loads, adequately supported and braced, and provided with guard rails or barriers and toe boards. All scaffolding must be erected with legs/standards vertical and bearing on firm level ground using base plates, or on spreader boards if on soft ground.  Tower scaffolds and other proprietary scaffold systems must be erected, used and dismantled in accordance with manufacturer's instructions. Mobile towers must have all wheels and outriggers locked and never be moved whilst in use or when loaded with materials. Only use internal ladders to access tower scaffolds, do not climb up the outside of the tower to reach the platform.  Provide safe access to all scaffold/working platforms. Ladders are to be adequately tied to prevent slipping, correctly angled (75 degrees, i.e. 1 out of every 4 up), and extend 1m above the working platform.	Itm			
	001/36 To Collection	£		£	

		Fixed Charge		Time Related	
		£	p	£	p
<b><u>A36 FACILITIES/TEMPORARY WORK/SERVICES (CONT'D)</u></b>					
<b><u>GENERALLY (CONT'D)</u></b>					
<b>GENERAL ACCESS SCAFFOLDING AND WORKING PLATFORMS:</b> Inspections of scaffolding/working platforms are to be carried out by a competent person at maximum 7 day intervals and recorded in an Inspection Report. Should the Contractor remove any of his scaffolding/working platforms before ascertaining whether it is required by any sub-contractor he must re-erect it if required at his own expense.  The Contractor is to provide a full breakdown of costs, fixed and time related, and a programme relating to that cost for the scaffold installation with their tender submission.					
A	<b>MOBILE AND SUSPENDED ACCESS EQUIPMENT:</b> (Including Mobile Elevating Work Platforms (MEWPs), Mast Climbing Work Platforms (MCWPs), temporary suspended access cradles and platforms).  Mobile and other suspended access equipment must only be used where it is suitable for its intended purpose and only used by suitably trained and competent personnel.	Itm			
<b><u>SERVICES AND FACILITIES</u></b>					
B	<b>MOBILE AND SUSPENDED ACCESS EQUIPMENT:</b> Equipment must only be installed or erected, or modified by specialist contractors and a handover certificate obtained covering safe working load, operation, maintenance and emergency procedures.  Do not move equipment in an elevated position or operate close to overhead cables.	Itm			
C	<b>LIGHTING AND POWER:</b> Provide all necessary temporary lighting and power required for the execution of the Works, including temporary connections.  The Contractor is to allow for making all temporary connections, distribution about the site in accordance with CP 1017, alterations and adaptations as necessary and clearing away on completion and making good.	Itm			
D	<b>WATER:</b> Provide fresh potable water for the work. The Contractor is to allow for making all temporary connections, providing hoses, storage tanks, etc., alterations and adaptations as necessary and clearing away on completion and making good.	Itm			
E	<b>TELEPHONES:</b> Provide as soon as practicable after the Date of Possession a temporary on site telephone for use by the Contractor and Sub-Contractors at all times during normal working hours and for emergency purposes only outside normal working hours. Make arrangements (e.g. an external bell) to ensure that incoming calls are answered reasonably promptly. Allow for the cost of a modest number of calls made by those acting on behalf of the Employer. Contact names and telephone numbers for the site, Contractor's office and out of hours emergencies shall be supplied to the Contract Administrator and the Employer at the commencement of the Contract.	Itm			
F	<b>THERMOMETERS:</b> Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.	Itm			
G	<b>SAFETY HEALTH AND WELFARE OF WORKPEOPLE:</b> The Contractor shall ensure that all safety and welfare measures required under or by virtue of the provisions of any enactment, or regulations or the working rules of any industry are strictly complied with.  The Contractor shall provide and maintain on site all necessary facilities for his own employees and for those employed by all Sub-Contractors.  The Contractor shall designate all sites as hard hat areas unless the work is being carried out internally amidst occupied premises.	Itm			
H	<b>DRYING THE WORKS:</b> Allow for providing all necessary temporary heating, including fuel, which may be required to enable the works to proceed at all times, including that required to enable workpeople to work during inclement weather, to protect the works from damage due to frost and to enable trade to follow upon trade. Provide all necessary temporary equipment, fuel and attendance for drying and controlling the humidity of the Works.	Itm			
	001/37 To Collection	£		£	



			Fixed Charge			Time Related	
			£	p		£	p
	<b>A36 FACILITIES/TEMPORARY WORK/SERVICES (CONT'D)</b>						
	<b>SERVICES AND FACILITIES (CONT'D)</b>						
A	<b>SMALL PLANT AND TOOLS:</b> The Contractor shall provide all plant and tools necessary for the completion of the Works and shall maintain and remove same on completion. All plant and tools shall comply with current Statutory Regulations and Orders and power tools are to be a maximum of 110 volts.	Itm					
B	<b>PERSONAL PROTECTIVE EQUIPMENT:</b> Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified: Safety helmets to B.S. EN 397, neither damaged nor time expired. Number required: 3. High visibility waistcoats to B.S. EN 471 Class 2. Number required: 3. Safety boots with steel insole and toecap to B.S. EN ISO 20345. Pairs required 4. Disposable respirators to B.S. EN 149. FFP1S. Eye protection to B.S. EN 166. Ear protection – muffs to B.S. EN 352-1, plugs to B.S. EN 352-2. Hand protection – to B.S. EN 388, 407, 420 or 511 as appropriate.	Itm					
	001/38	To Collection	£			£	

		Fixed Charge		Time Related	
		£	p	£	p
<b>A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING</b>					
A	<p><b>EMPLOYER'S COMMISSIONING PERIOD:</b> All mechanical and electrical services installations must be complete and operational before final commissioning can take place. All items of plant, such as boilers, pumps and motorised valves shall be pre-commissioned as far as practically possible prior to the final commissioning by the Employer. The water treatment to the heating systems shall be checked for compliance before boilers will be allowed to run.</p> <p>Practical completion will not be given until the commissioning requirements laid out in the Specification have been met.</p> <p>All builders' works within the building zones to be commissioned must be complete so that the systems can be tested in a finished environment (i.e. all doors, windows, floor wall and ceiling finishes complete).</p>	Itm			
B	<p><b>THE BUILDING MANUAL:</b> Purpose: The Building Manual (incorporating the Health and Safety File) is to be a comprehensive information source and guide for the Employer and future users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.</p> <p>Where the Contractor deems a section or sub-section to be "not applicable" they shall seek confirmation in writing from the Employer.</p> <p>Compilation:</p> <ul style="list-style-type: none"> <li>- Prepare all information for Contractor Designed work including as-built drawings.</li> <li>- Obtain or prepare all other information to be included in the Manual.</li> </ul> <p>Content:</p> <p>PART 1: GENERAL: Content as detailed below.</p> <p>PART 2: BUILDING FABRIC: Content as detailed below.</p> <p>PART 3: BUILDING SERVICES: Content as detailed below.</p> <p>PART 4: THE HEALTH AND SAFETY FILE: Content as detailed below</p> <p>PART 5: THE BUILDING USER GUIDE: Content as detailed below</p> <p>A complete draft of the manual must be submitted to the Employer for comment not less than 2 weeks before the date of submission of the final copies of the Manual.</p> <p>The Contractor must not proceed with production of the final copies of the Manual until authorised to do so by the Employer.</p> <p>The Contractor is to provide the Employer with 2 paper copies and 1 electronic copy not less than 2 weeks after the date of Practical Completion.</p>	Itm			
C	<p><b>CONTENT OF THE BUILDING MANUAL PART 1: GENERAL</b> Obtain and provide the following, including all relevant details not included in other parts of the Manual:</p> <p>Index:</p> <ul style="list-style-type: none"> <li>List of the constituent parts of the manual, together with their location in the document.</li> </ul> <p>The Works:</p> <ul style="list-style-type: none"> <li>A description of the buildings and facilities.</li> <li>Details of ownership.</li> <li>Health and safety information – other than that specifically required by the Construction (Design and Management) Regulations.</li> </ul> <p>The Contract:</p> <ul style="list-style-type: none"> <li>The parties: Names, addresses (including e-mail), telephone and fax numbers of the Consultants and designers, Authorities and statutory undertakers plus copies of consents and approvals, Contractors, Sub-Contractors, suppliers and manufacturers.</li> <li>Overall design criteria</li> </ul> <p>Operational requirements and constraints of a general nature:</p> <ul style="list-style-type: none"> <li>Maintenance contracts and contractors.</li> <li>Emergency procedures and contact details in case of emergency</li> <li>Description and location of other key documents</li> </ul>	Itm			
	001/39	To Collection	£	£	

		Fixed Charge		Time Related	
		£	p	£	p
<b>A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING (CONT'D)</b>					
A	<p><b>CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC/SERVICES</b> Obtain and provide the following, including all relevant details not included in other parts of the Manual:</p> <p>Design criteria:</p> <ul style="list-style-type: none"> <li>• Loadings</li> <li>• Durability of individual components and elements</li> <li>• Loading restrictions</li> <li>• Insulation values</li> <li>• Fire ratings</li> <li>• Other performance requirements.</li> </ul> <p>Construction of the building:</p> <ul style="list-style-type: none"> <li>• A detailed description of methods and materials used.</li> <li>• As-built drawings recording details of construction, together with an index.</li> <li>• Information about repair, renovation or demolition.</li> <li>• Maintenance of the building fabric: Instructions for general maintenance detailing work to be done, acceptable tolerances and frequency of operation.</li> <li>• Product details: Copies of manufacturer's current literature including COSHH data sheets and recommendations for cleaning, repair and maintenance.</li> <li>• Environmental and trafficking conditions: Details of those that may result in damage/disfigurement.</li> <li>• Guarantees, warranties and maintenance agreements: Obtain from suppliers, Sub-Contractors and manufacturers.</li> <li>• Test certificates and reports required in the specification and by the Building Regulations.</li> </ul>	Itm			
B	<p><b>PRESENTATION OF BUILDING MANUAL:</b> Format: A4 size, plastic covered, loose leaf, four-ring binders with hard covers, each indexed, divided and appropriately cover titled.</p> <p>Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.</p> <p>As-built drawings: The main sets may form annexes to the Manual.</p>	Itm			
C	<p><b>TRAINING OF EMPLOYER:</b> Before Practical Completion the Contractor is to explain and demonstrate to Employer the purpose, function and operation of the installations including all items and procedures listed in the Building Manual.</p> <p>Obtain 2 copies of signed confirmations that this process has been completed. The Contractor shall retain one copy and include the other in the Building Manual.</p>	Itm			
D	<p><b>SPARE PARTS:</b> Details: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Employer for maintenance of the services installations.</p> <p>Include in the priced schedule for:</p> <p>Manufacturer's current prices, including packaging and delivery to site.</p> <p>Checking receipt, marking and numbering in accordance with the schedule of spare parts.</p> <p>Referencing to the plant and equipment list in Part 3 of the Building Manual.</p> <p>Painting, greasing, etc., and packing to prevent deterioration during storage.</p> <p>Latest date for submission: One week before the date for completion stated in the contract.</p>	Itm			
001/40 To Collection		£		£	

			Fixed Charge			Time Related	
			£	p		£	p
A	<b><u>A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF</u></b>	Itm					
	<b>MANAGEMENT AND STAFF:</b> The Contractor is to allow for all salary and wage costs of management and staff required and encompassing the following:-  a. National Insurance Contributions. b. Pensions. c. National minimum wage d. Annual and public holidays. e. Travelling time, expenses, fares and transport. f. Subsistence and lodging allowances. g. Guaranteed time. h. Incentive and bonus payments and operations of such schemes, non-productive time and all costs of overtime working. i. Sick pay. j. Guaranteed minimum bonus. k. Severance pay and obligations under the Redundancy Payments Act. l. Training board levies. m. Any other disbursements arising from the employment of labour.						
	001/41	To Collection	£		£		

		Fixed Charge		Time Related	
		£	p	£	p
A	<b><u>A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION</u></b>  For details of site accommodation required or made/not made available by the Employer see Section A36.  <b>SITE ACCOMMODATION</b>	Itm			
	001/42 To Collection	£		£	

			Fixed Charge		Time Related	
			£	p	£	p
<b><u>A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES</u></b>						
For details of services and facilities required or made/not made available by the Employer see Section A36.						
A	<b>POWER</b>	ltm				
B	<b>LIGHTING</b>	ltm				
C	<b>FUELS (excluding fuels for testing and commissioning)</b>	ltm				
D	<b>WATER</b>	ltm				
E	<b>TELEPHONE AND ADMINISTRATION</b>	ltm				
F	<b>SAFETY, HEALTH AND WELFARE (see A34, A36)</b>	ltm				
G	<b>STORAGE OF MATERIALS (see A33 and A36)</b>	ltm				
H	<b>RUBBISH DISPOSAL (see A34)</b>	ltm				
I	<b>CLEANING (see A33)</b>	ltm				
K	<b>PROTECTION OF WORK IN ALL SECTIONS (see A34)</b>	ltm				
L	<b>SECURITY (See A34)</b>	ltm				
M	<b>MAINTAIN PUBLIC AND PRIVATE ROADS (see A34)</b>	ltm				
N	<b>SMALL PLANT AND TOOLS</b>	ltm				
O	<b>ADDITIONAL SERVICES AND FACILITIES ITEMS:</b> Insert below further cost items as may be required, with fixed charges and time related charges as required:	ltm				
	001/43 To Collection	£			£	

		Fixed Charge		Time Related	
		£	p	£	p
<u>COLLECTION PAGE</u>					
Page Nr 001/1					
Page Nr 001/2					
Page Nr 001/3					
Page Nr 001/4					
Page Nr 001/5					
Page Nr 001/6					
Page Nr 001/7					
Page Nr 001/8					
Page Nr 001/9					
Page Nr 001/10					
Page Nr 001/11					
Page Nr 001/12					
Page Nr 001/13					
Page Nr 001/14					
Page Nr 001/15					
Page Nr 001/16					
Page Nr 001/17					
Page Nr 001/18					
Page Nr 001/19					
Page Nr 001/20					
Page Nr 001/21					
Page Nr 001/22					
Page Nr 001/23					
Page Nr 001/24					
Page Nr 001/25					
Page Nr 001/26					
Page Nr 001/27					

		Fixed Charge			Time Related	
		£	p		£	p
<u>COLLECTION PAGE</u>						
Brought Forward						
Page Nr 001/28						
Page Nr 001/29						
Page Nr 001/30						
Page Nr 001/31						
Page Nr 001/32						
Page Nr 001/33						
Page Nr 001/34						
Page Nr 001/35						
Page Nr 001/36						
Page Nr 001/37						
Page Nr 001/38						
Page Nr 001/39						
Page Nr 001/40						
Page Nr 001/41						
Page Nr 001/42						
Page Nr 001/43						
	£			£		
TOTAL FIXED CHARGE COSTS				£		
TOTAL TIME RELATED COSTS				£		
002/45		To General Summary		£		



**SECTION 3**

**PRICING DOCUMENT**

Crossley Hill Chartered Surveyors  
5 Frances St, Truro TR1 3DN  
Phil : 07932 093 530 Email : phil@chsurveyors.com

**Lower Brook Street Toilet Facility, Teignmouth Town Council**

**BQ COLLECTION**

	<u>Summary Page</u>				
1.0	Preliminaries				
2.0	Schedule of Works Pricing Document:				
	1a. Substructures				
	2a. Frame				
	2c. Roof				
	2e. External Walls				
	2f. Windows and External Doors				
	2g. Internal Walls				
	2h. Internal Doors				
	3a. Wall Finishes				
	3b. Floor Finishes				
	3c. Ceiling Finishes				
	4a. Fixtures and Fittings				
	5a. Sanitary Installation				
	5b. Electrical Installation				
	5c. Mechanical Installation				
	SUB-TOTAL				
	Overheads & Profit (%)				
	SUB-TOTAL				
	Contingency			8,000.00	8,000.00
	TOTAL				

Ref		£
	<p><b><u>PREAMBLES</u></b></p> <p><b><u>All works are to be strictly in accordance with the Tender Design Information</u></b></p> <p><u>Preambles</u></p> <p>Where stated as Contractor Designed Portion or Element the Contractor is required to complete the design</p> <p>Contractor Designed Elements are to include all reasonably required works to complete the works in accordance with Tender Design Information and all standard building requirements.</p> <p>A Design Warranty will be required for all Contractor Designed Portions of work completed by subcontractors.</p> <p>Where items are measured as composite items the Contractor is to include for all necessary materials, fixings, and works to complete the installation in accordance with the manufacturers details as well as the Tender Design Information</p> <p>The Substructures are to be constructed with all necessary formwork, working space, dewatering, health and safety provisions, temporary works as required. This is part of the Contractors Design Portion of the Works.</p> <p>The substructure measurements make no allowance for bulking, over dig for working space, formwork, etc.</p> <p>The Frame is to include for all necessary miscellaneous fittings; connections to piling; fixings, connections and bolts; bolt boxes; grouting; blast clean and touch-up, treatment; preparation; finishing coats; intumescent coatings, permanent erection; builders work; complete all in accordance with the Architect's Drawings and Specification</p>	

**Crossley Hill Chartered Surveyors**

**Project: Lower Brook Street Toilet Facility, Teignmouth**

**Element: Preambles**

An undefined Provisional Sum is included for Site Works. This is NOT for making good surfaces, structures, signs, soft landscape, etc. caused by the Contractor during the construction.

The Contractor is to include for all making good of existing surfaces, structures, signs, soft landscape, etc. caused by the Contractor during the construction.

If the Contractor deems there to be any anomalies, ambiguities or conflicts within the tender design information the Contractor is to ensure that these are resolved prior to submission of the tender. Any not resolved will be deemed to be resolved under the Contractor Designed Portion element of the element.

The Contractor will be responsible for agreement of all elements of construction with the Local Authority Building Control including arranging all visits and payment of all fees

Ref		Quantity	Unit	Rate	£
	<b><u>DEMOLITIONS AND ALTERATIONS</u></b>  <u>Demolition and Alteration Works; submit all relevant notices; design and provide temporary works and protect the retained structures; make good ready for new installations; dispose of all arisings off site</u>  Take down and remove all structures including internal walls, internal doors, external doors, sanitaryware, mechanical and electrical installations				
A	overall footprint 55m2	1	item		
B	Block up existing external entrance	1	item		
C	Form new entrance	1	item		
	<b><u>M60 PAINTING / CLEAR FINISHING</u></b>  <u>Painting existing plaster; prepare in accordance with BS 6150, Section 6; including clean off existing surfaces; Smooth surface irregularities; fill joints, cracks, holes and other depressions with stoppers/fillers ; abrade to a smooth finish</u>  General surfaces				
D	over 300 girth	99	m²		
<b>Page Total</b>					

					£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 7A/0</p>				
<b>TOTAL TO SUMMARY</b>					

Ref		Quantity	Unit	Rate	£
	<b><u>2F WINDOWS AND EXTERNAL DOORS</u></b>				
	<b><u>L WINDOWS / DOORS / STAIRS</u></b>				
	<b><u>L20 DOORS / SHUTTERS / HATCHES</u></b>				
	<u>Timber/ composite maintenance external door and frame sets; complete with all ironmongery; factory finished; complete with all necessary flashings, blanking plates, insulation, birdguards, insect mesh, trickle vents, mastic bedding and pointing, etc.; as Architect's Specification and Drawings</u>				
A	External Doors  D1	1	nr		
	<u>Steel shutter and frame sets; complete with all ironmongery; factory finished; complete with all necessary flashings, blanking plates, birdguards, insect mesh, trickle vents, mastic bedding and pointing, etc.; as Architect's Specification and Drawings</u>				
B	External Doors  Steel entrance shutter	1	nr		
<b>Page Total</b>					

Ref		Quantity	Unit	Rate	£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 2F/1</p>				
<b>TOTAL TO SUMMARY</b>					



Ref		Quantity	Unit	Rate	£
	<b><u>2G INTERNAL WALLS</u></b>				
	<u>Timber stud partition walls</u>				
	Timber stud walls; as Architect's Drawings and Specification				
A	125 thick; 100mm x 50mm studwork; 12.5mm plasterboard both sides; 50mm mineral wool insulation; average 3500mm high	15	m		
B	Extra over for form standard single internal door opening	4	nr		
B	Extra over for form standard single external door door opening	1	nr		
C	290 thick; 2nr x 100mm x 50mm studwork; 12.5mm plasterboard both sides; 2nr x 50mm mineral wool insulation; average 3500mm high	6	m		

<b>Page Total</b>					
Ref		Quantity	Unit	Rate	£
<div> <div>COLLECTION</div> <div>Page Nr 2G/1</div> </div>					

<b>TOTAL TO SUMMARY</b>					

Ref		Quantity	Unit	Rate	£
	<b><u>2H INTERNAL DOORS</u></b>				
	<b><u>L WINDOWS / DOORS / STAIRS</u></b>				
	<b><u>L20 DOORS / SHUTTERS / HATCHES</u></b>				
	<u>Internal door and frame sets;complete with all ironmongery; pressure impregnated with preservative; factory finished; butt hinges reversed so that doors remain open when not in use; as drawing Architects Specification and Drawings</u>				
	Door and frame; single door				
A	WC doors to WC 1, WC 2, and WC 3	3	nr		
B	disabled door to WC 4	1	nr		
	<b><u>M SURFACE FINISHES</u></b>				
	<b><u>M60 PAINTING/CLEAR FINISHING</u></b>				
	<u>One coat primer; on wood surfaces; as Architect Specification</u>				
	General surfaces; prior to fixing				
C	not exceeding 300mm girth	20	m		
	<u>One coat primer; one undercoat and two finishing coats of gloss paint; on wood surfaces; as Architect Specification</u>				
	General surfaces				
D	not exceeding 300mm girth	20	m		
<b>Page Total</b>					

					£
	<b><u>P BUILDING FABRIC SUNDRIES</u></b>				
	<b><u>P20 UNFRAMED ISOLATED TRIMS / SKIRTINGS</u></b>				
	<b><u>/ SUNDRY ITEMS</u></b>				
	Include the defined Provisional Sum of £600.00 for the supply and installation of signage to doors (note that the the supply and installation of statutory signage such as 'fire exit' should be included in the supply and install internal doorset cost)				
A	Defined Provisional Sum of £900 for door signage	1	it	900.00	900.00
<b>Page Total</b>					

					£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 2H/1</p> <p>Page Nr 2H/2</p>				
<b>TOTAL TO SUMMARY</b>					

Ref		Quantity	Unit	Rate	£
	<b><u>3A WALL FINISHES</u></b>				
	<b><u>M SURFACE FINISHES</u></b>				
	<b><u>M20 PLASTERED / RENDERED / ROUGHCAST COATINGS</u></b>				
	<u>Plaster skim; as Architect Specification</u>				
	Walls				
A	over 300 wide; to plasterboard	127	m <sup>2</sup>		
	<b><u>M60 PAINTING / CLEAR FINISHING</u></b>				
	<u>Painting plaster</u>				
	General surfaces				
B	over 300 girth	127	m <sup>2</sup>		
<b>Page Total</b>					

**COLLECTION**

Page Nr 3A/1

**TOTAL TO SUMMARY**



Ref		Quantity	Unit	Rate	£
	<b><u>3B FLOOR FINISHES</u></b>				
	<b><u>M SURFACE FINISHES</u></b>				
	<b><u>M50 RUBBER / PLASTICS / CORK / LINO / CARPET TILING / SHEETING</u></b>				
	<u>Vinyl flooring; heavy duty commercial vinyl flooring; as Architect Specification and Drawings</u>				
	Floors				
A	over 300 wide; level or to falls; to screed	45	m <sup>2</sup>		
	Upstand				
B	150 high; coved to plaster	65	m		
<b>Page Total</b>					

**COLLECTION**

Page Nr 3B/1

**TOTAL TO SUMMARY**

Ref		Quantity	Unit	Rate	£
	<b><u>3C CEILING FINISHES</u></b>  <b><u>K LININGS/SHEATHING/DRY PARTITIONING</u></b>  <b><u>K10 PLASTERBOARD DRY LININGS / PARTITIONS / CEILINGS</u></b>  <u>Plasterboard lining; filling and taping joints and filling screw holes for direct decoration (decoration measured separately); plasterboard sealer; as Architect Specification and Drawings</u>  Linings to ceilings, 15mm thick overall comprising 1nr 15mm plasterboard layer  over 300mm wide	45	m <sup>2</sup>		
A					
	<b><u>M SURFACE FINISHES</u></b>  <b><u>M20 PLASTERED / RENDERED / ROUGHCAST COATINGS</u></b>  <u>Plaster; one coat skim, 3 thick; as Architect Specification</u>  Ceilings  over 300 wide; to plasterboard; average 2.25m above finished floor level	45	m <sup>2</sup>		
B					
	<b><u>M60 PAINTING / CLEAR FINISHING</u></b>  <u>Painting Plaster; as Architects Specification</u>  General surfaces  over 300 girth; average 2.25m above finished floor level	45	m <sup>2</sup>		
C					
Page Total					

Ref		Quantity	Unit	Rate	£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 3C/1</p>				
<b>TOTAL TO SUMMARY</b>					

Ref		Quantity	Unit	Rate	£
	<b><u>4 FIXTURES AND FITTINGS</u></b>				
	<b><u>N FURNITURE/EQUIPMENT</u></b>				
	<b><u>N10/N11 GENERAL FIXTURES AND FITTINGS</u></b>				
	<u>Defined Provisional Sums</u>				
	Entrance Turnstile				
A	Item: Supply & installation of half height bidirectional swing turnstile; steel construction. For layout and general description of units refer to Architect drawings. Provisional Sums: Include £5,000.00	1	item	5,000.00	15,000.00
B	Contractor to price for ordering in line with programme	1	item		
C	Contractor to price for general attendance for delivery	1	item		
D	Contractor to price for installation	1	item		
E	Contractor to price for providing power to turnstile	1	item		
	<u>Defined Provisional Sums</u>				
	Fire Fighting Equipment				
F	Item: Supply & installation of fire extinguishers. Provisional Sums: Include £1,000.00	1	item	1,000.00	1,000.00
G	Contractor to price for ordering in line with programme	1	item		
H	General attendance for delivery	1	item		
I	Contractor to price for installation	1	item		
J	Patresses within frame/ internal walls for fixing fire extinguishers	3	nr		
<b>Page Total</b>					

Ref		Quantity	Unit	Rate	£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 4/1</p>				
<b>TOTAL TO SUMMARY</b>					

Ref		Quantity	Unit	Rate	£
	<b><u>SANITARYWARE</u></b>				
	<b><u>N: FURNITURE/ EQUIPMENT</u></b>				
	<b><u>N13 SANITARY APPLIANCES/ FITTINGS</u></b>				
	<u>Sanitaryware; supply and install; as Architect and Manufacturer Drawings and Specification</u>				
	Unisex Accessible Changing Place				
A	full accessible changing places installation, as CPT Diagram 1	3	nr		
	<u>Sanitaryware; fix only; supply by Employer; as Architect and Manufacturer Drawings and Specification</u>				
	WC Suites				
A	standard WC; fix only	3	nr		
B	disabled WC; fix only	1	nr		
	Wash hand basins				
C	disabled WHB; fix only	1	nr		
	Disabled WC Fittings				
D	grab rails, drop down rails, toilet roll holder, support brackets, etc.; fix only	1	nr		
	Mirror				
E	mirror; fix only	1	nr		
	Disabled WC fitting				
F	Sanitary dispenser with coin slot; fix only	1	nr		
G	Shelf; fix only	2	nr		
<b>Page Total</b>					

Ref		Quantity	Unit	Rate	£
A	Disposal bin; fix only	2	nr		
	<u>Builders work in connection; all pipework to be boxed in plywood boxing; boxing to include access</u>				
	Soil vent pipe; including air admittance valve				
B	110mm diameter	1	item		
	Waste pipe to WC				
C	110mm diameter	5	nr		
	Waste pipe to wash hand basin				
D	30mm diameter	2	nr		
	Waste pipe to recessed hand wash facility				
E	40mm diameter	3	nr		
	Access panel to rear of WCs				
F	generally	5	nr		
G	Builders work in connection; including access for maintenance	1	it		
Page Total					



					£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 5A/1</p> <p>Page Nr 5A/2</p>				
TOTAL TO SUMMARY					

Ref		Quantity	Unit	Rate	£
	<b><u>SERVICES INSTALLATION</u></b>				
	<b><u>ELECTRICAL INSTALLATION</u></b>				
	<u>Electrical Installation; Contractor Designed Portion; as Architect's Drawings and Specification</u>				
	Allow for all Electrical Installation works; all in accordance with current Building Regulations including the 2022 Part L and F changes; as Architect's Drawings and Specification				
A	Low energy LED downlight installation	1	it		
B	Emergency escape lighting	1	it		
C	Recessed mounted complete hand washing facility	1	it		
D	Disabled alarm system	1	it		
E	Recessed mounted complete hand washing facility	1	it		
F	Mains distribution board and power installation	1	it		
G	Alarm systems	1	it		
H	Fire exit signs	1	it		
I	4 kwh Solar PV installation	1	it		
J	BMS System	1	it		
K	Data Installation	1	it		
L	Builders work in connection; including access for maintenance	1	it		
<b>Page Total</b>					

**COLLECTION**

Page Nr 5B/1

**TOTAL TO SUMMARY**

Ref		Quantity	Unit	Rate	£
	<b><u>SERVICES INSTALLATION</u></b>				
	<b><u>MECHANICAL INSTALLATION</u></b>				
	<u>Mechanical Installation; Contractor Designed Portion; as Architect's Drawings and Specification</u>				
	Allow for all Mechanical Installation works; all in accordance with current Building Regulations including the 2022 Part L and F changes; as Architect's Drawings and Specification				
A	Ventilation	1	it		
B	Recessed mounted complete hand washing	1	it		
C	Water installation	1	it		
D	Builders work in connection; including access for maintenance	1	it		
<b>Page Total</b>					

**COLLECTION**

Page Nr 5C/1

**TOTAL TO SUMMARY**

Ref		Quantity	Unit	Rate	£
	<b><u>SITE WORKS</u></b>				
	<b><u>GENERALLY</u></b>				
	<u>Undefined Provisional Sums</u>				
	Site Works				
A	Include the undefined Provisional Sum for Site Works Provisional Sums: Include £5,000.00	1	item	5,000.00	5,000.00
	Site Works				
B	making good of existing surfaces, structures, signs, soft landscape, etc. caused by the Contractor during the construction.	1	item		
<b>Page Total</b>					

					£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 6A/1</p>				
TOTAL TO SUMMARY					

Ref		Quantity	Unit	Rate	£
	<p><b><u>R DISPOSAL SYSTEMS</u></b></p> <p><u>Drainage Installation; Contractor Designed Portion; as Architect's Drawings and Specification</u></p> <p><u>Abandonment works; Note preliminaries item 001/04B relating to the existing drainage system</u></p> <p><b><u>R12 : DRAINAGE BELOW GROUND; FOUL WATER DRAINAGE</u></b></p> <p><u>New drainage installation; including all pipework, connections, manholes, inspection chambers, gullies, builders work in connection, groundworks, making good, etc.; all as Architect's Drawings and Specification</u></p> <p>Abandonment works on the existing drainage system</p>				
A	<p>works to existing drainage system; as Architect's drawings and Sprecification</p> <p>New foul water installation to connect to existing drainage infrastructure with minimum 1:80 fall and laid to satisfaction and approval of local authority building control</p>	1	item		
B	generally	1	item		
Page Total					



Ref		Quantity	Unit	Rate	£
	<p><b><u>R12 : DRAINAGE BELOW GROUND; SURFACE WATER DRAINAGE</u></b></p> <p><u>New drainage installation; including all pipework, connections, manholes, inspection chambers, soakaways, gullies, builders work in connection, groundworks, making good, etc.; all as Architect's Drawings and Specification</u></p>				
A	<p>Abandonment works on the existing drainage system</p> <p>works to existing drainage system; as Architect's drawings and Specification</p>	1	item		
B	<p>New surface water installation to connect to existing drainage infrastructure with minimum 1:80 fall and laid to satisfaction and approval of local authority building control</p> <p>generally</p> <p>Making good</p>	1	item		
c	<p>making good of existing surfaces, structures, signs, soft landscape, etc. caused by the Contractor during the drainage works</p>	1	item		
Page Total					

					£
	<p><b><u>COLLECTION</u></b></p> <p>Page Nr 6B/1</p> <p>Page Nr 6B/2</p>				
TOTAL TO SUMMARY					

**SECTION 4**  
**FORM OF TENDER**  
**IN THE ITT DOCUMENT**

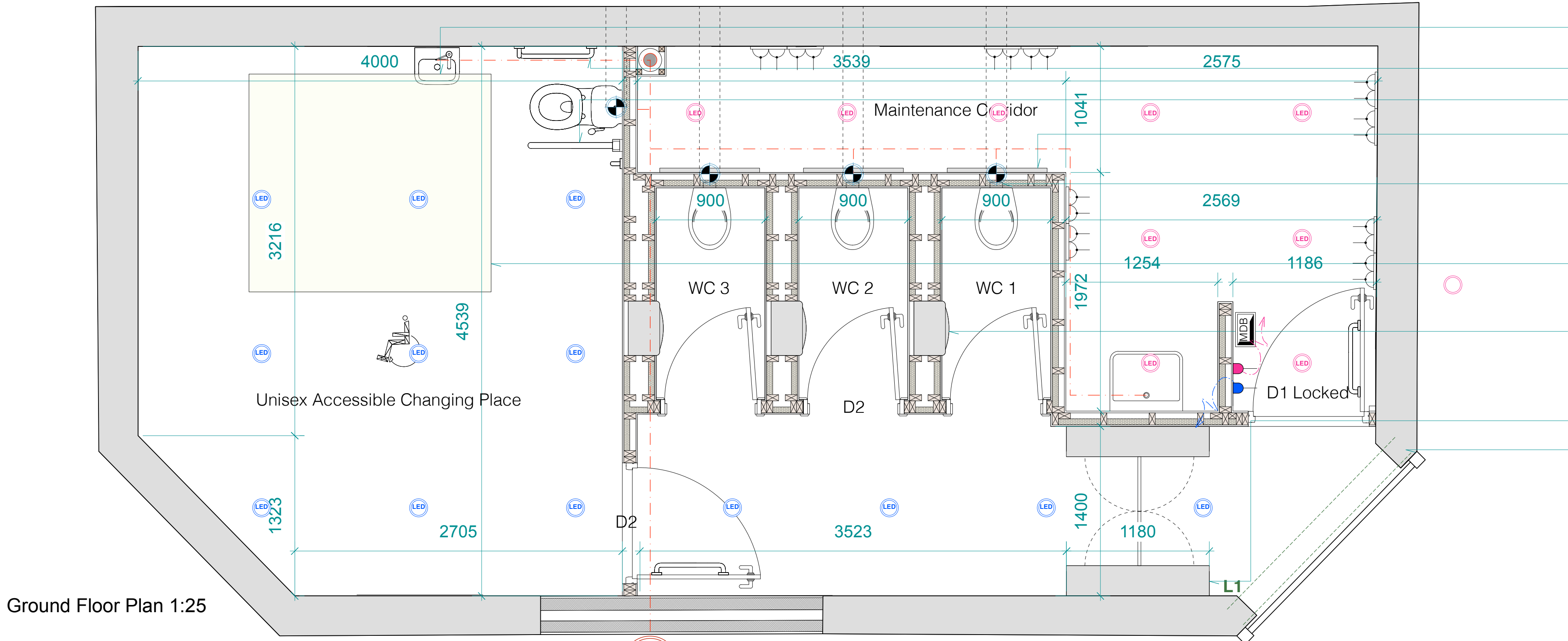
**APPENDIX A**

**Preconstruction Information (PCI)**

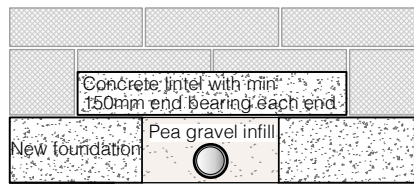
**TO FOLLOW**

## **APPENDIX B**

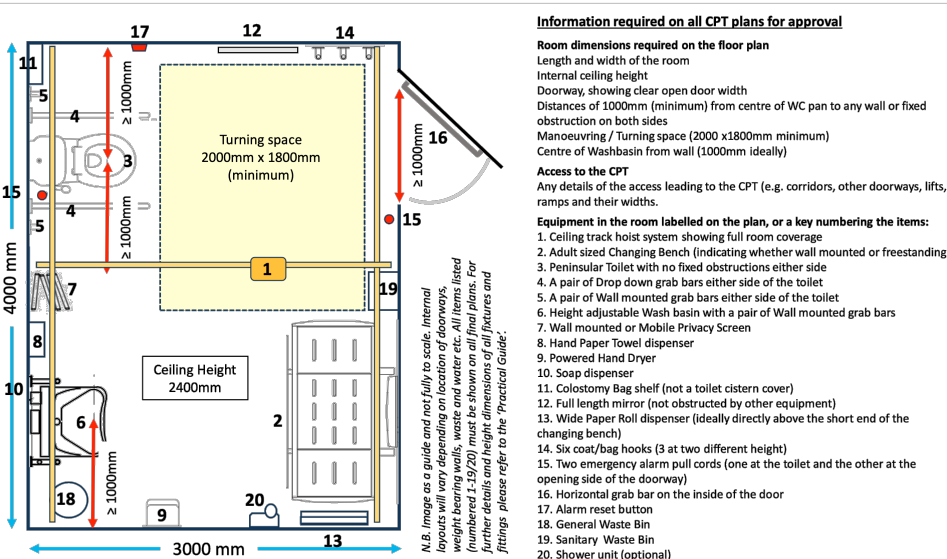
### **Architect Information**



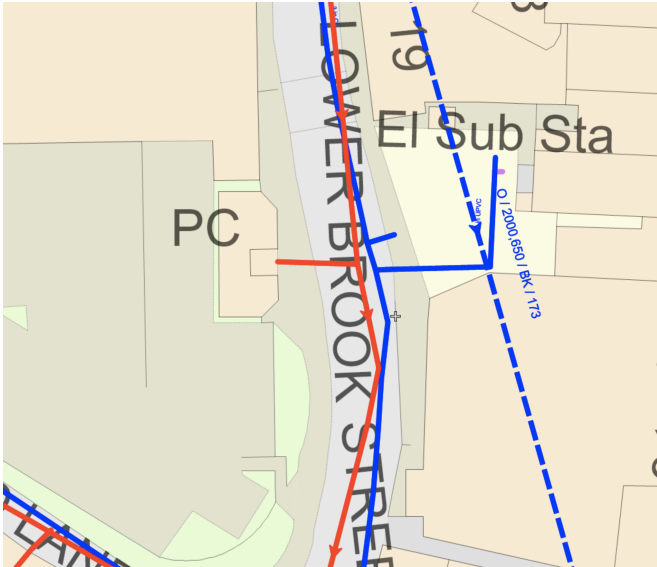
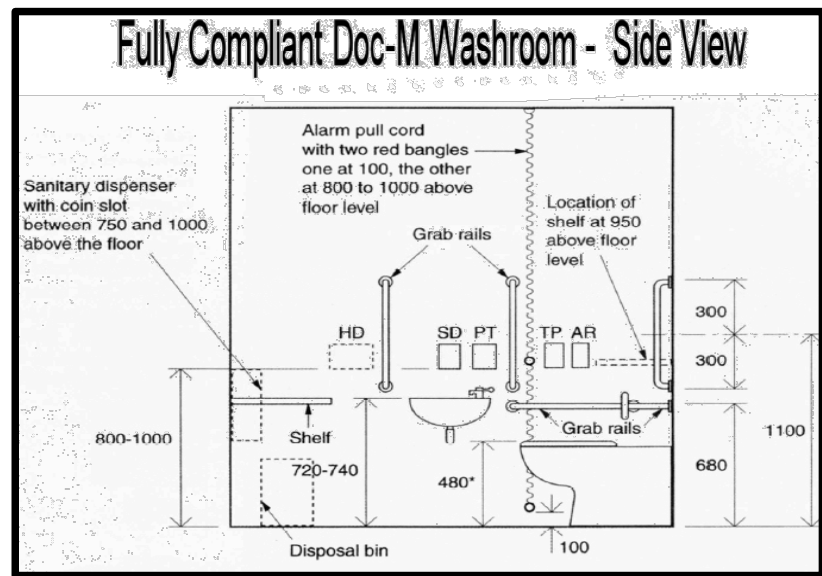
Ground Floor Plan 1:25



Drainage Lintel Detail 1:25



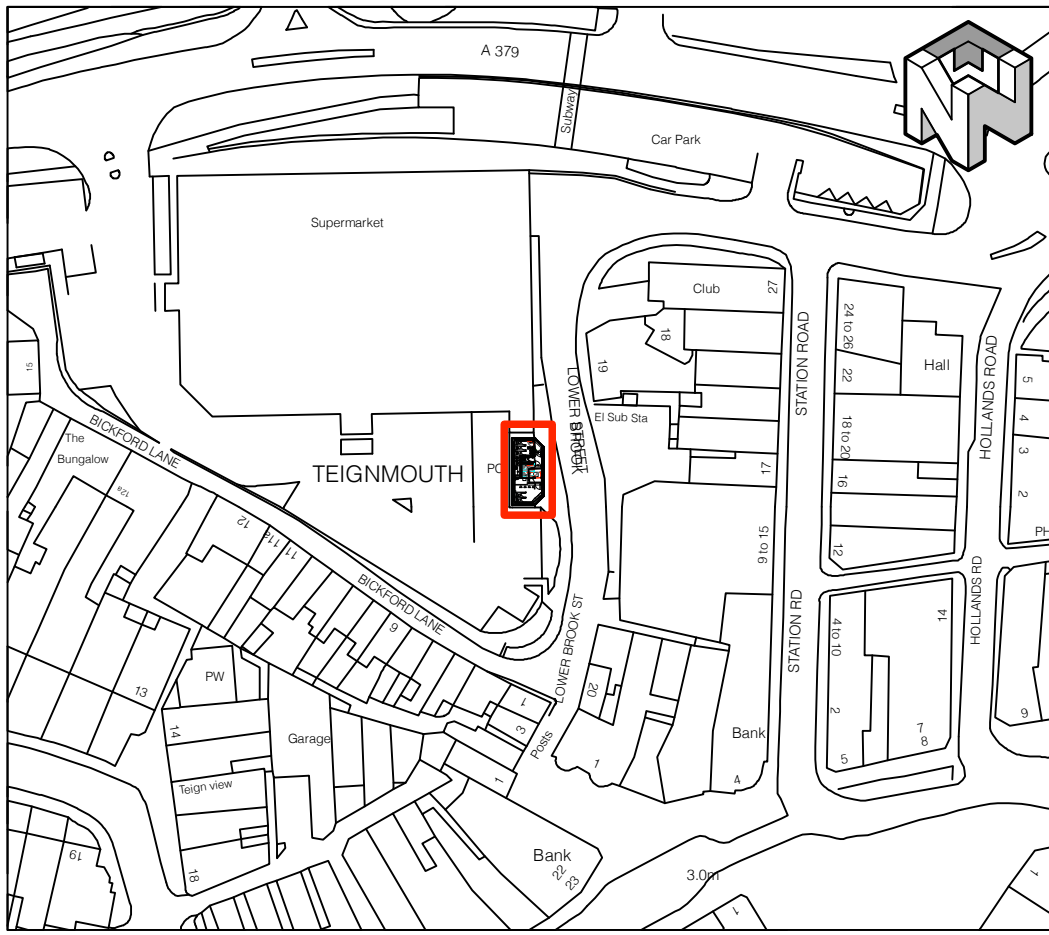
CPT Diagram 1



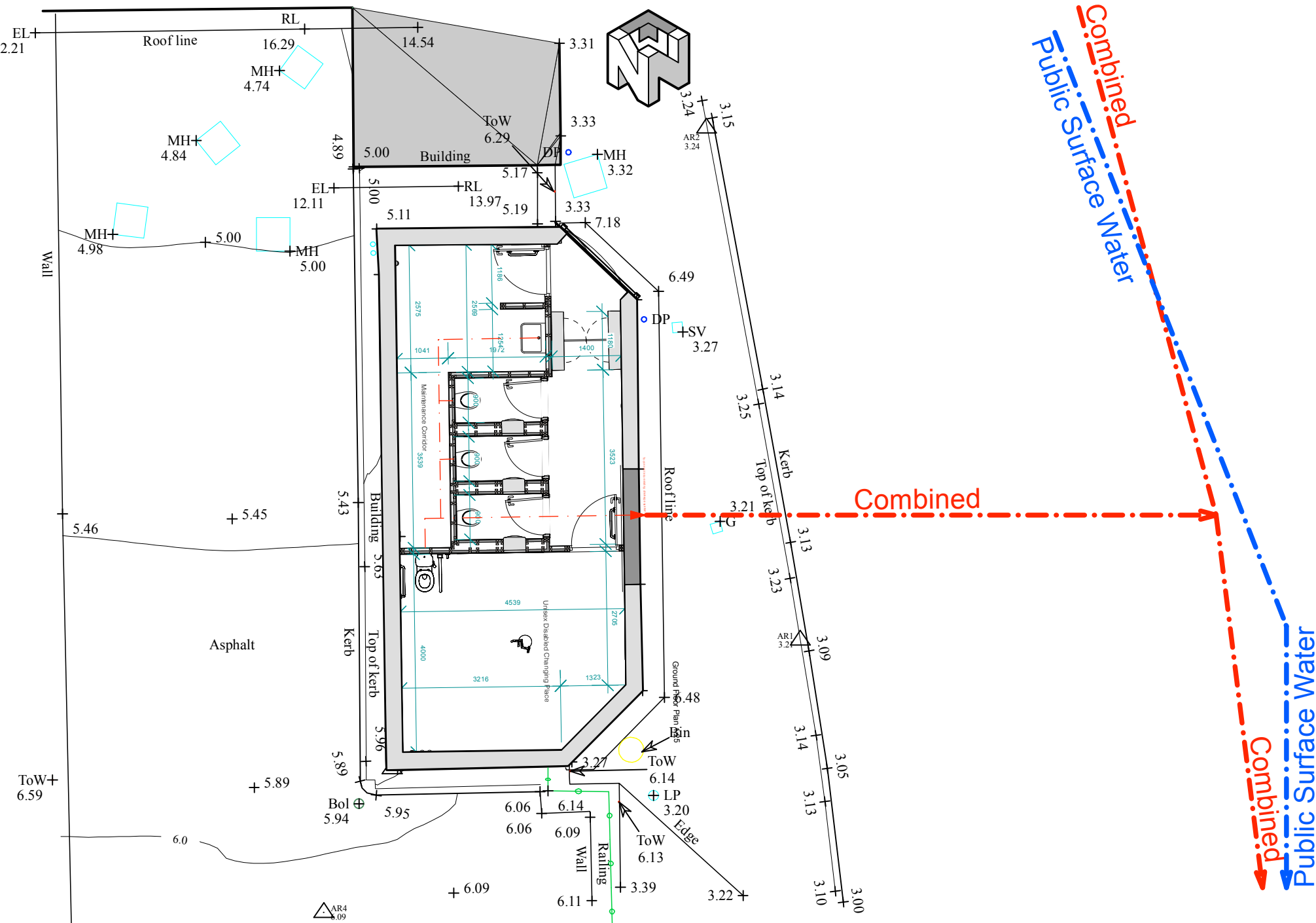
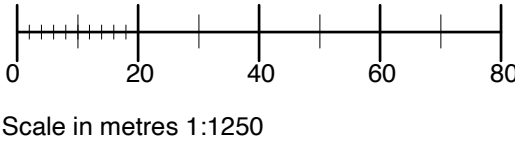
SWWIM Map Not To Scale

Symbols Key	
	Low Energy LED daylight fitting
	On timer control or daylight sensor Low Energy LED daylight fitting
	Mains Distribution Board
	Master Light switch (fitted between 900 and 1100mm above floor level)
	Light switch (fitted between 900 and 1100mm above floor level)
	13amp wall sockets (min 400mm above floor level)
	Ceiling mounted mechanical extract fan - see specification notes for ventilation rates

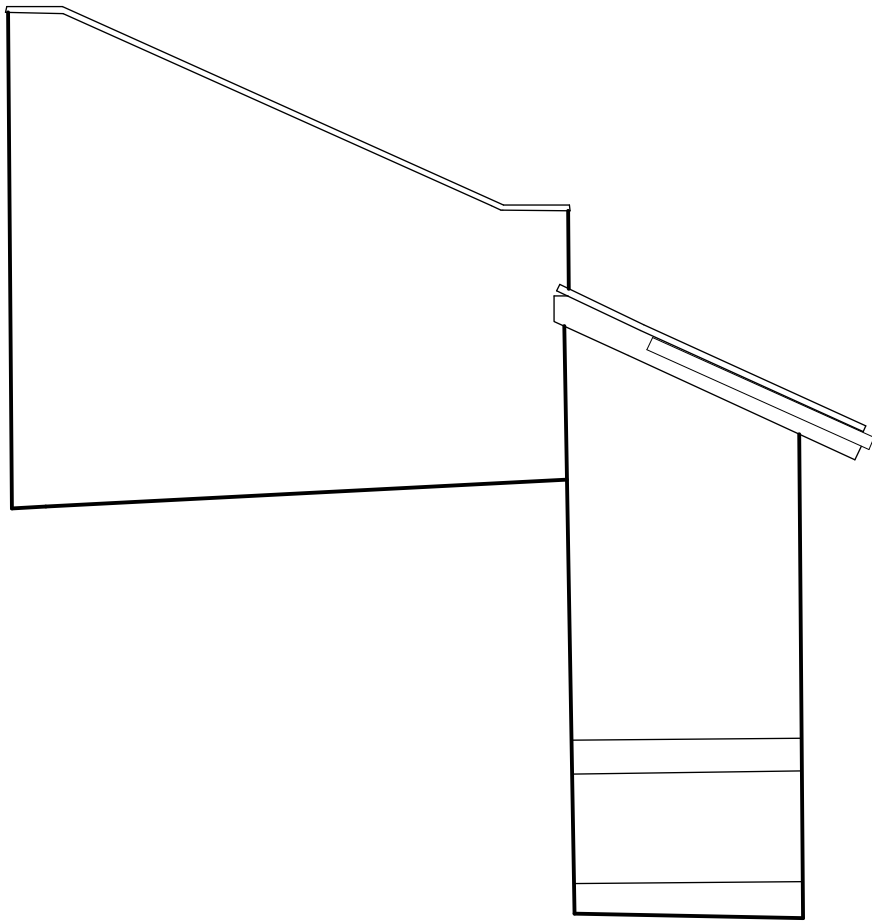
- Door Specification
- D1 - Timber / composite maintenance door key lock externally, thumb turn internally
- D2 - W/C door internal lock but with the ability for the door to be opened or removed externally. (i.e. access to hinges).
- All information in requirement for CPT plans, please see diagram 1
- wall mounted grab rails with alarm pull cord
- Height of drop down rails to be the same as other horizontal grabs
- Maintenance access panel to rear of WC's
- Standard height dual flush duo fix frame to support wall-hung toilet. Final toilet design to be determined by client.
- Accessible changing place to be fully fitted as per CPT Diagram 1
- Minimum 2000mm x 1800mm wheelchair turning space area.
- Recessed mounted complete hand washing facility including liquid soap, temperature water & integral air dryer. Exact spec as per clients approval.
- Half height bidirectional swing turnstile to be composed of a steel structure which can be programmed to open both ways (Entry & Exit). Exact spec of turnstile to be confirmed by client
- All Beams & Lintels to engineers specification



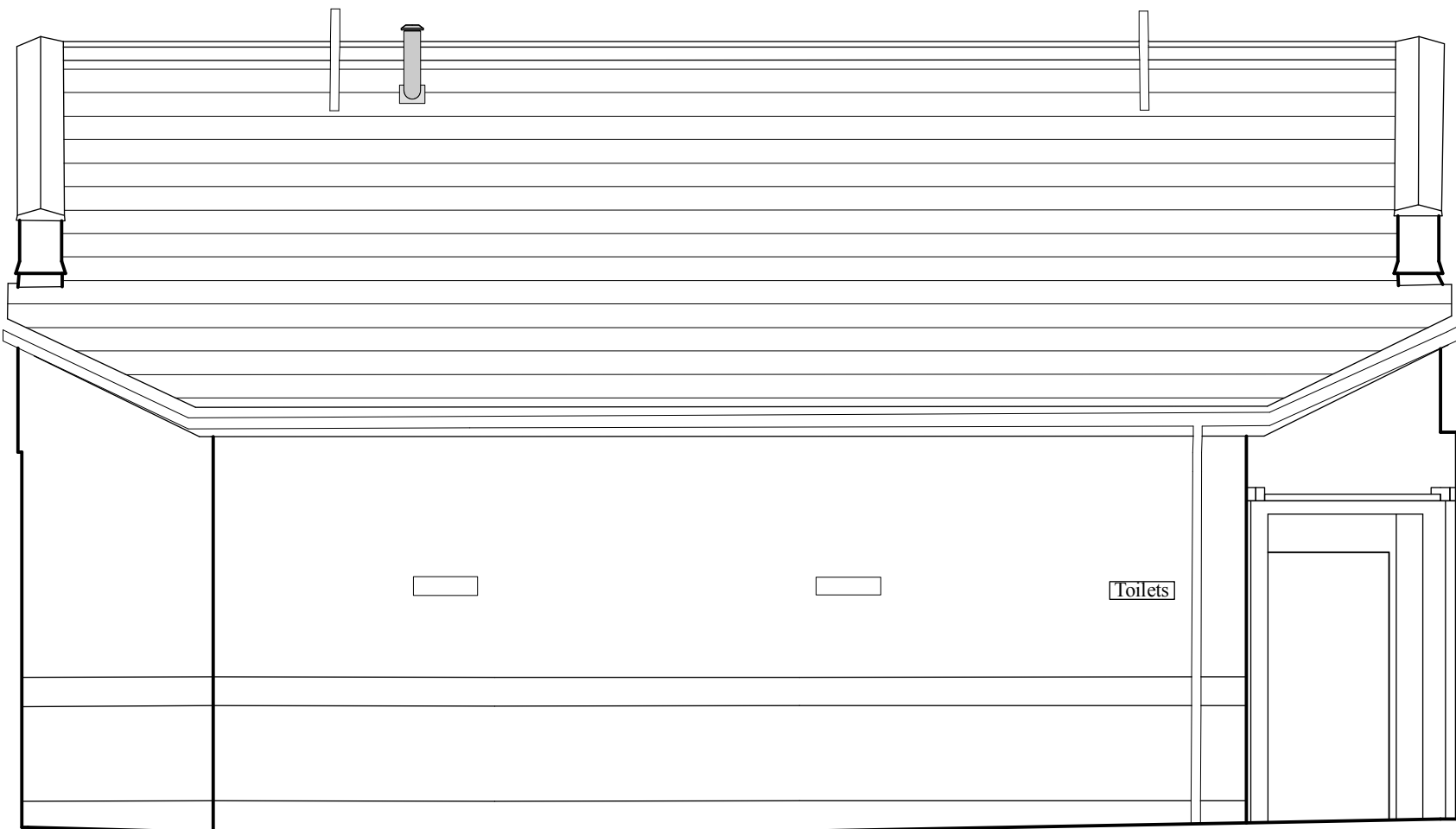
Location Plan 1:1250



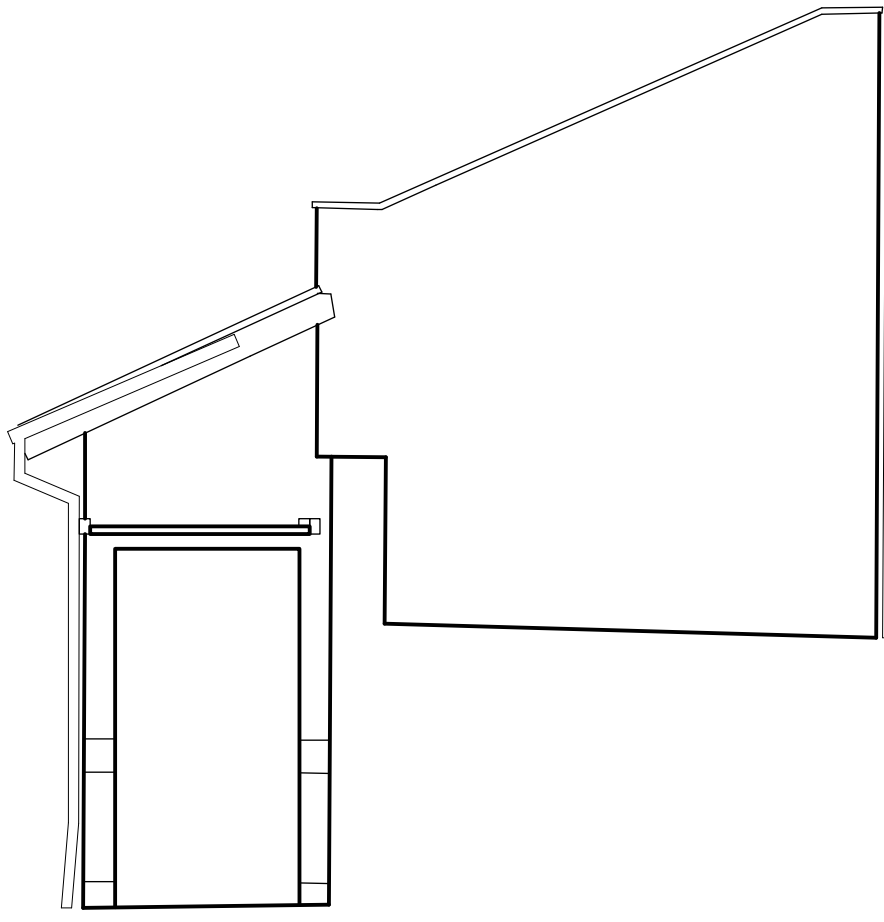
Block Plan 1:100



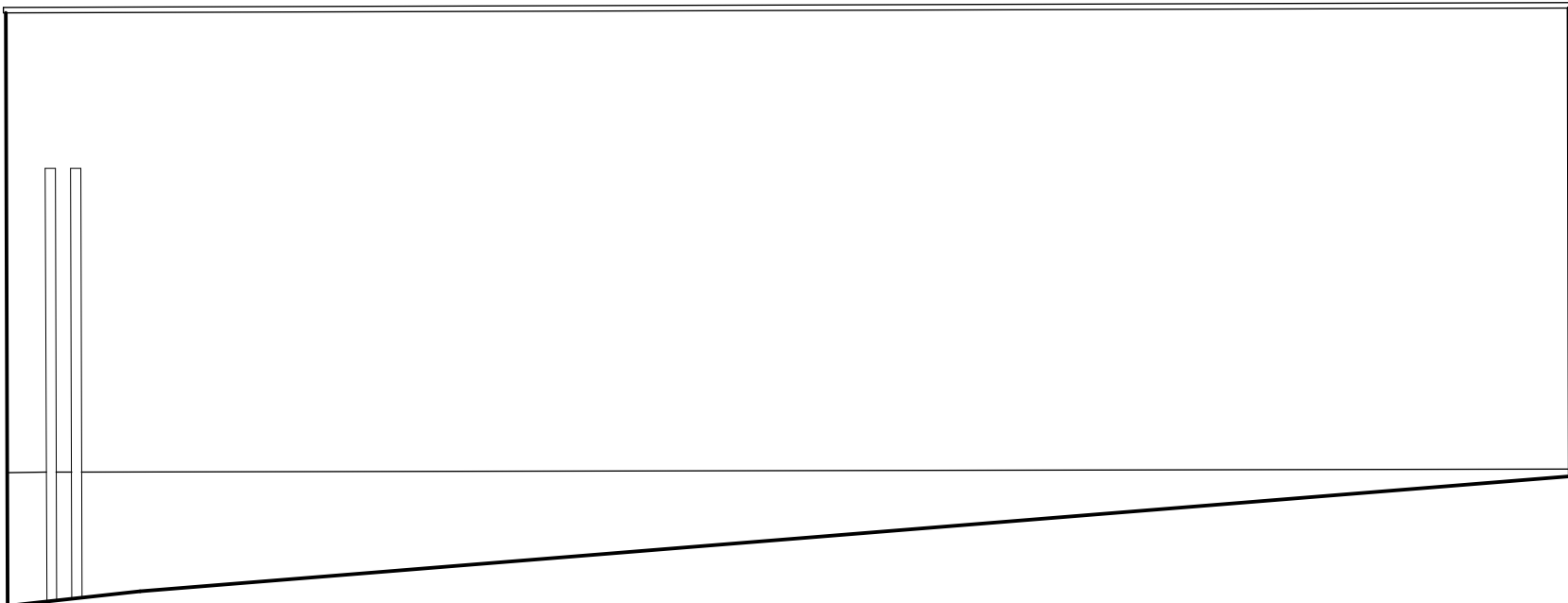
South Elevation 1:50



East Elevation Proposed 1:50



North Elevation 1:50



West Elevation 1:50

# SPECIFICATION **NOTES**

## EXTENSION

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NEW TOILET BLOCK AT:  
Lower Brook Street, Teignmouth, TQ14 8HR

Job No. 23053



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**newspace**  
ARCHITECTURE



[info@newspacearchitecture.com](mailto:info@newspacearchitecture.com)

The Dairy Barn, Westpoint, Clyst St Mary, EX5 1DJ

©   @newspacearchitecture\_uk

## **CONTRACTOR TO BE AWARE THIS PROJECT HAS BEEN APPROVED UNDER THE NEW JUNE 2022 BUILDING REGULATIONS**

### **PLEASE READ THE BELOW SECTION TO UNDERSTAND THE CHANGES AND NEW REQUIREMENTS**

#### **JUNE 2022 CHANGES:**

##### **PART L - ENERGY**

This update increased the energy efficiency requirements for all constructions and introduces the new BREL report (previously SAP) and BRUKL report (previously SBEM) which requires all new works to be more efficient and have less carbon impact. For further details see the specification note found later in this document. If a BREL report was required as part of the works (due to the amount of glazing or other reasons) The contractor is to be aware that the BREL report, its specification and all specification notes contained within this document must be adhered to. Any deviation or change **MUST** be discussed with New Space Architecture and the Energy Assessor to ensure compliance is maintained.

##### **PART F - VENTILATION**

This update changes the ventilation requirements (simplifying them) and requires two specific assessments at commencement of works to provide information to Building Control and the homeowner. The first is an assessment of the existing ventilation provisions in the dwelling and the second provides categorisation of the proposed works to demonstrate that the ventilation provision at completion meets the minimum standards outline in F1(1). These assessments and information on this aspect are found later in this document. The contractor is to contact New Space Architecture should any of this information be deemed to be incorrect.

#### **PREPARATION WORKS**

##### **GENERAL:**

It is the client's responsibility to ensure that all civil and party wall agreements are in place and the correct periods of notice given before any works commence. For any party wall queries contact Andrew Lane of Devon Party Walls on [info@devonpartywalls.com](mailto:info@devonpartywalls.com).

Client/Main Contractor to ensure all conditions attached to the Planning and/or Building Regulations approval documents are met. After demolition, the existing remaining building must be left in a safe and watertight condition. All buildings and the entire site shall be securely fenced off to protect the general public. All buildings shall be kept free of mud and dust. A building site where there are unfinished or partially completed works must be kept safe and secure.

If significant unsuspected contamination is found then all works shall cease until appropriate investigation to determine the nature, extent and potential impacts of the contamination has been undertaken and a Remediation Method Statement (*agreed with the Local Authority Contamination Section*) has been produced.



**GENERAL/EXCAVATIONS:**

The appointed contractor is responsible for correct dimensional layout and setting out. All sizes to be checked/ confirmed prior to manufacturing/construction process begins. **DO NOT SCALE OFF DRAWINGS, IF IN DOUBT ASK.**

**PREPARATION OF SITE**

Unsuitable material including turf, vegetable matter, wood, roots and topsoil to be removed from the ground to be covered by the building, and the ground immediately adjoining the building, to a depth of at least that which will prevent later growth that could damage the building.

**INTERNAL PARTITIONS****TIMBER PARTITIONS:**

Partition formed with **100x50mm C16 reg treated studs** at 600mm centres with 2no 100x50mm C16 reg and treated top and bottom rails. Minimum **50mm mineral wool** (*min density of 10Kg/m<sup>3</sup>*) insulation between studs. Single layer of **12.5mm plain plasterboard** (*min density of 10Kg/m<sup>3</sup>*) finished both sides with a plaster skim ready for decoration.

**GENERAL CONSTRUCTION - TIMBER FRAME****FABRICATION NAILING:**

**Timber Structure** - 100mm x 4mm ring shank

Studs to head and sole plate - 2No nailed each end

Noggins to studs - 2No nailed each end

Studs to cripple stud - 600mm staggered ctrs, face nailed

Lintel bearing on cripple stud - 4No nailed each end

Lintel to Lintel - 300mm staggered ctrs, face nailed

Plate below openings to cripple studs - 2No nailed each end

Studs below openings to plate above - 2No nailed

**Plywood Sheathing**- 65mm x 3.35mm

Gable Panels - Perimeter 150mm ctrs, 300mm ctrs internal

Front and back wall panels - Perimeter 150mm ctrs, 300mm ctrs internal

Internal sheeted panels - Perimeter 150mm ctrs, 300mm ctrs internal

**ON SITE NAILING**

**Foundation** - 100mm x 4mm ring shank (UNO)

Wall plate/brick base - Hilti HLC 10x100/68 @ 1800mm ctrs

Wall plate/half lapped joint - 2No skew nailed

Ground anchor strap to stud - 6No 64x4mm face nailed

Header joist/floor joist - 2No face nailed

Header joist/wall plate - 2No skew nailed to suit studs ctrs

**Wall Framing** - 100mm x 4mm ring shank

Ground floor sole plate to header joist - 3No to each joist end

Panel to panel - 300mm staggered ctrs  
 Panel to corner post - 300mm staggered ctrs  
 Head binder to wall panel - 300mm staggered ctrs face nailed  
 Gable restraint strap to noggins - 6No 64 4mm @ 200mm ctrs  
 Stud to stud (internal sheeted wall to external wall) - 200mm ctrs

**Roof Framing** - 100mm x 4mm ring shank  
 Roof truss to head binder - 12No 45x3.65mm via truss clips  
 Gable frame to head binder - 450mm staggered ctrs  
 Plywood sheathing to truss - 300mm ctrs  
 Roof bracing - 2No per truss

#### **TIMBER FRAME:**

- ensure DPC's are turned up behind sole plates and lap with vapour control layers; alternatively seal with mastic or a gasket between the DPC and sole plate
- place bead of mastic on timber floor deck before positioning wall panels (*timber ground floors and intermediate floors*)
- ensure sheet' vapour control layers are properly lapped at junctions, and/or,
- ensure any vapour control plasterboard is jointed in accordance with the manufacturer's instructions
- always return vapour control layers into door and window reveals, head and sills
- cut vapour control layers tight to electrical outlets and seal at piped service penetrations, (*with tape or sealant as appropriate*)
- ensure all breather control membranes overlap each other and are stapled in place.

#### **STRUCTURAL TIMBER:**

All structural timber to be grade C24 unless noted otherwise. All roof trusses to be in timber grade TR26. All timber to be preservative treated with double vacuum process with organic solvent in accordance with the requirements of the British Wood Preservative Association. Timber frame construction materials and workmanship to be in accordance with BS 5268 and current TRADA recommendations. Studs should as far as possible line through with floor joist and roof trusses above

### **GENERAL CONSTRUCTION**

#### **AIR INFILTRATION:**

The details shown contain measures designed to reduce air infiltration. Ways of preventing air infiltration should be considered at every penetration of this barrier. Particular care on site should be paid to:

- joints between structural components e.g. wall to floors
- joints around components and opening within walls
- service penetrations plumbing, electrical and ventilation.

Insulated and sealed loft hatches to be fitted

#### **GENERAL:**

- close any vertical ducts at the top and bottom where they meet the air barrier (*e.g. boxing round soil vent pipe's*)
- seal any service penetrations through the air barrier

- select the appropriate sealant or gap filler for the size of gap and degree of movement anticipated.

#### **MASONRY CONSTRUCTION:**

- ensure continuous ribbons of adhesive are used to fix to dry lining at perimeters of external walls, openings, and services on external walls. The importance of correct sealing of dry lining on dabs needs to be stressed, as this is a key area of infiltration and can seriously affect the overall ventilation rate
- use joist hangers to support floor joists
- seal under skirting boards where dry lining is used, or on suspended floors.

#### **THERMAL BRIDGING:**

Construction to be in such a way that there are no substantial thermal bridges or gaps where the layers of insulation occur within building elements, at the junction between building elements and at the edges of building elements where openings in the structure are formed.

#### **LEADWORK:**

All leadwork used to be **Code '4' lead** to BS EN 12588. Leadwork ragged into walls with a minimum 150mm upstand and fixed in place with proprietary fixing clips to BS6915 at max 450mm centres. Lead sealant to be applied to raggles. Lead valleys to be minimum 125mm wide. Code '4' secret gutters dressed under tiles forming a welt.

### **DOORS AND WINDOWS**

#### **EXTERNAL DOORS:**

External doors to be high performance with a mortice latch/lock (*5 lever*) and Yale Lock. Any new main entrance doors to have a minimum 800mm clear opening. All glazing to be as the window specification. Doors to be fitted with draught proof strips and to achieve **U-Value of 1.4W/m²K**. Doors to have a max 170mm step up into house.

#### **DOOR & WINDOW SECURITY SPECIFICATIONS:**

##### **General**

##### **ALL WINDOWS, DOORS & GLAZING TO BE COMPLIANT WITH PART K OF THE BUILDING REGULATIONS**

External doors, doors between dwellings and conservatories, doors between dwellings and garages and doors to flats or maisonettes should be designed and installed to resist forced entry by:

- 1) by meeting the recommendations for physical security in Section 2 of Secured by Design' (*ACPO, 2009*); or
- 2) by use of door sets and windows which are tested and certified by a notified body as meeting a recognised standard for security such as BS PAS 24: 2007 for door sets or BS 7950: 1997 for windows
- 3) by use of door sets and windows manufactured to meet recognised product standards and defined component performance as follows

- BS 7412: 2007, for PVCu units;
- BS 644: 2009, for timber window units;
- BS 4873: 2009, for aluminium alloy units;
- BS 6510: 2005, for steel-framed units

Vulnerable windows should be constructed to resist attempts to force frames and, if openable, ironmongery. Windows which can be opened should be fitted with either:

- a keyed locking system that uses a removable key; or

- a keyless locking system, together with glazing which incorporates laminated glass or a similarly robust glazing material.

#### **Laminated Glazing:**

Any door with glazing and every pane of glass within 400mm of any door to have one pane of glass (*of the double glazing*) to be laminated as per BS EN 356:2000 class P1A.

#### **Hinges**

If single swing the door set should be fitted with at least one and a half pairs of hinges meeting the recommendations of BS EN 1935: 2002 for hinge grade 11 or above. Hinges fitted to an outward-opening door should be of a type that does not permit the hinge pin to be removed unless the door is open. Otherwise, hinge bolts should be fitted to ensure the door leaf will remain secure when closed.

#### **Locking**

A door set should include a single-point locking device to BS 3621: 2007 (*for keyed egress*) or to BS 8621: 2007 (*for keyless egress*) or a multipoint locking system. A deadlocking facility should be provided. Any lock cylinder should be in accordance with BS EN 1303: 2005, grade 5 key security and grade 2 attack resistance as a minimum.

#### **Sliding Doors**

A sliding door should have a multi-point deadlocking system with 3 or more hook or similar bolts. To prevent removal of the door, an anti-lift device should be fitted. Shoot bolts, if used, should locate into the head of the frame.

#### **Multiple Leaf Doors**

A door set with more than one door leaf should include a means of securing any secondary leaf at head and foot to allow the primary leaf to be securely locked.

#### **Installation and fixing of doors and windows**

To ensure a robust installation, fixing of a door set or window should be in accordance with:

- the recommendations given in section 8 of BS 8213-4: 2007; or
- manufacturer's written instructions where these meet or exceed the recommendation within this British Standard.

## **STEEL/ ENGINEERING**

### **GENERAL STEELWORK**

All steel work/ lintels and structure to be checked and specified by structural engineer. See engineer's notes and calculations. 2No layers of 12.5mm Plasterboard/ 1no. layer of 15mm Gyproc Fireline plasterboard to be provided around all steel beams/catnic lintels to provide 60min fire resistance.

## **ELECTRICS**

### **ELECTRIC POSITIONS:**

Final positions of electrics to be confirmed on site by client **and installed in accordance with NEW SPACE ARCHITECTURE ACCESS TO MANUAL CONTROLS DRAWING.**

### **ELECTRICAL:**

**Final positions of all lights and plug socket outlets to be agreed on site with client.** Electrical installation to be designed, constructed, installed and tested as such to comply with recommendations of BS 7671:2008, current IEE regs and Building Regulations. Electrical work to be certified by a member of SELECT or NICEIC only.

All fixed light fittings and lamps installed within a dwelling should be low energy type, with a min luminous efficacy of 75 lumens/circuit watt. Fixed light fittings include only the main light sources to a room; not display or feature lighting such as picture lights, kitchen wall cupboard lights, over mirror lights. A light fitting may contain one or more lamps and a group of lamps operated by the same switch could be counted as one fitting, e.g. a pair of wall lights.

Outlets and controls of electrical fixtures and systems should be positioned at least 350 mm from any internal corner, projecting wall or similar obstruction and, unless the need for a higher location can be demonstrated, not more than 1.2 m above floor level. This would include fixtures such as sockets, switches, fire alarm call points and timer controls or programmers. Within this height range:

- light switches should be positioned at a height of between 900 mm and 1.1 m above floor level.
- standard switched or unswitched socket outlets and outlets for other services such as telephone or television should be positioned at least 400mm above floor level. Above an obstruction, such as a worktop, fixtures should be at least 150 mm above the projecting surface. Where socket outlets are concealed, such as to the rear of white goods in a kitchen, separate switching should be provided in an accessible position, to allow appliances to be isolated.

## **VENTILATION**

### **VENTILATION STRATEGY:**

The ventilation strategy for this property utilises natural ventilation through the use of trickle vents and intermittent extraction fans. This should follow additional guidance on ventilation in CIBSE's AM10. Sufficient information about the ventilation system and its maintenance requirements must be given to the building owner to allow the system to be operated effectively (in a new or existing building log book).

### **ACCESS FOR MAINTENANCE:**

Reasonable access to be provided for maintaining ventilation systems, including all of the following:

- a) providing access to replace filters, fans and coils
- b) Providing access points for cleaning ductwork
- c) Providing access for the general maintenance of plant

### **COMMON SPACE VENTILATION:**

Common spaces to be naturally ventilated by appropriately located ventilation openings with a total opening area of at least 1/50th of the floor area of the common space.

## **PLUMBING AND DRAINAGE**

### **PLUMBING:**

All supply pipes to be in copper piping with proprietary protected preformed insulation to BS5422:2009 Thermostatic Mixing Valve (anti scald valve) fitted at point of delivery to bath, bidets and shower heads and should not allow water temperature to exceed 48 degrees celsius in order to prevent scalding

### **RAINWATER GOODS:**

Marley deepflow UPVC gutters with brackets at 600mm centres. 68mm diameter UPVC downpipes with holderbats at 1800mm centres. All rainwater pipework to be constructed and installed to BS EN 12056-3: 2000

**DRAINAGE:**

All new drains to be laid and tested to the satisfaction of the local authority. All drains to be a minimum of 450mm below finished ground level. **Drains below driveway to be min 900mm below finished ground level.** All drains to have a min fall of 1:80. All pipes to be 110mm underground quality UPVC pipes and encased in pea-gravel before infilling. Any pipes passing under walls are to be haunched over. Access in drainage to be provided where any changes of direction occurs and at head of runs. Access to be provided on internal drainage where directional changes occur at head of drain and where waste pipe enters stack. Ensure shower traps are accessible. Bend at foot of vertical stack must have a radius of not less than 200mm or should consist of two of at least 45 degrees.

All drainage below concrete floor to be 110mm UPVC pipes. Connect to sanitary ware with appropriate reducers in order to comply with the following:

All sanitary pipework to be installed in accordance with BS EN 12056-2:2000

**SVP:** 110mm diameter UPVC vent pipe,

**Toilet:** 110mm diameter UPVC waste pipe,

**Sinks:** 40mm diameter waste pipe,

**WHB's:** 30mm diameter waste pipes

Drains which pass below foundations are to be protected by the provision of reinforcing within the strip foundation which pass over drains extending minimum 900mm beyond each side of drain track. Where a drain passes through a wall the wall will require to be provided with a lintel over the drain opening.

All drainage should be constructed and installed in accordance with the recommendations in BS EN 12056-1:2000, BS EN 752: 2008 and BS EN 1610:1998

**DISUSED DRAINS:**

Any former or disused drains to be disconnected from the drainage system as near as possible to the point of connection in a manner that does not damage any pipe that is still in use and ensures the sewer system is watertight. Where possible, the redundant drains are to be removed. If this is not feasible, the disused drains are to be capped at both ends and at any additional point of connection.

**AIR ADMITTANCE VALVES:**

110mm dia Soil Vent Pipe (SVP) with air admittance value. Air Admittance valves to be installed:

- a. accordance with the recommendations in BS EN 12380: 2002; or
- b. in compliance with the conditions of certification of a notified body.

Removal access panel with ventilation grille to be fitted to allow access.

**SOIL VENT PIPES:**

110mm dia UPVC soil vent pipe drop and access located within 45mm x45mm timber boxing. Access to be min 1000mm above floor level. SVP ducted through ceiling and ducted through a proprietary ridge vent. Fully seal around ducting where it penetrates ceiling

**EXTERNAL ACCESS AND GROUNDWORKS****PEDESTRIAN RAMPS**

Surfaces with a gradient of 1 in 20 to not more than 1 in 12 are considered to be ramps and recommendations are made on such surfaces to ensure the safety and amenity of users. Gradients of more than 1 in 12 are considered too steep to negotiate safely and are not recommended. Steep gradients require both greater effort to ascend and more care when descending. As a general principle,

the steeper the gradient of a ramp, the shorter the flight should be. A pedestrian ramp should be constructed in accordance with the following table:

Gradient, length and rise of a flight in a pedestrian ramp:

Maximum gradient of flight 1 in 20, Maximum length of ramp 10m, Maximum rise of ramp 500mm

Maximum gradient of flight 1 in 15, Maximum length of ramp 5m, Maximum rise of ramp 333mm

Maximum gradient of flight 1 in 12, Maximum length of ramp 2m, Maximum rise of ramp 166mm

The maximum flight length for a particular gradient can be interpolated as follows: 3 m long for a gradient of 1 in 13, 4 m long for a gradient of 1 in 14, and so on. The width of a ramp should relate to the intensity of use. For example, an unobstructed width of 1.8 m is the minimum that will allow two wheelchair users to pass safely. As a ramp flight will normally be enclosed between flanking handrails or guarding, it is important that this width still offers safe and convenient passage. The effective width of a ramp flight should be at least 1.0 m. Effective width is measured between handrails, or where there are no handrails, the protective barrier or inside face of any wall or guarding kerb, and should be clear of any obstructions.

## **FIRE STRATEGY - Approved Document Part B: Volume 2**

### **B1 - Means of Warning and escape**

The building is a very small toilet block therefore the distance and time to escape is tiny and would never pose an issue. The turnstiles would allow unabated escape out of the building.

### **B2 - Internal fire spread (linings)**

All internal wall linings are to be either 12.5mm plasterboard with a 3mm skim coat. The ceilings throughout will be finished with 2No layers of 12.5mm plasterboard with a 3mm skim coat.

### **B3 - Internal fire spread (structure)**

Any exposed steel elements are to be finished with 2No layers of 12.5mm plasterboard (staggered joints) or 1 layer of 12.5mm fireline plasterboard to provide 1 hour fire resistance. 30 minute cavity barriers are to be fitted at all cavities to prevent spread of flame.

### **B4 - External fire spread**

The clients are in ownership of all land within 25m therefore there is no risk of spread of flames to a neighbouring building.

The external cladding must be class C-s3, d2 or better (i.e. timber cladding can be no less than 9mm thick).

### **B5 - Access and facilities for the fire service**

The building is classified as a small building (less than 2000m<sup>2</sup> with a top storey no more than 11m above ground level) therefore a pump appliance must be able to access every point of the building from within 45m.

## **BUILDING OWNERS RESPONSIBILITIES REGARDING FIRE SAFETY**

These premises are subject to the Regulatory Reform (Fire Safety) Order 2005 for which a Fire Risk Assessment must be carried out by the employer or responsible person. This may result in the requirement of other Fire Safety provisions.

For technical detail and guidance you are strongly advised to obtain the appropriate publication that has been published by HM Government, details of these publications are available at <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

for purchase or free download. When purchasing or installing equipment, compliance with the relevant British Standard is normally taken as being adequate. Should the issues set out in this report require major changes or costs then you are advised to take professional advice before proceeding.

Under Regulation 38 of the Building Regulations, it is a requirement to supply information relating to the design and construction of the building or extension and the services, fittings and equipment provided in or in connection with the building, which will assist the responsible person to operate and maintain the building with reasonable safety. Such information should be kept and incorporated with the Fire Risk Assessment (where appropriate) and be available to the Inspecting Officer when the premises are subjected to a Fire Safety Audit under the Regulatory Reform (Fire Safety) Order 2005.

The building owner must comply with the Regulatory Reform (Fire Safety) Order 2005 / Approved Document B (Fire safety - Volume 2 - Buildings other than dwellings (2019 edition) and:

1. Assess the fire risks in the workplace by undertaking a review of your fire risk assessment and establish whether this policy raises any new significant findings that may impact upon you, your staff and other persons who may occupy your premises.
2. Implement the necessary controls that will effectively deal with and mitigate the issues that have been raised.
3. Ensure that there is a responsible person or persons that have a working knowledge of the fire alarm system
4. Check that a fire can be detected in a reasonable time and that people can be warned.
5. Check that people who may be in the building can get out safely.
6. Provide reasonable fire fighting equipment
7. Check that those in the building know what to do in the event of a fire
8. Check and maintain the fire safety equipment.

The Building Owner should prepare a fire action plan to include provision for the safe evacuation of disabled people via alternative routes.

### **PORTABLE FIRE FIGHTING EQUIPMENT**

A Fire Risk Assessment should be carried out to identify the number and type of extinguishers required for the premises (IF REQUIRED).

Fire fighting equipment should be provided in the premises and installed in accordance with BS 5306-8:2012.

Paragraph 6 of the British Standard deals particularly with distribution of extinguishers according to classification and rating. It is recommended that a reputable fire protection engineer be consulted.

### **EMERGENCY ESCAPE LIGHTING**

Emergency escape lighting system to be provided throughout the premises including the external escape routes. Installation of emergency lighting to be in accordance with BS 5266-1:2016 as read in association with BS EN 1838:2013

### **FIRE EXIT SIGNS**

Fire exit signs conforming to BS 5499: Part 1 or The Health & Safety (Safety Signs & Signals) Regulations 1996 should be provided. Signs provided to indicate exit doors should be sited either immediately above the door or at the highest practical level but not below the top third of the door.

### **CERTIFICATION**

All equipment should be certified and documentation made available for inspection by an authorised Officer of the Fire and Rescue Service on request.



### **GENERAL PROVISIONS IN ALL SANITARY ACCOMMODATION**

Following provisions should be made within all sanitary accommodation:

- sanitary facilities, fittings and surface finishes should be easily cleanable, to allow a hygienic environment to be maintained; and
- to allow space for general use, where a door opens into a space containing a sanitary facility, there should be an unobstructed space of at least 450mm in diameter between the sanitary facility and the door swing; and
- a door fitted with a privacy lock should have an emergency release, operable from the outside and, if not sliding or opening outward, offer an alternate means of removal, to permit access in an emergency; and
- a sanitary facility and any associated aid or fitting, such as a grab rail, should contrast visually with surrounding surfaces to assist in use by a person with a visual impairment.

### **ACCESSIBLE SANITARY ACCOMMODATION**

Sanitary accommodation should:

- be clearly identified by signage as accessible sanitary accommodation; and contain a manoeuvring space of at least 1.5 m by 1.5 m, clear of any obstruction, including a door swing, other than a wall-mounted wash hand basin which may project not more than 300 mm into this space; and
- be fitted with fixed and folding grab rails, as shown in the relevant diagram below. Rails should be securely fixed to walls and capable of accommodating the transfer weight of an adult; and
- be fitted with an assistance alarm which can be operated or reset when using a sanitary facility and which is also operable from floor level. The alarm should have an audible tone, distinguishable from any fire alarm, together with a visual indicator, both within the sanitary accommodation and outside in a location that will alert building occupants to the call; and
- where more than one accessible sanitary facility of a type is provided within a building, offer both left- and right-hand transfer layouts to allow choice in use by a person who favours a particular transfer method.

### **M&E GENERAL**

Detailed design of all systems are developed by the contractor.

### **ELECTRICAL INSTALLATION**

The electrical installation will comply with BS 7671:2008. Requirements for electrical installations (17th Edition IEE Wiring Regulations).

### **GENERAL LIGHTING**

The general lighting installation shall comply with BS 7671:2008, requirements for electrical installations (17th edition IEE wiring regulations).

### **LIGHTING CONTROL**

Lighting controls will comply fully with artificial and display lighting, of the current building regulations.

- Areas where daylight is present shall be controlled by photoelectric switching with override control.
- Areas which are general unoccupied such as stores, toilets and the like will be controlled by PIR sensors with no manual switching.
- Office areas and small workshops will be switched manually at the door with additional presence/absence detection.
- The lighting design will be in full compliance with the CIBSE guide.

### **VENTILATION**

Mechanical ventilation to comply with BS 5720: 1979 or CIBSE Guide B : 1986 installation and equipment data Section B2. Ventilation and air conditioning (requirements). Shower rooms to be capable of 10000mm<sup>2</sup> trickle ventilation & 15 litres/sec mechanical ventilation. Toilets to be capable of 10000mm<sup>2</sup> trickle ventilation & 3 air changes per hour mechanical ventilation.

Natural ventilation to comply with Section 3 of BS 5925: 1991 (1995) or CIBSE Guide A 1986 Design Data. Section A4. Air infiltration and natural ventilation.

**NOTES**

1. Layouts shown are indicative only and are not assumed to be compliant with the relevant standards. The contractor has a responsibility to carry out all designs and calculations to the appropriate standards/ regulations/ codes before submitting their tender.
2. Wiring shall be flat multi-core XLPE cables with grey LSF oversheath installed in metal conduit where they pass down walls (within partitions or externally).
3. All conduit shall be recessed where possible, with accessories flush mounted, except in the workshop areas where containment shall be surface mounted.
4. Data outlets shall be wired by the sub-contractor from the patch panel to the RJ45 outlets utilising CAT 6 data cables. Connection at the RJ45 outlets and patch panel shall be by the sub-contractor. All cables must be labelled to correspond to their respective outlets, with the contractors working drawings indicating the reference numbers for all outlets on each level. Allow all necessary conduit drops, back boxes, front plates, etc. Telephone cabling shall be made via the CAT 6 cabling. Allow for separate patch panels and adaptors at RJ45 outlets.
5. Dado/ skirting trunking shall be served by recessed conduits for power and data cables into the back of the trunking.
6. All sockets, accessories, etc. shall be white, except where metal clad.
7. Socket outlets in offices shall have dual earth connectors to comply with section 607 of the IEE regulations. Double earth bars shall also be provided at the distribution board to satisfy the requirements.
8. Layouts shown on this drawing apply to general power/ data required for workstations, etc. and are shown only to ensure the correct positioning is used. Power supplies for fixed equipment or plant, etc. are not shown on this drawing and should be installed as required and in the position best suited to the equipment/ plant being served.
9. All outlets shall be labelled with their full circuit reference.
10. Wiring between isolators and fixed plant or machinery shall be carried out by the electrical sub-contractor. Wiring shall be contained in flexible metallised conduit with PVC oversheath (KOPEX). If the supply is small from a spur outlet, then install suitable flexible cable. If the supply cable is too large, XLPE/ SWA/ LSF cables shall be fitted. The contractor must liaise with the equipment suppliers/ installers before connection proceeds and before power-up to ensure they are satisfied. Ultimately they may insist on carrying this out themselves.

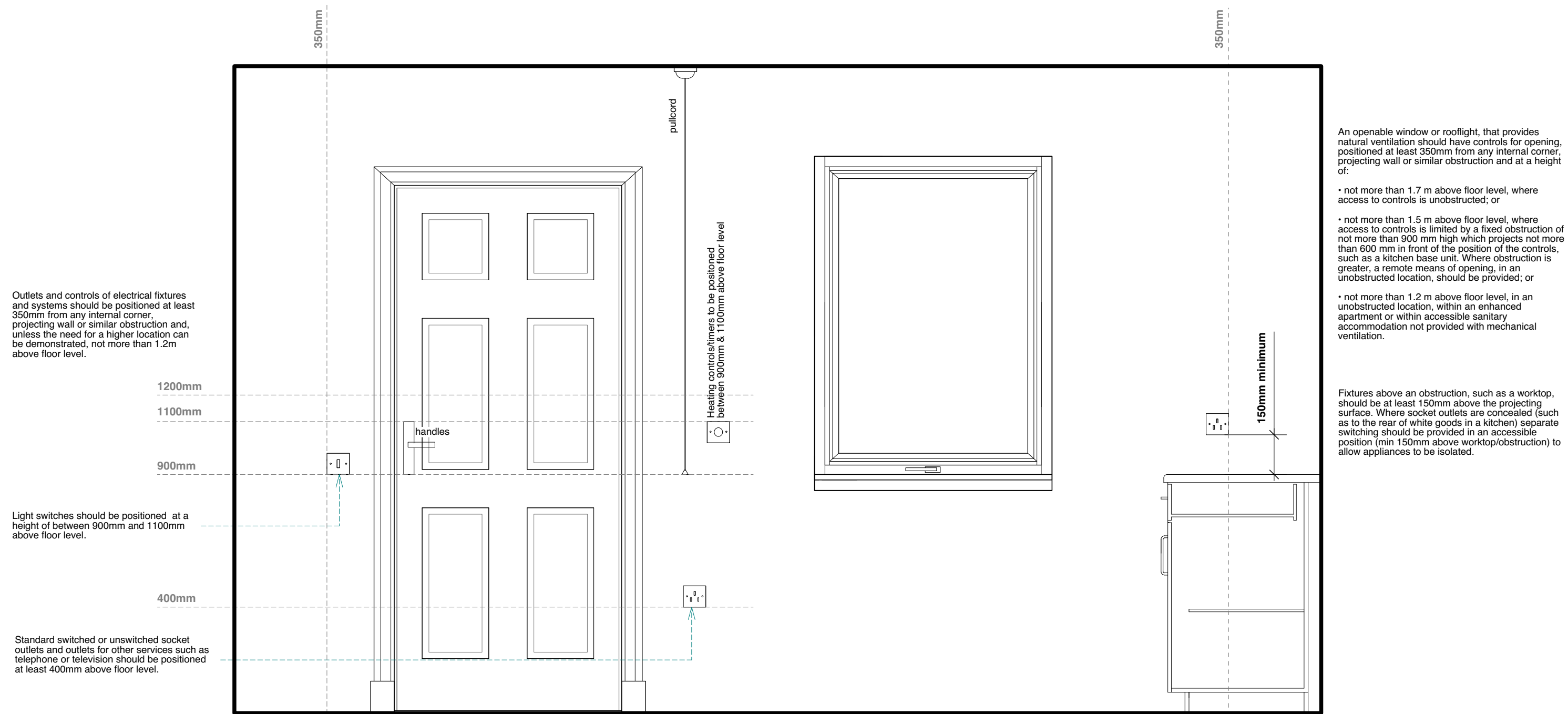
**ACCESS DOOR TO MAINTENANCE AREA:**

Min 825mm clear opening - lock, no key required internally (i.e. thumb turns instead).

**ACCESS DOOR TO TOILETS:**

Min 825mm clear opening with Bathroom lock internal turn with external release.

# Access To Manual Controls



## **APPENDIX C**

### **Mechanical and Electrical Engineer Information**

#### **– Included in Architect Information**

## **APPENDIX D**

### **Structural and Civil Engineer Information**

#### **– Included in Architect Information**

## **APPENDIX E**

### **Employer Documents**

#### **– Included in Architect Information**

## **APPENDIX F**

### **Programme**





## **APPENDIX G**

### **Surveys**

#### **– The Contractor to undertake**

## **APPENDIX H**

**Contractor Designed Portion Information – Refer to preliminaries.**

## **APPENDIX I**

### **Planning Information**



## Devon Building Control Partnership

A joint service from South Hams District Council, Teignbridge District Council & West Devon Borough Council

10 May 2024

Our Reference Number:- 24/01472/WAMFP/28

### **TEIGNMOUTH - Alterations to existing toilet block at Public Convenience, Lower Brook Street, Teignmouth Devon**

The Building Regulation Approval Notice in respect of your proposed development is attached.

This work will be the subject of site inspections carried out by our Building Control surveyors and in order to carry out these inspections with the minimum of delay, notice can be given via telephone or e-mail You can also book a site visit online – please see [www.devonbuildingcontrol.gov.uk](http://www.devonbuildingcontrol.gov.uk). Should anyone involved wish to discuss the inspection programme for this particular scheme, the surveyor to contact is **Nigel Passmore** on **01626 215720** who will be pleased to hear from you. There may be conditions attached to the Building Regulation Approval and the implications of these conditions will need to be fully considered at an early stage. Please note that if work is not commenced within a three year period, the plans will no longer be valid and a new application and fee would need to be submitted.

All of the latest revision of deposited plans registered under this application up until the date of this notice are deemed to be approved.

In order to conclude our inspection programme we need you or your builder to tell us when the building work is about to be finished. When work is satisfactorily completed our surveyor will issue a Certificate of Completion, a document increasingly required by banks, building societies and solicitors.

I would remind you that the carrying out of building work or a material change of use of a building may require permission under the Town and Country Planning Act. If you are in any doubt it would be wise for you to contact the relevant planning authority.

Kind regards,

**Scott Adams**

**01626 215752**

**[scott.adams@devonbuildingcontrol.gov.uk](mailto:scott.adams@devonbuildingcontrol.gov.uk)**

**Devon Building Control Partnership**





# Devon Building Control Partnership

A joint service from South Hams District Council, Teignbridge District Council & West Devon Borough Council

## FULL PLANS APPROVAL

**1. DETAILS OF WORK:**

Alterations to existing toilet block

**2. LOCATION OF BUILDING TO WHICH WORK RELATES:**

TEIGNMOUTH - Public Convenience Lower Brook Street Teignmouth for Mr Cliff  
Spong Grid Ref: 294166/073008.

**3. COUNCIL'S REFERENCE NUMBER:** 24/01472/WAMFP/28

**4. APPROVAL**

The plans submitted in respect of the above work have been examined and passed by the Authority as complying with the Building regulations unconditionally.

This Approval is only for the purposes of the requirements of the Building Regulations and Sections 19 and 25 of the Building Act 1984. It is not an Approval under the Town and Country Planning Acts and Approval for improvement grant purposes or for any other statutory provision. Under the requirements of the Building Regulations the person carrying out the work to which the Building Regulations relate is required to notify the Authority at certain stages during the execution of the work.

If work is not commenced within three years of submitting the plans the Authority may declare that the deposit of plans is of no effect under the provision of the Building Act 1984, Section 32.

**5. AUTHORITY**

This Full Plans Approval Notice is authorised by:

*Nigel Hunt*

**Head of Devon Building Control Partnership**

Date: 10 May 2024



## **APPENDIX J**

### **Funding Requirements – Included in ITT**

## **APPENDIX K**

### **Warranties – Included in ITT**

## **APPENDIX L**

**Non Completion Damages – Refer to preliminaries**



## **APPENDIX M**

**Amendments to Contract – Refer to preliminaries**

## **APPENDIX N**

### **Queries – Included in ITT**

## **APPENDIX O**

### **Specific Drawings – No additional information**

## **APPENDIX P**

### **Photographs**

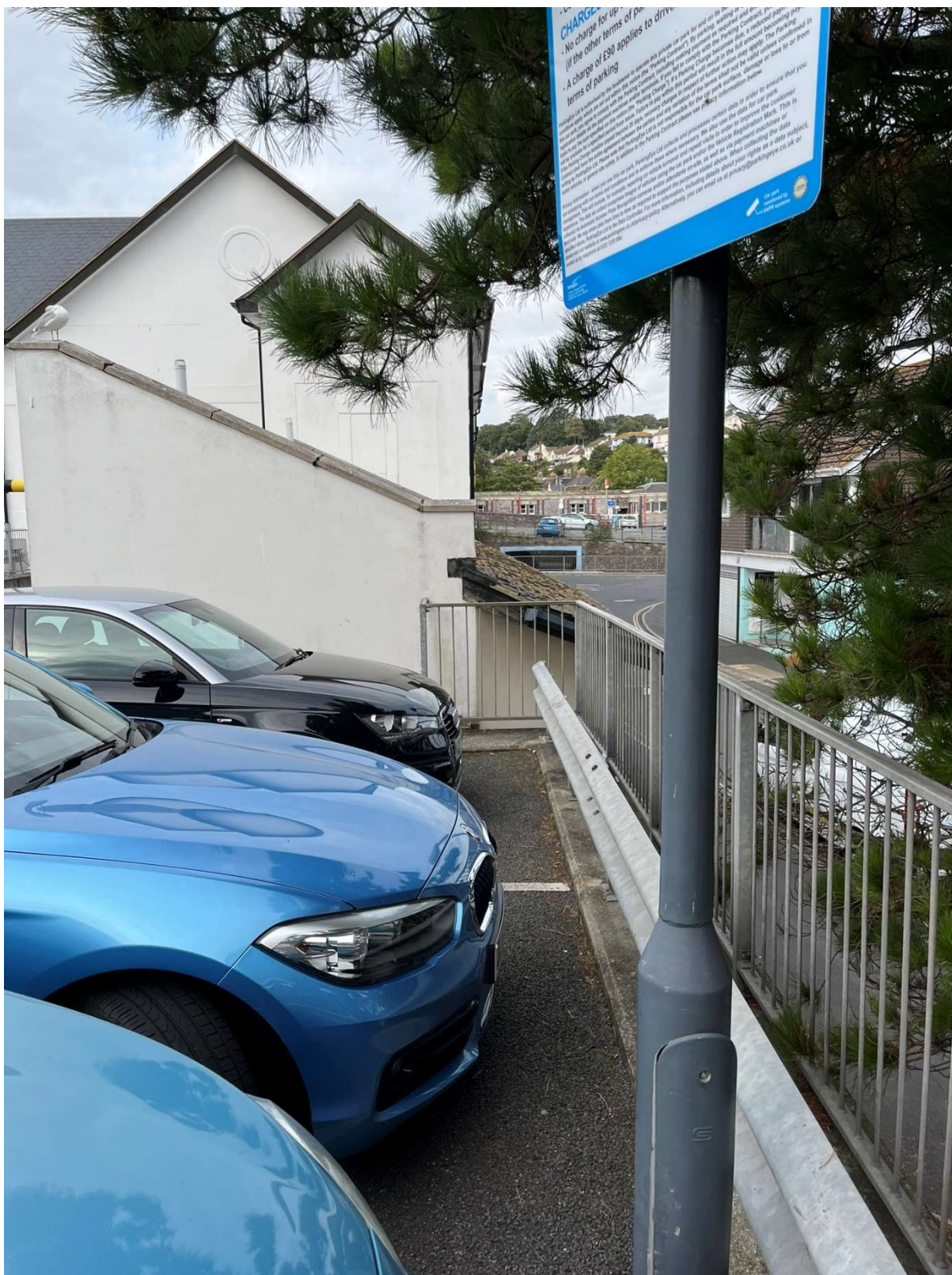








































## **APPENDIX Q**

### **Mood Boards – No additional information**



## **APPENDIX R**

### **Quality Questions – Included in ITT**