

# ***Osney Lock House***

## ***Internal Building Repair & Refurbishment Works***

Project Management Document

# Project Definition

## Preliminary

### 101 Project description

- **Project reference:** 5019795
- **Project title:** EA – Osney Lock House – Void Refurbishment Works
- **Project description:** Internal Building Repair & Refurbishment Works

### Site information

### 140 Site waste management plan

- **Details:** To be provided by the Contractor.

### Hazardous substances information

### 150 Asbestos survey report

- **Details:** Provided within tender documentation.

### Design information

### 165 Drawings

- **Details:** Existing floor plans and elevations.
- **Reference:** 5019795
- **Status:** Tender Drawings shown in Appendix C
- **Format:** PDF
- **Contract drawings:** The same as the tender drawings.

### 170 Preconstruction information

- **Scope:** Integral with the project specification, including but not restricted to the following: Description of project. Client's consideration and management requirements. Environmental restrictions and on-site risks. Significant design and construction hazards. The Health and Safety File. Asbestos Survey.

# Works Terminology

## Preliminary

### 110 Terminology

- **Meaning:** Terms, derived terms and synonyms used are as defined in this section or in the appropriate referenced document.

### 210 Description terminology

- **Attendance:** Includes  
The use of the Main Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant;  
The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;  
The provision of water;  
The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;  
The use of standing mess rooms, sanitary accommodation and welfare facilities and  
The provision of all Health and Safety facilities and all Fire Safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the Joint Fire Code.  
Additional requirements should be described as 'Special attendance'.
- **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
- **Construction Work:** Permanent work together with temporary work.
- **Contractor:** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes Main Contractor, Prime Contractor, Supplier, Service provider, Builder, Subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
- **Contractor's choice:** Selection delegated to the Contractor, but liability to remain with the specifier.
- **Contractor's design:** Design to be carried out or completed by the Contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
- **Cost:** The amount paid or given by one party to another in exchange for goods, work or services.
- **Designer:** A person carrying out design on a project.
- **Deviation:** Difference between a specified dimension or position and the actual dimension or position.
- **Employer:** The party to the Contract for whom the goods, work or services are provided. Includes Client (in consultancy contracts and CDM Regulations), the Employer, Building owner or Purchaser (in construction contracts), the Developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements - which may be defined terms in certain standard contract forms
- **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.
- **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
- **Existing:** Items retained in place to receive new work.
- **Fastener:** Device for mechanically attaching something to something else.
- **Manufacturer and Product reference:** Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.  
Product reference – the proprietary brand name and/ or identifier by which the particular product, component or system is described.  
References are as specified in the manufacturer's technical literature current on the date specified.

- **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
- **Permanent Work:** Work to be constructed and completed in accordance with the Contract.
- **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work or services.
- **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the Works.
- **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.
- **Schedule of rates:** The subdivision of product and execution prices by a pre-determined unit basis.
- **Schedule of Work/ Work Schedule:** The subdivision of work items by a pre-determined classification. Can form the basis of a pricing document where Bills of Quantities are not used.
- **Schematic:** A drawing of a system showing components, products, systems and their interconnections.
- **Site equipment:** The Contractor's apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works and the remedying of defects.  
Includes Appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.  
Excludes: Temporary work, Employer's products and equipment or anything intended to form or forming part of the permanent Works.
- **Specification:** Written description of requirements.
- **System:** Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
- **Temporary work:** Incidental work to undertaken during construction but not intended to form part of the completed work.

### 310 Activity terminology

- **Advise:** See 'Communicate'.
- **Agree:** See 'Communicate'.
- **Approve:** Record conformance of work to specified criteria by giving formal or official sanction.
- **Communicate:** Includes advise, inform, agree, confirm, notify, seek or obtain information, consent or instructions, or make arrangements.
- **Confirm:** See 'Communicate'.
- **Ease:** Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
- **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
- **Give notice:** Communicate in writing to the person administering the Contract at the address listed therein.
- **Inform:** See 'Communicate'.
- **Keep for recycling:** As 'keep for use' but relates to a naturally occurring material rather than a manufactured product.
- **Keep for reuse:** Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or Purchaser, or for use in the Works as instructed.
- **Make good:** Execute local remedial work to designated work. Make secure, sound and neat.
- **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.

- **Notify:** See 'Communicate'.
- **Quote:** Use 'Estimate'.
- **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
- **Refix:** Fix previously removed products.
- **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Removal of an item excludes removal and disposing of associated pipework, wiring, ductwork or other services.  
Removal of a system includes this work.
- **Remediate:** Action or measures taken to lessen, clean-up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.
- **Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and replacement.
- **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.
- **Reuse:** Recover components to be fixed or used in the project or other buildings without the requirement for recycling.
- **Submit:** Deliver an item in a specified format to a specified person within a specified timeframe.
- **Submit proposals:** Submit information in response to specified requirements.
- **Supply and fix:** Supply of products, components or systems to be fixed, together with their fixing.

# Project Participants

## Preliminary

### Management and delivery roles

#### 120 Client

- **Name:** Environmental Agency
- **Address:** Kings Meadow House, Kings Meadow Road, Reading, RG1 8DQ
- **Contact:** Kathryn Forster
- **Telephone:** 020 8474 76444
- **Email address:** Kathryn.Forster@environment-agency.gov.uk

#### 130 Contract Administrator

- **Name:** Ridge & Partners LLP
- **Address:** Beaumont House, 59 High Street, Theale, Reading, Berkshire, RG7 5AL
- **Contact:** Edd Straker MRICS
- **Telephone:** 07917 264 446
- **Email address:** estraker@ridge.co.uk

#### 135 Employer

- **Name:** Environmental Agency
- **Address:** Kings Meadow House, Kings Meadow Road, Reading, RG1 8DQ
- **Contact:** Kathryn Forster
- **Telephone:** 020 8474 76444
- **Email address:** Kathryn.Forster@environment-agency.gov.uk

### Statutory roles

#### 205 Principal Designer

- **Name:** TBC
- **Address:** TBC
- **Contact:** TBC
- **Telephone:** TBC
- **Email address:** TBC

#### 210 Principal Contractor

- **Name:** TBC
- **Address:** TBC
- **Contact:** TBC

# Project Location

## Preliminary

### 110 Project location

- **Address:** Osney Lock House, Bridge Street, Osney, Oxfordshire, OX2 0AX

### 130 Existing buildings on, or adjacent to the site

- **Details:** Standalone detached property.

### 150 Surrounding land and building uses

- **Surrounding land uses or activities:** Building is located within very close proximity of the River Thames.

### 170 Access

- **Details:** The contractor is to note that there is no available parking within the lock house demise. There is however a designated parking area for Osney Lock House within the Osney Hydro Compound, which is located off Bridge Street (via a EA controlled barrier access gates). Foot access is available via the towpath.
- **Limitations:** No parking on site. Access to the property is via the Osney Hydro station and then along the towpath.

# Works Contract Content

## Preliminary

### 150 Work by, or on behalf of employer

- **Details:** N/A.

### 160 Products provided by, or on behalf of employer

- **General:** Details of products to be fixed by the Contractor are given in the work sections. Use for no other purpose than the Works.
- **Handling:** Accept delivery, check against receipts and take into appropriate storage.
- **Surplus products:** Keep safe and obtain instructions.

### 300 Provisional sum for defined work

- **Details:** See specification

### 310 Provisional sum for undefined work

- **Details:** See specification



# Works contract

## Preliminary

### JCT Minor Works Building Contract (MW)

- **The Contract:** JCT Minor Works Building Contract 2016 Edition
- **Requirement:** Allow for the obligations, liabilities and services described

## THE RECITALS

### First The Works and the Contract Administrator

- **The work comprises:** The internal building repair and refurbishment of the Lock Keepers Cottage.
- **Architect/ Contract Administrator:** Ridge & Partners LLP

### Second Contract documents

- **Contract drawings:** See section 00-05-10.
- **Contract documents:** Tender Specification and Drawings

## ARTICLES

### 3 Architect/ Contract Administrator

- **Architect/ Contract Administrator:** Ridge and Partners LLP

### 4 and 5 Principal Designer/ Principal Contractor

- **Principal Designer:** Ridge & Partners LLP
- **Principal Contractor:** TBC

## CONTRACT PARTICULARS

### Fourth Recital and Schedule 2 Base date

- **Base date:** 25.10.22

### Fourth Recital and clause 4.2 Construction industry scheme (CIS)

- **Employer at the Base Date:** Is the Contractor for the purposes of the CIS

### Fifth Recital CDM Regulations

- **The project:** Is notifiable under the CDM Regulations

### Sixth Recital Framework agreement

- **Framework agreement:**
- **Details:** N/A

### Seventh Recital and Schedule 3 Supplemental provisions

- **Collaborative working:**
- **Health and safety:**
- **Cost savings and value improvements:**

- **Sustainable development and environmental considerations:**
- **Performance indicators and monitoring:**
- **Notification and negotiation of disputes:**
- **Where Supplemental Provision 6 applies:**
  - **Employer's nominee**
  - **Contractor's nominee**

#### **Article 7 Arbitration**

- **Article 7 and Schedule 1: Applies**

#### **Clause 2.2 Commencement and Completion**

- **Works commencement date:** TBC
- **Date for Completion:** TBC

#### **Clause 2.8 Liquidated damages**

- **Damages:**
  - **Rate:** TBC
  - **Per:** calendar week or pro-rata thereto

#### **Clause 2.10 Rectification period**

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

#### **Clause 4.3 Interim payments**

- **Interim Valuation Dates:**
  - **The first Interim Valuation Date:** TBC
  - **Thereafter at intervals of:** 4 weeks
- **Payments due prior to practical completion:**
  - **Percentage of the total value of the work, etc.:** 95 per cent
- **Payments becoming due on or after practical completion:**
  - **Percentage of the total amount to be paid:** 97½ per cent

#### **Clause 4.8.1 Supply of documentation for computation of amount to be finally certified**

- **Period:** 3 months from the date of practical completion.

#### **Clause 5.3. Contractor's Public Liability insurance – injury to persons or property**

- **Insurance cover:** For any one occurrence or series of occurrences arising out of one event.
- **Amount:** £5,000,000

#### **Clauses 5.4A, 5.4B and 5.4C Insurance of the works etc. – alternative provisions**

- **Clause:**
- **Where Clause 5.4A or 5.4B applies, percentage to cover professional fees:** 15 per cent.
- **Where Clause 5.4C applies, details of the required policy or policies:**

#### **Clause 7.2 Adjudication**

- **The Adjudicator is:** TBC
- **Nominating body:** RICS

**Schedule 1 paragraph 2.1 Arbitration**

- **Appointor of Arbitrator (and of any replacement):** President or Vice President of the RICS

**CONDITIONS**

**Section 1: Definitions and Interpretation**

**Section 2: Carrying out the Works**

**Section 3: Control of the Works**

**Section 4: Payment**

**Section 5: Injury, Damage and Insurance**

**Section 6: Termination**

**Section 7: Settlement of Disputes**

**EXECUTION**

- **The Contract:** Will be executed as a deed

# Works Contract Procurement

## Preliminary

### 110 Compliance with Tender rules

- **Compliance:** Failure to comply may result in Tenders being rejected at the sole discretion of the Employer.
- **Costs:** No liability is accepted for costs incurred in the preparation of a Tender.

### 165 Tender acceptance

- **Tender acceptance period:**
- **Assurance:** Nothing contained in this Document or its application should be inferred to guarantee that a Tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

### 170 The Tender documents

- **The Tender documents:** Tender must include for all work shown and described in the tender documents

### 180 Tender queries

- **Notification requirements:** In writing to the CA during the tender period

### 190 Tender instructions

- **Qualifications:** Do not amend or alter documents without written instruction.
- **Confidentiality:** Do not reveal details of parts of the Tender or supporting documents (except for the necessary purposes of preparing that Tender) without the Employer's express written permission.

### 210 Pricing

- **Pricing:** Price and extend each item individually as instructed. Do not group items together.
- **Currency:** UK Pound

### 220 Site visit

- **Nature of the site:** Ascertain before Tendering, including access thereto and local conditions and restrictions likely to affect the execution of the Work.
- **Arrangements for visit:** Via Environment Agency

### 230 Return of Tender

- **Return of Tender:** as detailed on the tender return form
- **Documents to be returned with the Tender:** Priced Schedule of Works
- **Inability to tender:** Advise immediately if the work as defined in the Tender documents cannot be tendered.  
Define those parts, stating reasons for the inability to tender.

### 320 Error resolution

- **Arithmetical errors:** Tender price will prevail. An opportunity will be given to confirm the Tender or withdraw.

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- **Technical errors:** The Tender is deemed to meet or exceed the requirements of the Tender documents. Amendment of the Tender to reflect this will not constitute a variation and no claim for additional costs will be accepted.
- **Corrections:** An endorsement will be added to the priced documents indicating that rates or prices (excluding preliminaries, contingencies, Prime cost and Provisional sums) inserted therein will be adjusted in the same proportion as the corrected total differs from that stated incorrectly.

# Works Contract Establishment

## Preliminary

### ACCESS

#### 110 Access to the site

- **Details:** Via Environment Agency

#### 120 Use of the site

- **General:** Do not use the site for any purpose other than carrying out the contract work.

#### 145 Traffic and vehicles

- **Limitations:** Property situated adjacent to the towpath and the River Thames. No vehicular access possible to property. Residential road. Parked cars on the surrounding roads.

#### 150 Storage, accommodation, mechanical plant, temporary works and services

- **Position:** Submit proposed details of intended siting.
- **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

### GENERAL INFORMATION

#### 180 Site Waste Management Plan

- **Development:** The person responsible for developing the plan will be the Contractor.
- **Content:** Identity of proposed Principal Contractor.  
Location of the site.  
Description of the project.  
Estimated project cost.  
Types and quantities of waste that will be generated.  
Resource management options for these wastes including proposals for minimization, reuse and/or recycling.  
The use of appropriate and licensed waste management contractors.  
Record keeping procedures.  
Waste auditing protocols.

#### 210 Considerate Constructors Scheme

- **Registration:** Before starting work, register with the Considerate Constructors Scheme and pay the appropriate fee.
- **Address:** Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.  
- Tel. 01920 485959.  
- Fax. 01920 485958.  
- Free phone 0800 7831423  
- Web. [www.ccscheme.org.uk](http://www.ccscheme.org.uk)  
- E mail. [enquiries@ccscheme.org.uk](mailto:enquiries@ccscheme.org.uk)

#### 220 Constructing Better Health Scheme

- **Membership:** Register and provide evidence of registration
- **Address:** Constructing Better Health, B&CE Building, Manor Royal  
Crawley, West Sussex  
RH10 9QP  
Tel: 0845 873 7726  
Email: info@cbhscheme.co.uk  
Website: www.cbhscheme.co.uk

## 225 Freight Vehicle safety requirements

- **Vehicle equipment (minimum):** Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.  
Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.  
Side under run guards.
- **Drivers:** Trained on vulnerable road user safety through an approved course.  
Hold a current valid Certificate of Competence.  
Have a valid driving licence and be legally able to drive the vehicle.
- **Registration Scheme membership:** Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS).

## PROGRAMME

### 250 Programme

- **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the Works.
- **Planning:** Planning and mobilization by the Contractor including subcontractor's work.
- **Engineering services:** Running in, adjustment, commissioning and testing of engineering services and installations.
  - **Instructions:** Work resulting from instructions issued in regard to the expenditure of provisional sums.
- **Concurrent work:** Work by or on behalf of the Employer and concurrent with the contract. The nature and scope of which, the relationship with preceding and following work and relevant limitations are suitably defined in the Contract Documents.
- **Submittal date:** Provisional programme to be submitted with Tender Return

### 280 Commencement of work

- **Notice:** TBC

## HEALTH AND SAFETY INFORMATION

### 300 Health and Safety information

- **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- **Include:**
- **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
  - **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
  - **Training:** Records of training and training policy.

- **Personnel:** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

- **Submittal date:** TBC

### 320 Outline Construction Phase Health and Safety Plan

- **Content:**
  - **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
  - **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
  - **Selection:** Proposed procedure for ensuring competency of other contractors, the self employed and designers.
  - **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
  - **Emergency:** Procedures including those for fire prevention and escape.
  - **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
  - **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
  - **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
- **Submittal date:** TBC

### 330 Health and safety hazards

- **Hazards:** Potential asbestos containing materials. Building is vacant.
- **Limitations:** The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.
- **Information:** The accuracy and sufficiency of this information provided about existing hazards is not guaranteed by the Employer/Purchaser or their representative. Ascertain if additional information is required to ensure the safety of persons and the Works.
- **Training:** Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

### 340 Preconstruction information

- **Availability:** Integral with the project specification, including but not restricted to the following:  
Description of project.  
Client's consideration and management requirements.  
Environmental restrictions and on-site risks.  
Significant design and construction hazards.  
The Health and Safety File.  
Asbestos survey.

### 350 Execution hazards

- **Common hazards:** Not listed. Control by good management and site practice.



**360 Product hazards**

- **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH 40
- **Common hazards:** Not listed. Control by good management and site practice.

**370 Construction phase health and safety plan**

- **Delivery to the Client:**
- **Confirmation:** Do not start construction work until written confirmation is received that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- **Content:** Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan and the Preconstruction information.

**MANAGEMENT AND STAFF****400 Management and staff – Contract minimum requirement**

- **Details:** Allow for compliance with contract obligations.

**TEMPORARY ACCOMMODATION****430 Temporary accommodation – Contract minimum requirement**

- **Details:** Allow for compliance with the Contract obligations.

**440 Temporary Accommodation - use and location**

- **Restrictions:**
  - **Positioning:** TBC
  - **Timing:** TBC

**480 Parking**

- **Requirement:** No on site parking
- **Details:** Parking available in adjacent EA compound, next to Osney Hydro Compound

**TEMPORARY SERVICES****500 Temporary Services – contract minimum requirement**

- **Details:** Allow for compliance with Contract obligations.

**510 Water**

- **Supply:** The existing mains may be used for the Works as follows:
- **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

**520 Water restrictions**

- **Emergency legislation:** If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.
- **Suitability:** Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.

**530 Gas**

- **Supply:** The existing supply may be used for the Works as follows:

- **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

#### 540 Lighting and power

- **Supply:** Electric power from the existing mains may be used for the Works:
- **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

#### 550 On site communications

- **Communications:**
  - **General:** Provide and maintain for the sole use of the other members of the project team and their representatives:
- **Costs:** Pay fees and charges associated with connection, rental subscriptions and the like.

#### 560 Employer's site telephones

- **Temporary on site telephone:** Provide as soon as practicable after the start on site for the sole use of those acting on behalf of the Employer.
- **Positions:**
- **Call charges:**

#### 580 E-mail and internet facility

- **General:** As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated connection, for the use of the Contractor, Subcontractors and other members of the project team.
- **Use on behalf of Employer:** Allow for the cost of a reasonable number of transmissions made by other members of the project team.
- **Peripherals:**

#### 590 Meter readings

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

### TEMPORARY SECURITY

#### 600 Security – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.

### TEMPORARY SAFETY AND CONTROL

#### 630 Safety and environmental protection – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.

#### 650 Temporary protection to existing trees and vegetation

- **Trees and vegetation:**
  - **Requirement:** Provide protection before starting work.
  - **Protective barriers and physical protection:** Relevant measures to BS 5837.
- **Areas of structural landscaping to be protected from construction operations:**
  - **Requirement:** Protect from effects of construction operations.
  - **Positions:**
- **Integrity of protection:** Maintain for the duration of the Works.

- **Completion:** Remove on completion of the Works and make good disturbed areas.

#### 710 Beneficial use of installed systems

- **Permanent systems:** Do not use for any purpose other than running in, testing and commissioning.
- **Other uses:** If permission is given for any other use of a system before the Works are accepted as complete, enter into a separate written agreement recording details of the terms and conditions of use.

#### 730 Mechanical plant – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.

### TEMPORARY WORKS

#### 760 Temporary works – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.

#### 820 Thermometers

- **General:** Provide on site and maintain in accurate condition a maximum and minimum thermometer. Measure atmospheric shade temperature in an approved location.

#### 840 Personal protective equipment

- **General:** Provide for the sole use of other members of the project team, in sizes to be specified, the following:
- **Safety helmets:**
  - **Standard:** To BS EN 397, neither damaged nor time expired.
  - **Number required:**
- **High visibility waistcoats:**
  - **Standard:** To BS EN ISO 20471, Class 2.
  - **Number required:**
- **Safety boots:**
  - **Standard:** To BS EN ISO 20345, with steel insole and toecap.
  - **Number of pairs required:**
- **Disposable respirators:**
  - **Standard:** To BS EN 149.FFP1S.
- **Eye protection:**
  - **Standard:** To BS EN 166.
- **Ear protection:**
  - **Standard:** Muffs to BS EN 352-1, plugs to BS EN 352-2.
- **Hand protection:**
  - **Standard:** To BS EN 388, 407, 420 or 511 as appropriate.

# Works Contract Management

## Preliminary

### GENERALLY

### SUPERVISION, COOPERATION AND COORDINATION

#### 130 Supervision

- **Requirement:** The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
- **Evidence:** Submit, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.
- **Submittal date:**
- **Replacement of supervisory personnel:** Give maximum possible notice before changing supervisory personnel.

### PROGRESS

#### 150 Monitoring

- **Progress:**
  - **Records:** Record on a copy of the programme kept on site.
  - **Delays:** Minimize. Take appropriate action to recover lost time.
  - **Corrective action:** Where progress falls below target, Submit proposals.
  - **Submittal date:** As soon as possible.
  - **Completion forecast:** Submit on the last working day of each week.

#### 160 Progress meetings

- **General:** Meetings will be held to review progress and other matters arising from administration of the Contract.
- **Frequency:** TBC
- **Venue:** on site
- **Accommodation:** Ensure availability at the time of such meetings.

#### 190 Photographs

- **Frequency of intervals:** Provide during works and upon completion.

### OPERATION

#### 200 Safety provisions for site visits

- **Access:** Provide at reasonable times.
- **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
- **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious) which will require compliance when visiting the site.
- **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the site.

**210 Removal or replacement of existing work**

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

**220 Ownership of materials**

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

**230 Measurement**

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

**240 Service runs**

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

**250 Access**

- **Extent:** Provide at reasonable times access to the Works; also to other places where the Contractor or subcontractors are preparing work for the Contract.
- **Designate:** TBC

**260 Security**

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

**280 Stability**

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

**300 Access control**

- **Authorized persons:** Submit a list of the names of persons requiring access together with other related information reasonably required.
- **Return of equipment:** On request or on completion of the work to which it relates.

**310 Occupier's rules and regulations**

- **Occupier's rules and regulations:** Comply.

**PROTECTION FROM****390 Noise and vibration**

- **Noise control:** In accordance with BS: Code of practice for noise and vibration control on construction and open sites. Noise,
- **Noise levels from the Works:** Maximum 85 dB(A) when measured from 5m
- **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

- **Restrictions:** Obtain consent before using percussion tools and other noisy appliances – times: TBC  
Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

#### 400 Pollution

- **Prevention:** Protect the site, the Works and the general environment including the atmosphere, land, and water courses against pollution.
- **Contamination:** If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

#### 420 Pesticides

- **Use:** Not permitted.

#### 430 Nuisance

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

#### 440 Asbestos containing materials

- **Requirement:** Report immediately suspected materials discovered during execution of the Works. Do not disturb and agree methods for safe removal or encapsulation.

#### 450 Fire prevention

- **Requirement:** Prevent personal injury or death, and damage to the Works or other property from fire.
- **Standard:** Comply with 'Fire prevention on construction sites' - the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation.

#### 460 Smoking on site

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

#### 470 Burning on site

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

#### 480 Moisture

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

#### 500 Infected timber and contaminated materials

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

#### 510 Waste

- **Includes:** Rubbish, debris, spoil, containers and surplus material.
- **Requirement:** Keep the site and Works clean and tidy. Remove rubbish, dirt and residues before closing voids and cavities in the construction.

- **Waste:** Remove frequently and dispose off site in a safe and competent manner as approved and directed by the Waste Regulation Authority.
- **Recyclable material:** Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- **Documentation:** Retain waste transfer documentation on site.

#### 540 Powder actuated fixing systems

- **Use:** Not permitted.

#### 550 Invasive species

- **General:** Prevent the introduction or spread of species (e.g. plants or animals) that may adversely affect the site and the Works economically, environmentally or ecologically.
- **Special precautions:**
- **Requirement:** Report immediately suspected invasive species discovered during execution of the Works. Do not disturb and agree methods for safe eradication or encapsulation.

#### 580 Existing services

- **Confirmation:** Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.
- **Identification:** Before starting work, check and mark positions of mains and services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- **Work adjacent to services:** Comply with service authority's or statutory undertaker's recommendations.  
Adequately protect, and prevent damage to services.  
Do not interfere with their operation without consent of service authorities, statutory undertakers or other owners.
- **Identifying services:**
  - **Below ground:** Use signboards, giving type and depth.
- **Overhead:** Use headroom markers.
- **Damage to services:**
  - **Action:** Immediately give notice and notify appropriate service authority or statutory undertaker.
  - **Repair:** Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.
- **Liability:** Measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's or statutory undertakers recommendations.

#### 590 Roads and footpaths

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

#### 600 Existing topsoil and subsoil

- **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- **Protection:** Submit proposals.

- **Submittal date:** Before starting work.

#### 610 Retained trees, shrubs and grassed areas

- **Protection:** Preserve and prevent damage.
- **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

#### 620 Retained trees

- **Protected area:** Unless agreed otherwise, do not dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
- **Roots:** Do not sever if exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.
- **Ground levels:** Do not change within an area 3m beyond branch spread.

#### 630 Existing features

- **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- **Special requirements:**

#### 640 Existing work

- **Protection:** Prevent damage to existing work, structures or other property during the execution of the Works.
- **Removal:** Minimum amount necessary.
- **Replacement work:** To match existing.

#### 650 Building interiors

- **Protection:** Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the execution of the Works.

#### 680 Especially valuable or vulnerable items

- **Protection:** Ensure provision and maintenance of special protective measures to prevent damage.
- **Items:**
- **Method statement:** Submit within one week of request describing special protection to be provided.

### METHOD AND SEQUENCE

#### 740 Adjoining property restrictions

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

#### 750 Existing structures

- **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- **Supports:**
  - **Standards:** In accordance with BS 5975 and BS EN 12812.



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○ **Requirements:** Provide and maintain incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, which may be endangered or affected by the Works.

Do not remove until new work is strong enough to support existing structure.

Prevent overstressing of completed work when removing supports.

- **Adjacent structures:** Monitor and immediately report excessive movement.

#### **760 Materials for recycling or reuse**

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

#### **790 Working hours**

- **Specific limitations:**

TBC

# Works Contract Verification

## Preliminary

### STANDARDS OF PRODUCTS AND EXECUTIONS

#### 110 Substitute products

- **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered.
- **Compliance:** Substitutions accepted will be subject to verification requirements detailed in the specification.

#### 120 Substitution of products

- **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
- **Reasons:** Submit reasons and relevant information for the proposed substitution.
- **Information to be submitted:** Manufacturer and product reference.  
Cost.  
Availability.  
Relevant standards.  
Performance.  
Function.  
Compatibility of accessories.  
Proposed revisions to drawings and specification.  
Compatibility with adjacent work.  
Appearance.  
Copy of warranty or guarantee.
- **Alterations to adjacent work:** If needed, advise scope, nature and cost.
- **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

#### 130 Equivalent products

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

#### 140 Substitution of standards

- **Specification:** To British Standard or European Standard.
- **Substitution:** May be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognized in the UK.
- **Ordering:** Submit notification of all such substitutions before ordering.
- **Documentary evidence:** Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

### DOCUMENTS AND INFORMATION

#### 150 Currency of documents

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

**160 Incomplete documentation**

- **Products and executions:** Where and to the extent that products or executions are not fully documented, they are to be as follows.
- **Requirements:**
  - **Standard:** Of a kind and quality appropriate to the nature and character of that part of the Works where they will be used.
  - **Suitability:** Suitable for the purposes stated or reasonably to be inferred from the project documents.
- **Contract documents:** Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from obligations or liabilities under the Contract.

**220 Technical information**

- **Retain:** Available on site for reference by supervisory personnel.
- **Information:** Manufacturer's current information and relevant British Standards, relating to products to be used in the Works.

**230 Evidence of Compliance**

- **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
- **Performance specification:** Submit on request evidence of compliance with performance specifications, including test reports indicating properties tested, pass or fail criteria, test methods and procedures, test results, identity of testing agency, test dates and times, identities of witnesses and analysis of results.

**PRODUCTS AND EXECUTION****240 Workmanship skills**

- **Operatives:** Appropriately skilled and experienced for the type and quality of work.
- **Registration:** With Construction Skills Certification Scheme.
- **Evidence:** Operatives must produce evidence of skills and qualifications when requested.

**250 Quality of products**

- **Generally:** New.
- **Supply:** Each product from the same source or manufacturer.
- **Quantity:** Whole quantity of each product required to complete the Works of consistent kind, size, quality and overall appearance.
- **Tolerances:** Where critical, measure a sufficient quantity to determine compliance.
- **Deterioration:** Prevent. Order in suitable quantities to a programme and use in appropriate sequence.
- **Recycling:** Proposals for recycled products may be considered.

**260 Quality of execution**

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

**270 Inspections**

- **Standard:** Inspection, or other action, of products or executions must not be taken as approval unless confirmed in writing including the following:  
Date of inspection.  
Part of the work inspected.  
Respects or characteristics which are approved.  
Extent and purpose of the approval.  
Associated conditions.

**280 Related work**

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

**290 Manufacturer's recommendations and instructions**

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

**SAMPLES AND APPROVALS****330 Samples**

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

**340 Approval of products**

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

**350 Approval of execution**

- **Programme:** Undertake or arrange submissions, samples, inspections and tests to suit the Works programme.
- **Approval:** Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

**ACCURACY AND SETTING OUT GENERALLY****370 Accuracy of instruments**

- **Measurement:** Use instruments and methods described in BS 5606, Appendix A.
- **Accuracy:** Maintain

**380 Setting out**

- **General:** Submit details of methods and equipment to be used in setting out the Works.
- **Levels and dimensions:** Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- **Completion of setting out:** Give notice before commencing construction.

**400 Critical dimensions**

- **Critical dimensions:** Set out and construct the Works in accordance with the critical dimensions and tolerances stated.
- **Details:**

**410 Setting out records**

- **Record drawings:** Include details of grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

**SERVICES GENERALLY****430 Services regulations**

- **Services:** New and existing services must comply with the Byelaws or Regulations of the relevant Statutory Authority.

**440 Water regulations and byelaws notification**

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

**450 Water regulations and byelaws Contractor's certificate**

- **Content:**
  - **Installation:** Describe the new installation and/ or the work carried out to an existing installation, including the address.
- **Statement:** Confirm that the installation complies with the relevant Water Regulations or Bylaws.
  - **Inspection:** Provide the Contractor's name and address, the name and signature of the individual responsible for checking compliance and the date on which the installation was checked.
- **Submit:** Certificate on completion of the work, include a copy to the Water Undertaker.

**460 Electrical installation certificate**

- **Certification:** The original certificate is to be lodged in the Building Manual at the completion of relevant electrical work.

**470 Gas, oil and solid fuel appliance installation certificate**

- **Content:**
  - **Installation:** Describe the new installation and/ or the work carried out to an existing installation including the address.
  - **Safety:** Include special recommendations or instructions for the safe use and operation of appliances and flues.
- **Statement:** Confirm that the installation complies with the appropriate safety, installation and use regulations.

○ **Inspection:** Provide the Contractor's name and address, the date on which the installation was checked and the name, qualifications and signature of the competent person responsible for checking compliance.

- **Submit:** Before the completion date stated in the contract.
- **Certificate location:** TBC

#### 480 Mechanical and electrical services

- **Final tests and commissioning:** Carry out so that services are in full working order at completion of the Works.
- **Confirmation:** Provide a Building Regulations notice, signed by a suitably qualified person, to Building Control that systems have been commissioned in accordance with approved procedures.
- **Records:** A copy to be lodged in the Building Manual.

#### 500 Continuity of thermal insulation

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

### QUALITY CONTROL

#### 540 Proposals for rectification of non-compliant products and executions

- **Non-compliant items:**
  - **Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution:** Submit proposals
  - **Submittal date:** So soon as possible after discovery of items which are or appear to be non-compliant.
- **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

#### 550 Measures to establish acceptability

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

#### 600 Daywork

- **Labour, plant and materials definitions:** As described in 'Definition of Prime Cost of Daywork carried out under a Building Contract' published by the RICS and the Construction Confederation.

# Works Contract Administration

## Preliminary

### USE OF DOCUMENTS

#### 100 Freedom of information

- **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- **Received requests:** Obtain instruction before proceeding.  
Do not supply information to those who are not project participants without express written permission.
- **Confidentiality:** Maintain at all times.

#### 110 Drawings

- **Definitions:** Building Applications Guide: Design framework for building services. 5th edition
- **CAD data:** In accordance with BS 1192.

#### 120 Cross references

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

#### 130 Referenced documents - conflicts

- **Precedence:** Specification prevails over referenced documents.

#### 140 Dimensions

- **Dimensions:** Do not scale.

#### 150 Rules of measurement

- **Method of measurement:** In accordance with the current version of the Code of Measuring Practice.

### DOCUMENTS PROVIDED BY CONTRACTOR, SUBCONTRACTORS AND SUPPLIERS

#### 280 Schedule of Rates

- **Schedule of rates (unpriced):** Provided. The Contractor may insert additional items. Fully price all items.

#### 380 Method statements

- **Method statements:** Prepare describing how and when the following procedures are to be carried out.
- **Submittal date:** Issue prior to commencement of works for approval. No works to start on site without approval.

#### 400 Alternative method proposals

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

#### 410 Alternative time proposals

- **General:** In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the Contract, an alternative proposal based upon a different date or period may be submitted.
- **Date for Completion:** If any such proposal is accepted, the date for completion or period inserted in the Contract will be the date stated in or determined from the alternative proposal.

#### 450 Health and safety information

- **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- **Include:**
  - **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
  - **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
  - **Training:** Records of training and training policy.
  - **Personnel:** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

#### 470 Outline construction phase health and safety plan

- **Content:**
  - **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
  - **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
  - **Selection:** Proposed procedure for ensuring competency of other contractors, the self employed and designers.
  - **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
  - **Emergency:** Procedures including those for fire prevention and escape.
  - **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
  - **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.



- **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.

- **Submittal date:** Within one week of request.

#### 480 Health and safety file information

- **Information:** TBC

### SUBLETTING AND SUPPLY

#### 600 Domestic subcontracts - list

- **Content:** Details of proposed subcontractors and the work for which they will be responsible – Contractor to Provide

#### 640 'Listed' domestic subcontractors

- **General:** Certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons.
- **Additions to lists:**
  - **Employer:** The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person to the list at any time prior to the execution of a binding subcontract agreement.
  - **Contractor:** The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person. Wherever possible, submissions for addition of person must be made, and consent obtained, before return of the tender. If any submission for addition of person is made with the tender, the consequences, if any, to the tender price (compared to the use of the listed persons) are to be made clear or the tender will be treated as qualified.
- **Shortage of names:** If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.
- **Agreement:** Before the start of work to which the list relates, enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected Subcontractor.

### INFORMATION

#### 740 Proposed instructions

- **Estimates:** If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

#### 800 Insurance

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

#### 820 Insurance claims

- **Notice:** If an event occurs which may give rise to a claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer/ Client, the person administering the contract on their behalf and the Insurers.

- **Failure to notify:** Indemnify the Employer/ Client against loss, which may be caused by failure to give such notice.

#### 840 Ownership of products

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

#### 870 Overtime working schedule

- **Requirement:** Prior to overtime being worked, submit notice of times, types and locations of work to be done.
- **Notice period (minimum):** TBC
- **Concealed work:** If executed during overtime for which notice has not been submitted, it may be required to be opened up for inspection and reinstatement at the Contractor's expense.

#### 880 Defects in existing work report

- **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- **Documented remedial work:** Do not execute work which may hinder access to defective products or executions, or be rendered abortive by the remedial work.

#### 890 Tests and inspection schedule

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

#### 920 Maintenance instructions and guarantees

- **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- **Information location:** In Building Manual.
- **Emergency call out services:**
  - **Telephone numbers:** Provide for use after completion.
  - **Extent of cover:**

# Works Contract Completion

## Preliminary

### NOTIFICATION

#### 100 Notice of completion

- **Requirement:** Give notice of the anticipated dates of completion of the whole or parts of the Works.
- **Associated work:** Ensure necessary access, services and facilities are complete.
- **Period of notice (minimum):** 5 Days prior to completion.

### COMPLETION WORK

#### 170 Work before completion

- **General:** Make good damage consequent upon the Works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.
- **Cleaning:** Clean the Works thoroughly inside and out, including accessible ducts and voids. Remove splashes, deposits, efflorescence, rubbish and surplus materials.
- **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- **COSHH dated data sheets:** Obtain for materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

#### 180 Security at completion

- **General:** Leave the Works secure with, where appropriate, accesses closed and locked.
- **Keys:** Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

#### 190 Rectification and defects

- **Notice:** Give reasonable notice for access to the various parts of the Works.
- **Access arrangements:**
- **Completion:** Give notice when remedial works have been completed.

### INFORMATION

#### 310 Content of the Building Manual

- **General:** Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- **Building fabric:** Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- **Building services:** Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.

- **Documentation:** Guarantees, warranties, maintenance agreements, test certificates and reports.

### 320 Presentation of Building Manual

- **Format:** A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled
- **Selected drawings:** Where these are needed to illustrate or locate items mentioned in the Manual: if larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- **As-built/ record drawings:** The main sets may form annexes to the Manual.

### 340 Information for commissioning of services

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

### 350 Training

- **Objective:** Before completion, explain and demonstrate to designated maintenance staff / Client the purpose, function and operation of the installations including items and procedures listed in the Building Manual.