

MWJV

Basset Community Centre

Basset Community Centre

Final

03-09-2024

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A10

Project particulars

Clauses

110 The Project

1. Name: Basset Community Centre
2. Nature: Existing Grade 2 Listed Buildings, renovated, alterations and new extension.
3. Location: The site is located on Basset Road, Camborne, Cornwall.
4. Timescale for construction work: December 2024 to July 2025

120 Employer (client)

1. Name: Camborne Town Council
2. Address: The Passmore Edwards Building, Cross Street, Camborne, TR14 8HA
3. Contact: David Garwood
4. Telephone: 01209 612406
5. Email: David.garwood@camborne-tc.gov.uk

130 Principal contractor (CDM)

1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email: TBC

132 Principal Contractor (SWMP)

1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email: TBC

140 Architect

1. Name: Poynton Bradbury Wynter Cole (PWBC)
2. Address: Atlantic Studios, St Ives, TR26 2AD
3. Contact: Ian Stewart
4. Telephone: 01736792000
5. Email: ian@pointonbradbury.co.uk

140A

Contract Administrator

- 1 Name MWJV
- 2 Address, Compass House, Truro Business Park, Threemilestone, Truro TR4 9LD
- 3 Contact: Craig Tanner
- 4 Telephone: 01872 272906
- 5 Email: craigtanner@wardwilliams.uk

150 Principal designer

1. Name: Poynton Bradbury Wynter Cole (PBWC)
2. Address: Atlantic Studios, St Ives, TR26 2AD
3. Contact: Ian Stewart
4. Telephone: 01736792000
5. Email: ian@poyntonbradbury.co.uk

160 Quantity surveyor

1. Name: Ward Williams
2. Address: Compass House, Truro Business Park, Threemilestone, Truro TR4 9LD
3. Contact: Keith N Bennett
4. Telephone: 01872 272906
5. Email: keithbennett@wardwilliams.uk

170 Structural Engineer

1. Name: Airey and Coles
2. Address: 1st Floor, Ashleigh Court, Ashleigh Way Langage Business Park, Plympton, PL7 5JX
3. Telephone: 01752 229119
4. Email: sam.gardiner@aireyandcoles.co.uk

175 Mechanical Engineer

1. Name: Method Consulting
2. Address: Berkeley House, Hunts Rise, Swindon SN3 4TG
3. Telephone: 07741407337
4. Email: Tom.Kelly@methodllp.com

178 Electrical Engineer

1. Name: Method Consulting
2. Address: Berkeley House, Hunts Rise, Swindon SN3 4TG
3. Telephone: 17741407337
4. Email: Tom.Kelly@methodllp.com

180 Landscape Architect

1. Name: N/A
2. Address:
3. Telephone:
4. Email:

190 Clerk of Works

1. Name: TBA
2. Address:
3. Telephone:
4. Email:

195 BIM information manager

1. Name: TBA
2. Address:
3. Contact:
4. Telephone:
5. Email:

198 Fire engineer

1. Name: TBA
2. Address:
3. Contact:
4. Telephone:
5. Email:

Ω End of Section

A11

Tender and contract documents

Clauses

110 Tender Drawings

1. The tender drawings are: Listed in **Appendix D** Design Information

120 Contract drawings

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

160 Pre-construction information

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

170 Fire Statement

1. **Location:** TBA

220 The BIM Information Requirements (EIR)

1. **Comprise:**
2. **BIM objects:** Comply with the NBS BIM Object Standard.

Ω End of Section

A12**The site/ existing buildings****Clauses****110 The site**

- 1 **Description:** Located at the existing White House and Basset Centre, Basset Road, Camborne, Cornwall.

120 Existing buildings

1. **Description:** The existing site contains two buildings, both of which are listed grade 2. The two buildings share a site of approximately 2,500 m2 which is enclosed by a stone boundary wall for both the buildings. site is grade 2 listed including the boundary and dividing walls. The White house is currently unoccupied, its recent previous use was as an office and it is arranged on 2 floors. The Basset Building, a former school is in use as council offices and library. A stone wall between the two plots remains in part which is to be reconstructed as part of the proposed works.

140 Existing utilities and services

1. Drawings: (Information shown is indicative only): Site surveys are listed herein. The Contractor shall liaise with the authorities to divert and temporary seal off connect services in accordance with the Contract requirements.
2. It is the Contractor's responsibility to ascertain the precise location of and safeguard from damage during the Works any existing drainage infrastructure, etc., which may exist on or adjacent to the site. In the event of damage, howsoever caused, it is the Contractor's sole responsibility to pay all costs to the appropriate Company in respect thereof and for maintaining all drainage facilities whilst remedial works are being undertaken.
3. The Contractor is to ensure uninterrupted live drainage to all other existing drainage runs at all times during the Work
4. There is an existing telegraph/power pole situated within the site which serves the properties and this is to be relocated. Inclusion is to be made to protect this, until the new connection is made in the ensuing Contract. The Contractor shall allow for all works associated with this together with caution and a method statement specifically provided to ensure that the works are protected from the possibility of live electricity cables both overhead and beneath the site.
5. It is the Contractor's responsibility to liaise with all Public Utility companies to ascertain the position of and safeguard from damage during the works any existing underground or overhead mains, services which may exist on or adjacent to the site, and pay all costs to the appropriate Company in respect of any damage caused.
6. Should any damage occur, the Contractor will be responsible for maintaining all services whilst remedial works are being undertaken.

160 Soils and ground water

1. **Information:** Included in the tender documents.

170 Site investigation

1. Report: Included in the tender documents.
2. The following reports and Surveys
3. Site Survey prepared and updated by Airey & Coles Reference 11420-A&C-XX-XX-RP-S-S0001 Dated 28 September 2023, revision C1 dated 03 April 2024
4. The Contractor shall be responsible for undertaking any additional site survey investigations prior to submitting his tender, to verify all matters that could affect his works. No allowance will be made

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during the construction phase for any omission of works or cost, arising from the Contractors lack of knowledge in these respects.

5. It is the Contractor's sole responsibility to ascertain the conditions on site and the extent of any historical mining activity, hazardous materials and the like prior to submitting his tender. The Contractor must make any allowance necessary within his price to complete the works in any conditions he may encounter.
6. On completion of the Contract Works, and before the issue of the Practical Completion Certificate, the Employer will require written confirmation that no hazardous materials are present on site at completion, or, if they have been discovered during the works, the remedial measures taken to deal with such materials are in accordance with current legislation.

180 Health and safety file

1. **Availability for inspection:** The health and safety file for the site/ building may be seen by appointment during normal office hours at: Truro
2. **Other documents:**
3. **Arrangements for inspection:**

200 Access to the site

1. **Description:** The site is located on Basset Road, Camborne, Cornwall. Access is from Basset Road adjacent to the White House.
2. **Limitations:** Space for construction machinery is restricted to and limited to the site. The adjacent public roads may be available to the Contractor, however there are parking restrictions and the Contractor shall give all notices and pay all fees in the use of these facilities should they be required.
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

210 Parking

1. **Restrictions on parking of the Contractor's and employees' vehicles:** Parking is limited in the area. There is a limited amount of space on the site and the Contractor will be required to make arrangements for any additional parking to facilitate the Works.

220 Use of the site

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

230 Surrounding land/ building uses

1. **General:** Adjacent or nearby uses or activities are as follows:
 - 1.1. The site in the town with commercial and residential buildings adjacent to the site. Care and allowances to restrict disturbances to the occupants of the surrounding properties must be taken into consideration..

240 Health and safety hazards

1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
 - 1.1. The site report includes reference to mining. Asbestos and other hazardous materials have been located within the site and it is part of these Works to safely remove these. The Contractor shall take all precautions and all that is required to safely identify other hazardous materials and notify the Contract Administrator.
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
3. **Site staff:** Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 Site visit

1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** Contract Administrator

Ω End of Section

A13**Description of the work****Clauses****110 Preparatory work by others**

1. **Details:** The site is occupied by a temporary portable office on foundations to the rear of the White House. Prior to the Works commencing this building is to be removed by others with the services and drainage capped off by others.
2. **The enabling work drawing** 3860-PBWC-01-XX-DR-A-1401 shows the extent of other works including the removal of trees etc. by others prior to these works.
4. **Timescale:** Prior to commencement of the Works.

120 The works

Description:

- 120 Repairs to external fabric of both listed buildings as described on drawings submitted to support these works, together with detailed "Architectural Enabling Schedule of Works" (doc ref 3860-PBWC-XX-XX-SP-A-0003) submitted with revised proposals. Proposed Works for which permission is sought under PA24/03583 now limited to: •
- 121 Removal of existing roof coverings comprising mix of natural and asbestos slate tiles on Basset Centre and modern pantiles on White House. •
- 122 Removal of asbestos containing products where identified in refurbishment asbestos surveys or uncovered during course of the works. •
- 123 Inspection and repair of roof joinery including necessary rot repairs. •
- 124 Removal of decayed leadwork and ancillary flashings. •
- 125 Inspection and works to chimneys as detailed in schedule of works. •
- 126 Replacement of new roof covering including insulation upgrades as detailed, comprising new breather membrane/felt, battens and sympathetic natural slate, including new lead flashings and clay ridge tiles. •
- 127 Inspection with refurbishment and replacement of existing rainwater guttering, hoppers and down pipes using profiles to match existing, and where modern replacements have previously been used, replacement with profiles sympathetic to original. •
- 128 Removal of existing hard sand cement pointing and repointing with sympathetic lime based mortar as detailed. •
- 129 Inspection and repairs to external Stucco work to front and sides of White House. •
- 130 Inspection and repairs to front porch structure to White House as detailed. •
- 131 Removal and isolation of various redundant services, including cabling and pipework fixed to external faces of both buildings. •
- 132 Repairs to existing windows and external doors as detailed in accompanying schedules, drawings and outline of works. •
- 133 Following Removal of existing decayed modern modular building structures to rear of White House, by others, • Making good and securing buildings.
- 134 Removal of trees as detailed in accompanying tree survey for reasons of safety and to prevent further damage to walls and boundary structures caused by excessive uncontrolled growth in confined site area.by others, making good.
- 135 The proposed works are to renovate both the buildings including re-roofing, repairing and repointing and rendering the external walls, renovating the doors and windows and all works to remodel the buildings to create a multi activity community center. The works include upgrading the mechanical and electrical installations, and external works and services to current standards.

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- 136 The works are to be let in phases, this, the first phase is the enabling works. Site set up, scaffolding and building protection, hoardings and temporary fencing, erecting and maintaining a canopy to facilitate and to execute the external refurbishments, The isolation of incoming services, re-roofing works, renovating and repointing of the external faces of the walls and buildings to be retained, Repairs to roof and wall structure to facilitate the ongoing alterations works, The renovation and or replacement of windows and doors to the parts of the buildings to be retained. The stripping off of the waterlogged plaster and other internal parts of the White House and the renovation of detailed plaster of the White House that is to remain as part of the new design together with the renovation of chimney stacks, gutters, downpipes and facias and soffits. These works are also to include the stripping out of mechanical and electrical fittings, cabling, radiators, pipework ducting etc.
- 137 The works are to facilitate the ongoing demolition and alteration and new build contract which will follow following the completion of these enabling works.
- 138 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 neighbor's and general public, and employ all necessary protective measures to ensure that no damage whatsoever occurs to adjacent buildings and highways during the Works.
- 139 The Tenderer should include herein to pass on the temporary enabling structures which will remain for the ensuing contract works and include the cost of "purchasing" or ongoing hire arrangements within the Tender.
- 140 The enabling works are to include locating and temporary works to protect the main drainage services. The main Contract will include the sealing off and grubbing up of existing drainage and installation of new drainage system to the buildings and external works. These Works however include the renovation and renewal of the existing roof and building rainwater drainage, Inclusion shall be made for utilizing and adapting the existing system to accommodate and accept the newly renovated drainage until the system As altered as above described in the demolitions and alteration works (Not included herein).

130 Work by others concurrent with the Contract

1. **Description:** Subsequent to this Contract a new appointment will be made for the main demolitions and alterations to the buildings together with site works will ensue. Include for interfacing with the subsequent Contractor's.

140 Completion work by others

1. **Description:** N/A.

BUILDING REGULATION APPROVAL

1. Building Regulation Approval Full Plans Approval has been applied for the development and a copy of the application is included at **Appendix A5** as part of this document; the Contractor shall be solely responsible for obtaining Final Building Regulations Approval and for complying and discharging all conditions contained within the Full Plans Approval. Building Regulations inspections and approval are to be obtained by using an approved inspector. The Contractor is to pay all costs associated with such approvals, requirements and inspections

DEVELOPMENT CONTROL REQUIREMENTS

The Contractor shall meet all development control requirements, including but not limited to, Fire Office Officer's requirements and building licence. The Contractor is to pay all charges relating to these matters.

DELAYS IN APPROVAL

Any post tender delay arising from obtaining approval for the works will not give rise to adjustment of time, neither will it provide grounds for an extension of time.

HANDOVER/PRACTICAL COMPLETION

The Employer's Agent will make a maximum of two visits for handover inspection purposes. Should further visits be required, due to any action, inaction, delay or fault of the Contractor, or his Sub-Contractors, these will be charged at the sum of £500.00 per visit. Such a sum shall be deducted from monies due, or which may become due, to the Contractor.

At Practical Completion, the Contractor shall provide the following keys in clearly individually labelled bunches.

- Three keys for each external door lock.
- Two keys for each key operated external door bolt.
- At least two window lock keys per room.

Prior to Practical Completion the Contractor shall provide a list of personnel in its employ who can be contacted 24 hours a day to remedy any defects, requiring emergency/immediate attention, during the Contract Period and the Rectification Period.

The Contractor shall snag the works prior to offering them to the Employer's Agent for final inspection, and shall send one copy of its snagging sheets to the Employer's Agent.

The Contractor shall inform the Employer's Agent when all the works listed on the snagging sheets have been completed and when the works will be ready for final inspection. Any defects found at the final inspection shall be made good prior to handover, when a further inspection will be made.

The Contractor is advised that Practical Completion will not be granted until all documentation required to be provided, has been provided, including all 'As Built' drawings, operation and maintenance manuals, guarantees, warranties, etc., statutory approval documentation and, in addition, the Contractor, acting as Principal Designer, has provided the Health and Safety File.

A written undertaking that no precluded materials, as defined in Clause A33, have been incorporated into the works is also required.

A20**JCT standard building contract without quantities****Clauses****JCT standard building contract without quantities**

- The contract: JCT Standard Building Contract Without Quantities, 2016 Edition.
- Partnering Charter PC/N 2016
- Requirement: Allow for the obligations, liabilities and services described.

Recitals**First - The Works**

- Comprise: The Enabling works including partial stripping out, pointing and renovation to external walls, re-roofing, replacement and or refurbishment of external windows and doors, stripping out etc. as listed above, in A13, 120
- Documents showing and describing the work: As above

Second - Contract drawings

- The contract drawings: As listed in clause A11/120.

Third A - Pricing by the Contractor

- Option: Pricing option A will apply; pricing option B will be deleted.
- Activity schedule: The words 'and has provided the employer with the priced schedule of activities annexed to this contract (the Activity Schedule)'

Fifth - Information release schedule

- The Fifth Recital be deleted.

Sixth - Division of the works into sections

- The Sixth Recital be deleted.

Ninth, Tenth, Eleventh and Twelfth - Contractor's designed portion

- The Ninth, Tenth, Eleventh and Twelfth recitals will be deleted.

Articles**3 - Architect/ Contract Administrator**

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

4 - Quantity Surveyor

- Quantity Surveyor: See clause A10/160.

5 - Principal Designer

- Principal designer: See clause A10/150.

6 - Principal Contractor

- Principal contractor: See clause A10/130.

9 - Legal proceedings

- Amendments:

Contract particulars

Third Recital - The Pricing Option/ The Priced Document

- The Pricing Option that applies is Pricing Option A.
- The Priced Document is The Contractors Priced schedule

Fourth Recital and clause 4.6 - Construction industry scheme (CIS)

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

Sixth Recital - Description of Sections

- Description of Sections Priced Schedule

Seventh Recital - Framework agreement

- Framework agreement: N/A
- Details
 - Date:
 - Title:
 - Parties:

Eighth Recital and Schedule 8 - Supplemental provisions

- Collaborative working: Supplemental Provision 1
- Health and safety: Supplemental Provision 2
- Cost savings and value improvements: Supplemental Provision 3
- Sustainable development and environmental conditions: Supplemental Provision 4
- Performance indicators and monitoring: Supplemental Provision 5
- Notification and negotiation of disputes: Supplemental Provision 6
- Where Supplemental Provision 6 applies, the respective nominees of the Parties are
 - Employer's nominee: The Contract Administrator
 - Contractor's nominee: TBA
- or such replacement as each Party may notify to the other from time to time.
- Named Specialists: Supplemental Provision 9

Tenth Recital - Employer's Requirements

- Comprise: **See section E, Employers Requirements**

Eleventh Recital - Contractor's Proposals/ CDP Analysis

- Comprise:
- Specific Requirements:

Article 8 - Arbitration

- Article 8 and clauses 9.3 to 9.8 (arbitration)

Clause 1.1 - Base Date

- Base Date: **8th OCTOBER 2024**

Clause 1.1 - BIM Protocol

- BIM Protocol (not applicable):

Clause 1.1 - Date for completion of the Works

- Date for completion of the Works 2 May 2025

Clause 1.7 - Addresses for service of notices

- Employer Camborne Town Council
 - Address: The Passmore Edwards Building, Cross Street, Camborne, TR14 8HA
 - Fax number: N/A
- Contractor
 - Address: TO BE COMPLETED BY CONTRACTOR
 - Fax Number: TO BE COMPLETED BY CONTRACTOR

Clause 2.4 - Date of possession of the site

- Date of Possession of the site: **3rd December 2024**

Clause 2.5 - Deferment of possession of the site

- Clause 2.5
- Where clause 2.5 applies, maximum period of deferment is 6 Weeks

Clause 2.9.1.2 - Master programme

- Critical paths:

Clause 2.19.3 - Contractor's designed portion

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

Clause 2.32.2 - Liquidated damages

- Damages
 - At the rate of: **£2,000.00** per week or part of week
 - Period: Week

Clause 2.37 - Section Sums

- Section sums
 - Section: Sum:
 - Section: Sum:
 - Section: Sum:

Clause 2.38 - Rectification period

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

Clause 4.3 and 4.14 - Fluctuations Provision

- Fluctuations provision: Not Applicable
- Where JCT fluctuations option A or B applies
 - Percentage addition (paragraph A.12 or paragraph B.13):
- Where JCT fluctuations option C applies
 - Rule 3: base month:
 - Rule 3: non-adjustable element:
 - Rules 10 and 30(i):

Clause 4.7 - Advance payment and advance payment bond

- Advance payment: Clause 4.7 does not apply.

Clause 4.8 - Interim Payments - Interim Valuation Dates

- The first Interim Valuation Date is: the last working day of the month after Works commencement and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.16.4 - Listed items - uniquely identified

- Listed items: A bond as referred to in clause 4.16.4 in respect of payment for such items is required for N/A

Clause 4.16.5 - Listed items - not uniquely identified

- Listed items: A bond as referred to in clause 4.16.5 in respect of payment for such items is required for N/A

Clause 4.18 - Contractor's retention bond

- Clause 4.18 does not apply.

Clause 4.19.1 - Retention percentage

- Retention: 5 % Reducing to 2.5% after Practical Completion

Clause 5.7 - Daywork

- Percentage additions to each section of the prime cost or, if they apply in respect of labour, the All-Inclusive Rates are set out in the following document: Employers Requirements Document

Clause 6.4.1 - 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: £5,000,000.00 (Five Million Pounds)

Clause 6.5.1 - Insurance - liability of Employer

- Insurance may be required. Not Required
- Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event:

Clause 6.7 and schedule 3 - Works Insurance - insurance options applicable

- Schedule 3

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- **Insurance option C Applies, A Joint Names Policy to insure the existing structures with the Contractor named.**
- Percentage to cover professional fees: 15%
- Where Insurance Option A applies, annual renewal date (as supplied by the Contractor): TO BE COMPLETED BY CONTRACTOR
- Where Insurance Option C applies
 - Paragraph C1 Applies

Clause 6.10 and Schedule 3 - Terrorism cover

- Details of the required cover
Not Required

Clause 6.15 - Contractor's Designed Portion Professional Indemnity Insurance

- Level of cover: Amount of indemnity required:
 - and is £ 2,000,000.00 (Two Million Pounds)
- Cover for pollution and contamination claims
£2,000,000.00 (two Million Pounds)
 - Where required, sub-limit on indemnity is Not Required
- Expiry of required period of CDP Professional Indemnity Insurance: 12 Years

Clause 6.17 - Joint Fire Code

- The Joint Fire Code:
- If the Joint Fire Code Applies, the insurer has stated that the Works are a 'Not a Large Project':

Clause 6.20 - Joint Fire Code - amendments and revisions

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

Clause 7.2 - Assignment/ grant by Employer of rights under clause 7.2

- Clause 7.2 Applies

Clause 7.3.1 - Performance bond or guarantee

- Bond or guarantee from bank or other approved surety:
 - Required form:
 - Initial value (10 percentage of the contract sum):
 - Period of validity: The Date of Practical Completion
 - Reduction in value: N/A

Clause 7.3.2 - Guarantee from the Contractor's parent company

- Guarantee:
 - Parent company's name and registration number: TO BE COMPLETED BY CONTRACTOR
 - The required form of guarantee is set out in:

Clause 7.4 - Third Party Rights and Collateral Warranties

- Details: As set out in the following documents: See Section A20 230.....

Clause 8.9.2 - Period of suspension (termination by Contractor)

- Period of suspension: 2 Months

Clauses 8.11.1.1 to 8.11.1.5 - Period of suspension (termination by either Party)

- Period of suspension: 2 Months

Clause 9.2.1 - Adjudication

- The Adjudicator is:
- Nominating body: Where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors

Clause 9.4.1 - Arbitration

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

The conditions - No Amendments**Section 1: Definitions and Interpretation****1.5 - Reckoning periods of days**

- Amendments:

1.12 - Applicable law

- Amendments:

Section 2: Carrying out the Works - No Amendments**Section 3: Control of the Works****3.3 - Employer's representative**

- Name: David Garwood
- Address: The Passmore Edwards Building, Cross Street, Camborne, TR14 8HA
- Telephone: 01209 612406
- E-mail: David.garwood@camborne-tc.gov.uk

Section 4: Payment - No Amendments

Section 5: Variations - No Amendments

Section 6: Injury, Damage and Insurance - No Amendments

Section 7: Assignment, Third Party Rights and Collateral Warranties - No Amendments

Section 8: Termination - No Amendments

Section 9: Settlement of Disputes - No Amendments

Project bank account

Project bank account

- General: Comply with the requirements and obligations of the JCT Project Bank Account Agreement (PBA 2022). The enabling provisions and clauses X.1 and X.2 will be inserted into the building contract, and clauses Y1 and Y2 will be inserted into subcontracts.
- Details
 - Employer: The employer N/A
 - Contractor: The contractor N/A
 - Subcontractor(s): N/A
- Exceptions:

Execution

Execution

- The contract: Will be executed as a deed.

Ω End of Section

A30**Tendering/ subletting/ supply****Main contract tendering****110 Scope**

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

145 Tendering procedure

1. **General:** In accordance with the principles of: JCT Practice Note in “Tendering 2017”
2. **Arithmetical errors:** Alternative 1 is dominant.

160 Exclusions

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

170 Acceptance of tender

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

190 Period of validity

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

Pricing/ submission of documents**210 Preliminaries in the specification**

1. The Preliminaries/ General conditions sections (A10-A56 inclusive) have NOT been prepared in accordance with SMM7/ NRM2.

250 Priced documents

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

300 Quantities in the priced document

1. **Quantities:** Where included in the priced document, these have been prepared in accordance with Contractor to complete

310 Tender

1. **General:** Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

360 Priced activity schedule

1. Submit: as template provided **Appendix B**

410 Fluctuations

1. **Content:** The list of market prices of articles manufactured outside the United Kingdom required by Fluctuations Option Clause C2.
2. **Submit:**

440 Contract sum analysis

1. **Content of the Analysis:** A breakdown of the Contract Sum into at least the following categories:
 - 1.1. **As Appendix B**
2. **Form:** See schedule required
3. **Fully priced copy:** Submit with tender.

440 CDP analysis

1. **Content of the Analysis:** A breakdown of the Contract Sum into at least the following categories:
 - 1.1. **As Appendix B**
2. **Form:** See schedule required
3. **Fully priced copy:** Submit with tender.

480 Programme

1. **Programme of work:** Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
2. **Submit:** Full programme GANTT Chart with tender

490 Information release schedule

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

500 Tender stage method statements

1. **Method statements:** Prepare, describing how and when the following is to be carried out:
 - 1.1. To be listed as preparation, Construction and handover sections with any specific works to be defined separately.
2. **Statements:** Submit at tender stage.

510 Alternative method tenders

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

5. Submit:

515 Alternative time tenders

1. **General:** In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted, however the revised proposed completion date shall not be later than **3rd July 2025**
2. **Date for completion:** If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

520 Design documents

1. **Scope:** Include the following in the Contractor's Proposals:
 - 1.1. **Design drawings:**
 - 1.2. **Technical information:**
2. **Submit:** With tender.

530 Substitute products

1. **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
2. **Compliance:** Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 Quality control resources

1. **Statement:** Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
2. **QA staff:** Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. **Submit:** With Tender

545 BIM Execution Plan (BEP)

1. The precontract plan
 - 1.1. **Contents:**
 - 1.2. **Submit:**
2. **The post contract plan:** Update and resubmit as described in the employers information requirements (EIR).

550 Health and safety information

1. **Content:** Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include**
 - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
 - 2.2. Accident and sickness records for the past five years.
 - 2.3. Records of previous Health and Safety Executive enforcement action.
 - 2.4. Records of training and training policy.
 - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submit:** With Tender

570 Outline construction phase health and safety plan

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

590 Site Waste Management Plan

1. **Details: To be completed by Contractor**
 - 1.1. Reference:
 - 1.2. Status:
 - 1.3. Format:
2. **Development**
 - 2.1. Responsibility:
 - 2.2. Content:
 - 2.3. Submittal date:

595 Environmental policy

1. **Environmental Policy**
 - 1.1. Location: See A11/180.
 - 1.2. Evidence of compliance: Submit:
2. **Project Environmental Management System:** Develop a system compatible with the existing policy.
 - 2.1. Format:
 - 2.2. Specific Requirements:
 - 2.3. Evidence of compliance:
3. **Supporting information**
 - 3.1. Description:

3.2. Submittal date:

596 Environmental targets

1. BREEAM targets
 - 1.1. CO2 or energy arising from site activities
 - 1.2. CO2 or energy arising from transport to and from site
 - 1.3. Water consumption arising from site activities
 - 1.4. Air (dust) pollution arising from the site
 - 1.5. Water (ground and surface) pollution occurring on the site
 - 1.6. 80% of site timber is responsibly sourced and 100% is legally sourced.
2. Compliance: Monitor and submit report: Within one week of request.

599 Freedom of Information Act

1. Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
2. Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
3. Confidentiality: Maintain at all times.

Subletting/ supply**630 Domestic subcontracts**

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

635 Supply chain agreements

1. General: All consultants, subcontractors and suppliers possibly involved in the tasks listed must agree to the principles of collaborative working.
2. Agreements in place:
3. Proposed agreements: Provide details of all subcontractors/ suppliers who will be entering into framework agreements to undertake the tasks listed.
4. Submittal date: With Tender.

640 'Listed' domestic subcontractors

1. General: The work listed below and described in the contract documents must be carried out by persons identified in a list as provided for in Conditions of Contract, and clause A30/645:
 - 1.1. The work:
 - 1.2. The list: Enter into a contract with one of the following: N/A.....

645 'Listed' domestic subcontractors

1. Additional persons: Under the provisions of the Contract Conditions, make written application and, if requested, submit (in an approved form) evidence of the suitability of such additional persons. Wherever possible, submissions for addition of persons must be made, and consent obtained, before return of the tender. When any submission for addition of persons 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.

Client: Camborne Town Council

2. **Extent of list:** If less than three persons named in the list are able and willing to carry out the relevant work so that the relevant Conditions of Contract becomes operative, immediately notify for decision whether or not names shall be agreed for addition to the list.
3. **Agreement:** Before the start of the 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.

Ω End of Section

A31

Provision, content and use of documents

Definitions and interpretations

110 Definitions

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

120 Communication

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

130 Products

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

135 Site equipment

1. **Definition:** Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

140 Drawings

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

145 Contractor's choice

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

150 Contractor's Design

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

155 Submit proposals

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

160 Terms used in specification

1. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes removal and disposal of associated pipework, wiring, ductwork or other services.

Client: Camborne Town Council

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

170 Manufacturer and product reference

1. **Definition:** When used in this combination:
 - 1.1. **Manufacturer:** the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - 1.2. **Product reference:** the proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 Substitution of products

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

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

210 Cross references

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

220 Referenced documents

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

230 Equivalent products

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

240 Substitution of standards

- 1. **Specification to British Standard or European Standard:** Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- 2. **Before ordering:** Submit notification of all such substitutions.
- 3. **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 Currency of documents and information

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

260 Sizes

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

Documents provided on behalf of employer

410 Additional copies of the drawings/ documents

- 1. **Additional copies:** Issued as appended. Additional copies may be provided at a cost to the Contractor

440 Dimensions

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

460 The specification

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

Documents provided by contractor/ subcontractors/ suppliers

510 Changes/ amendments to Employer's requirements

1. **Contractor's changes to Employer's Requirements:** Support request for substitution or variation with all relevant information.
2. **Employer's amendments to Employer's Requirements:** If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed.
3. **Submit:**

600 Contractor's Design information

1. **General:** Complete the design and detailing of parts of the Works as specified.
2. **Provide**
 - 2.1. Production information based on the drawings, specification and other information.
 - 2.2. Liaison to ensure coordination of the work with related building elements and services.
3. **Master programme:** Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
4. **Information required:**
 - 4.1. **Format:** Word, EXCEL or PDF
 - 4.2. **Number of copies:** 3
5. **Submit:** Within one week of request.

610 Production information

1. **Contractor/ Domestic subcontractor provide:**
2. **Submit**
 - 2.1. For comment and make any necessary amendments.
 - 2.2. Sufficient copies of final version for distribution to all affected parties.

620 As-built drawings and information

1. **Contractor designed work:** Provide drawings/ information:
 - 1.1.
2. **Submit:** At least two weeks before date for completion.

630 Technical literature

1. **Information:** Keep on site for reference by all supervisory personnel:
 - 1.1. Manufacturers' current literature relating to all products to be used in the Works.
 - 1.2. Relevant British, EN or ISO Standards.

640 Maintenance instructions and guarantees

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

Client: Camborne Town Council

3. Emergency call out services: Provide telephone numbers for use after completion. Extent of cover:

650 Energy rating calculation

1. Calculation documentation
 - 1.1. Number of copies: 2
 - 1.2. Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

660 Environmental assessment information

1. Scheme type:
2. Assessment information
 - 2.1. Provide the following:
 - 2.2. Format:
 - 2.3. Submit: Within one week of request.

Document/ data interchange

850 Electronic data interchange (EDI)

1. Data: Types and classes of communication:
2. Parties: Between:
3. Requirements:

Ω End of Section

A32

Management of the works

Generally

110 Supervision

1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **Coordination:** Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

115 Considerate Constructors Scheme

1. **Registration:** Before starting work, register the site and pay the appropriate fee.
2. **Contact**
 - 2.1. **Address:** Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - 2.2. **Tel:** 01920 485959.
 - 2.3. **Fax:** 01920 485958.
 - 2.4. **Free phone:** 0800 7831423.
 - 2.5. **Web:** www.ccscheme.org.uk.
 - 2.6. **E mail:** enquiries@ccscheme.org.uk.
3. **Standard:** Comply with the scheme's Code of Considerate Practice.
 - 3.1. **Minimum compliance level:**

117 Constructing Better Health scheme

1. **Membership:** Register and submit evidence of registration.
2. **Contact**
 - 2.1. **Constructing Better Health, B&CE Building, Manor Royal, Crawley, West Sussex RH10 9QP.**
 - 2.2. **Tel:** 0845 873 7726
 - 2.3. **Email:** info@cbhscheme.co.uk
 - 2.4. **Website:** www.cbhscheme.co.uk

118 Vehicle safety requirements

1. **Vehicle equipment:** Ensure that all vehicles have the following:
 - 1.1. Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - 1.2. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - 1.3. Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - 1.4. Side under run guards.
2. **Driver training**
 - 2.1. Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - 2.2. Drivers must have a valid driving licence and be legally able to drive the vehicle.

Client: Camborne Town Council

3. **Scheme membership:** Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)
4. **Level of accreditation:** As required by law.
5. **Submittal date:** Must be valid at all times

120 Insurance

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

130 Insurance claims

1. **Notice:** If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the employer/ client, the person administering the Contract on their behalf and the Insurers.
2. **Failure to notify:** Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

140 Climatic conditions

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

150 Ownership

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

Programme/ progress

210 Programme

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

230 Submission of programme

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

240 Notice of commencement of work

1. **Part of the work:** As required to comply with this Contract
2. **Notice period (minimum):**

250 Monitoring

1. **Progress:** Record on a copy of the programme kept on site.
2. **Avoiding delays:** If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
3. **Key Performance Indicators**
 - 3.1 **Details:** In the event of proposed variation or dispute, fully authorized time sheets, submitted and approved by the Contract Administrator to be submitted detailing all work items together with planned and actual productivity for the items in question. Before any work commenced, approval to be given by the CA with the appropriate method of recording put in place.
 - 3.2 **Performance:** Record progress against each KPI.
 - 3.3 **Corrective action:** If performance falls below target, submit proposals as soon as possible.

260 Site meetings

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

265 Contractor's progress report

1. **General:** Submit a progress report at least 7 Days before the site meeting.
2. **Content:** Notwithstanding the Contractor's obligations under the Contract the report must include:
 - 2.1. A progress statement by reference to the master programme for the Works.
 - 2.2. Details of any matters materially affecting the regular progress of the Works.
 - 2.3. Subcontractors' and suppliers' progress reports.
 - 2.4. Any requirements for further drawings or details or instructions to fulfil any obligations under Conditions of Contract.

270 Contractor's site meetings

1. **General:** Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
2. **Frequency:** every 4 weeks
3. **Location:** On Site
4. **Accommodation:** Ensure availability at the timer of such meetings

Client: Camborne Town Council

5. Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
6. Chairperson: Contract Administrator
7. Preparation: Contractor to produce progress report with 10 photographs and full site records of programme monitoring site attendance records Health and Safety information any required information from the Consultants team 5 days prior to every meeting.

280 Photographs

1. Number of locations: 10
2. Frequency of intervals: Monthly with valuations and Contractors Progress report.
3. Image format: PDF
4. Number of images from each location: 3
5. Other requirements: As applicable depending on progress, location and specific site requirements.

285 Partial possession by Employer

1. Conditions of Contract clauses 2.33 to 2.37: Ensure all necessary access, services and other associated facilities are also complete.

290 Notice of completion

1. Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. Associated works: Ensure necessary access, services and facilities are complete.
3. Period of notice (minimum): 6 weeks.

310 Extensions of time

1. Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the Contract, written notice must also be given of all other causes which apply concurrently.
2. Details: As soon as possible submit:
 3. - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 4. - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 5. - All other relevant information required.

Control of cost

410 Cash flow forecast

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

420 Removal/ replacement of existing work

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

430 PROPOSED INSTRUCTIONS

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

440 Measurement

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

450 Daywork vouchers

1. **Before commencing work:** Give reasonable notice to person countersigning daywork vouchers.
2. **Content:** Before delivery each voucher must be:
 - 2.1. Referenced to the instruction under which the work is authorised.
 - 2.2. Signed by the Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.
 - 2.3. Submit: on week of request

460 Interim valuations

1. **Application by Contractor:** If made under Conditions of Contract clause 4.11, include details of amounts considered due, together with all necessary supporting information.
2. **Submit:** one week of request

470 Products not incorporated into the Works

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

475 Listed products stored off site

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

480 Labour and equipment returns

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

Ω End of Section

A33

Quality standards/ control

Standards of products and executions

110 Incomplete documentation

1. **General:** Where and to the extent that products or work are not fully documented, they are to be:
 - 1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - 1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.
 - 1.3. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.
2. **Contract documents:** Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 Workmanship skills

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

130 Quality of products

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

135 Quality of execution

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

140 Evidence of Compliance

1. **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
2. **Performance specification:** Submit evidence of compliance, including test reports indicating:
 - 2.1. Properties tested.
 - 2.2. Pass/ fail criteria.
 - 2.3. Test methods and procedures.
 - 2.4. Test results.
 - 2.5. Identity of testing agency.
 - 2.6. Test dates and times.
 - 2.7. Identities of witnesses.

2.8. Analysis of results.

150 Inspections

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

160 Related work

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

170 Manufacturer's recommendations/ instructions

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

180 Water for the works

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

Samples/ approvals**210 Samples**

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

220 Approval of products

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

230 Approval of execution

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

Accuracy/ setting out generally

310 Accuracy of instruments

1. Accuracy and tolerance: Use instruments and methods described in BS 5606, Annex A:
2. Evidence that all instruments employed on the project have been regularly calibrated and checked with appropriate proof of accuracy relative to each instrument.
3. Special requirements
 - 3.1. Instrument
 - 3.2. Linear dimensions:
 - 3.3. Angular dimensions:
 - 3.4. Verticality:
 - 3.5. Levels:

320 Setting out

1. General: Submit details of methods and equipment to be used in setting out the Works.
2. Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
3. Inform: When complete and before commencing construction.

330 Appearance and fit

1. Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - 1.1. Submit proposals; or
 - 1.2. Arrange for inspection of appearance of relevant aspects of partially finished work.
2. General tolerances (maximum): To BS 5606, tables 1 and 2.

340 Critical dimensions

1. Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
2. Location: Detailed on drawings. All dimensions on Contract Drawings are to be checked for sense and accuracy relative to each drawing and interfacing trade drawings and any discrepancy to be notified to the CA for correction before the relative work is ordered or commenced.

350 Levels of structural floors

1. Maximum tolerances for designed levels to be
 - 1.1. Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - 1.2. Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - 1.3. Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.

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- 1.4. Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
- 1.5. Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
- 1.6. Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 Record drawings

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

Services generally

410 Services regulations

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

420 Water regulations/ byelaws notification

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

430 Water regulations/ byelaws contractor's certificate

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

435 Electrical installation certificate

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

440 Gas, oil and solid fuel appliance installation certificate

1. **Before the completion date stated in the Contract:** Submit a certificate stating:
N/A

450 Mechanical and electrical services

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

Supervision/ inspection/ defective work

510 Supervision

1. **General:** In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
2. **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.
3. **Submittal date:** As per the programme to be submitted with Tender.
4. **Replacement:** Give maximum possible notice before changing person in charge or site agent.

520 Coordination of engineering services

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

530 Overtime working

1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - 1.1. **Minimum period of notice:** 5 working days.
2. **Concealed work:** If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 Defects in existing work

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may:
 - 2.1. Hinder access to defective products or work; or
 - 2.2. Be rendered abortive by remedial work.

550 Access for inspection

1. **Removal:** Before removing scaffolding or other facilities for access, give notice of not less than 2 weeks notice.

560 Tests and inspections

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

570 Air permeability

1. N/A

580 Continuity of thermal insulation

1. **Record and report:** Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:

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- 1.1. The address of the premises.
- 1.2. The Contractor's name and address.
- 1.3. The name, qualification and signature of the competent person responsible for checking compliance.
- 1.4. The date on which the installation was checked.
2. **Submit:** Before completion of the Works.
3. **Copy:** To be lodged in the building manual.

590 Resistance to passage of sound

N/A

595 Energy performance certificate

N/A

610 Proposals for rectification of defective products/ executions

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

620 Measures to establish acceptability

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

630 Quality control

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

Work at or after completion

710 Work before completion

1. **General:** Make good all damage consequent upon the Works.
2. **Temporary markings, coverings and protective wrappings:** Remove unless otherwise instructed.
3. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.

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5. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
7. **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 Security at completion

1. **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
2. **Keys:** Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 Making good defects

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

740 Highway/ sewer adoption

N/A

Ω End of Section

A34

Security/ safety/ protection

Security, health and safety

110 Pre-construction information

1. **Location:** Integral with the project Preliminaries, including but not restricted to the following sections:
 - 1.1. **Description of project:** Sections A10 and A11.
 - 1.2. **Client's consideration and management requirements:** Sections A12, A13 and A36.
 - 1.3. **Environmental restrictions and on-site risks:** Section A12, A35 and A34.
 - 1.4. **Significant design and construction hazards:** Section A34.
 - 1.5. **The health and safety file:** Section A37.
 - 1.6. **Before tendering:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
 - 1.7. **Arrangements for visit:** via the Contract Administrator.

120 Execution hazards

1. **Common hazards:** Not listed. Control by good management and site practice.
2. **Significant hazards:** The design of the project includes the following:
 - 2.1. **General:** The nature and condition of the site is contained in Structural Survey Appendix A
 - 2.2. **Information:** The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
 - 2.3. **Hazard:** Notwithstanding the other conditions, note the cautions to be taken in live electricity cables overhead and underground with location of electricity machinery on the site, live gas main, rotting timbers and supports and unsafe roof structures, asbestos products.
 - 2.4. **Precautions assumed:** Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.
 - 2.5. **Specification reference:** Site Survey report, Appendix A
 - 2.6. **Drawing reference:**

130 Product hazards

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

140 Construction phase health and safety plan

1. **Submission:** Present to the employer/ client no later than 4 weeks prior to commencement of work on site.

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2. **Confirmation:** Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.
3. **Content:** Develop the plan from, and draw on, the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

150 Security

1. **Protection:** Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. **Access:** Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
3. **Special requirements:** The Contractor will be responsible for site security.

160 Stability

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

170 Occupied premises

1. **Extent:** Existing buildings will be occupied and/ or used during the contract as follows: N/A.....
2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users, adjoining commercial and domestic properties,
3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

180 Access control

1. **Controlled areas:**
2. **Control type:**
3. **Authorised persons:** Submit a list of the names of all persons requiring access together with any other related information reasonably required.
4. **Return of credentials:** When requested or on completion of the work to which the controlled area relates.

190 Occupier's rules and regulations

1. **Compliance:** Conform to the occupier's rules and regulations affecting the site.
2. **Copies**
 - 2.1. **Location:**
 - 2.2. **Arrangements for inspection:**

200 Mobile telephones and portable electronic equipment

1. **Restrictions on use**
 - 1.1.

210 Safety provisions for site visits

1. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
2. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

220 Working precautions/ restrictions

1. **Hazardous areas:** Operatives must take precautions as follows:
 - 1.1. Work area:
 - 1.2. Precautions:
2. **Permit to work:** Operatives must comply with procedures in the following areas:
 - 2.1. Work area:
 - 2.2. Procedures:

Protect against the following

310 Explosives

1. **Use:** Not permitted.

320 Noise consent by local authority

1. **Consent:** Granted by the local authority under Part III of the Control of Pollution Act relating to the works providing the following conditions are met:
 - 1.1.

330 Noise and vibration

1. **Standard:** Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
2. **Noise levels from the Works:** Maximum level: dB(A) when measured from
3. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
4. **Restrictions:** Do not use:
 - 4.1. Percussion tools and other noisy appliances without consent during the hours of
 - 4.2. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 Pollution

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

350 Pesticides

1. **Use:** Not permitted.

360 Nuisance

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

370 Asbestos containing materials

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

371 Dangerous or hazardous substances

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

380 Fire prevention

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

390 Smoking on-site

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

400 Burning on-site

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

410 Moisture

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

420 Infected timber/ Contaminated materials

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

430 Waste

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

440 Electromagnetic interference

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

450 Laser equipment

1. **Construction laser equipment:** Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
2. **Class 1 or Class 2 laser equipment:** Ensure laser beam is not set at eye level and is terminated at the end of its useful path.

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3. **Class 3R and Class 3B laser equipment:** Do not use without approval and subject to submission of a method statement on its safe use.

460 Powder actuated fixing systems

1. **Use:** Not permitted.

470 Invasive species

1. **General:** Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or works economically, environmentally or ecologically.
2. **Special precautions:**
3. **Duty:** Report immediately any suspected invasive species discovered during execution of the works.
 - 3.1. Do not disturb.
 - 3.2. Agree methods for safe eradication or removal.

Protect the following

510 Existing services

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

520 Roads and footpaths

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

530 Existing topsoil/ subsoil

1. **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.

2. **Protection:** Before starting work submit proposals for protective measures.

540 Retained trees/ shrubs/ grassed areas

1. **Protection:** Preserve and prevent damage, except those not required.
2. **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 Retained trees

1. **Protected area:** Unless agreed otherwise, do not:
 - 1.1. Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area.
 - 1.2. Sever roots exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
 - 1.3. Change level of ground within an area 3 m beyond branch spread.

555 Wildlife species and habitats

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

560 Existing features

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

570 Existing work

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

580 Building interiors

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

600 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
2. **Extent:** Before work in each room starts, the following will be removed:
 - 2.1. See works package for stripping out Pricing Document Appendix F

610 Especially valuable/ vulnerable items

1. **Protection:** Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - 1.1.
2. **Method statement:** Submit within one week of request describing special protection to be provided.

620 Adjoining property

1. **Agreement:** Access to and/ or use of the following has been agreed with adjacent owners:
 - 1.1.
2. **Permission:** Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

625 Adjoining property restrictions

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

630 Existing structures

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

640 Materials for recycling/ reuse

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

Ω End of Section

A35**Specific limitations on method/ sequence/ timing****Clauses****110 Scope**

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

120 Design constraints

1. **Details:**

130 Method/ sequence of work

1. **Specific Limitations:** Include the following in the programme:
 - 1.1. Contractor to present a programme of work

140 Scaffolding

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

160 Use or disposal of materials

1. **Specific limitations:**

170 Working Hours

1. **Specific limitations:**

180 Completion in sections or in parts

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

Ω End of Section

A36

Facilities/ temporary work/ services

Generally

110 Spoil heaps, temporary works and services

1. **Location:** Give notice and details of intended siting.
2. **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

Accommodation

210 Room for meetings

1. **Facilities:** Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
2. **Furniture and Equipment:** Provide table and chairs for 6 of Employers Consultants, people (Plus Contractors representatives).

220 Site Accommodation

1. **Purpose:**
2. **Facilities:** Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:
3.
 - 3.1. **Status:** Site office for meetings may be part of the contractor's own accommodation
 - 3.2. **Location:** On Site
 - 3.3. **Floor area:** 30 square metres minimum For Employers/Consultants.
 - 3.4. **Furniture and equipment:** Chairs and desk of 6 persons as above.
 - 3.5. **Temperature control:** Heating and ventilation
 - 3.6. **Lighting:** TBA
 - 3.7. **Services:**
 - 3.8. **Sanitary facilities:** to be made
 - 3.9. **Consumables:** N/A
 - 3.10. **Attendance:** As above

260 Sanitary accommodation

1. **Requirement:** Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

270 Accommodation/ land not included in the site

1. **General:** The following may be used for the duration of the Contract without charge provided that:
 - 1.1. It is used solely for the purposes of carrying out the Contract work.
 - 1.2. The use to which it is put does not involve undue risk of damage.
 - 1.3. Any temporary adaptations are approved by or on behalf of the Employer/ Purchaser before being carried out.
 - 1.4. It is vacated on completion of the contract work or determination of the Contract.
 - 1.5. When vacated, its condition is at least equivalent to its condition at the start of the Contract.

2. The accommodation/ land:
3. Available services:

280 Accommodation Use/ Location

1. Restrictions
 - 1.1. Location
 - 1.2. Timing:

290 Parking

1. Provide and maintain exclusively for use by Employer's representatives: 6 Car Parking spaces.

Temporary works

310 Roads

1. Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - 1.1. Details:
 - 1.2. Restrictions on use:
 - 1.3. Protective or remedial measures:

320 Temporary works

1. Employer's specific requirements: Provide:

330 Temporary protection to existing trees/ vegetation

1. Temporary protection: Provide before starting work in locations shown on drawing
2. Protective barriers and any other relevant physical protection measures: To BS 5837.
3. Design details of the proposed physical means of protection:
4. Areas of structural landscaping to be protected from construction operations:
5. Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 Name boards/ advertisements

1. Name boards/ advertisements: Not permitted.

Services and facilities

410 Lighting

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

420 Lighting and power

1. Supply: Electricity from the existing mains may be used for the Works if available, as follows: Existing services on site may be used, however the Contractor is responsible for all connections, terminations and to pay all charges both for connections and use of the services and consumptions.
 - 1.1. Metering:
 - 1.2. Point of supply:
 - 1.3. Available capacity:
 - 1.4. Frequency:

- 1.5. Phase:
- 1.6. Current:
2. **Continuity:** No responsibility will be accepted for the consequences of failure or restriction in supply.

425 Gas

1. **Supply:** The existing mains may be used for the Works as follows:
 - 1.1. Metering:
 - 1.2. Source:
 - 1.3. Location of supply point:
 - 1.4. Conditions/ Restrictions:
2. **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

430 Water

1. **Supply:** The existing mains may be used for the Works if available, as follows: Water from the existing mains may be used for the Works as follows: Existing services on site may be used, however the Contractor is responsible for all connections, terminations and to pay all charges both for connections and use of the services and consumptions.
 - 1.1. Metering:
 - 1.2. Source:
 - 1.3. Location of supply point:
 - 1.4. Conditions/ Restrictions:
2. **Continuity:** No responsibility will be accepted for the consequences of failure or restriction in supply.

440 Telephones

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

450 Employer's site telephones

1. **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.
2. **Extensions:** In approved locations as follows:
 - 2.1. N/A.....
3. **Employer's call charges:** Include a provisional sum for the cost of calls made from site by those acting on behalf of the Employer of ...N/A.....

460 Fax installation

1. **General:** As soon as practicable after the start on site provide a suitable on site fax installation, with a separate dedicated telephone line, for use by the Contractor, Subcontractors and other members of the project team.
2. **Employer's call charges:** Allow for the cost of a reasonable number of transmissions made by other members of the project team.

470 E-mail and internet facility

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

480 Photocopier

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

510 Temperature and humidity

1. **Levels required by the Employer:** Maintain the following:
 - 1.1. TBA

520 Use of permanent heating system

1. **Permanent heating installation:** May be used for drying out the Works/ services and controlling temperature and humidity levels.
2. **Installation:** If used:
 - 2.1. Take responsibility for operation, maintenance and remedial work.
 - 2.2. Arrange supervision by and indemnification of the appropriate Subcontractors.
 - 2.3. Pay costs arising.

530 Beneficial use of installed systems

1. **The following permanent systems may be used for the Works:** Select from list
2. **Details:** N/A

540 Meter readings

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

550 Thermometers

1. **General:** Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

560 Surveying Equipment

1. **General:** Provide on site and maintain in accurate condition:

570 Personal protective equipment

1. **General:** Provide for the sole use of other members of the project team, in sizes to be specified:
 - 1.1. Safety helmets to BS EN 397, neither damaged nor time-expired. Number required:
 - 1.2. High-visibility waistcoats to BS EN ISO 20471 Class Number required:
 - 1.3. Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required:
 - 1.4. Disposable respirators to BS EN 149.FFP1S.
 - 1.5. Eye protection to BS EN ISO 16321-1 and BS EN ISO 16321-3.

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- 1.6. Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
- 1.7. Hand protection - to BS EN 388, 407, 420 or 511, as appropriate.

Ω End of Section

A37**Operation/ maintenance of the finished works****Generally****110 The building manual**

1. **Purpose:** The manual is to be a comprehensive information source and guide for owners and users of the completed works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
2. **Scope**
 - 2.1. **Part 1: General:** content as clause 120.
 - 2.2. **Part 2: Fabric:** content as clause 130.
 - 2.3. **Part 3: Services:** content as clause 140.
 - 2.4. **Part 4: The Health and Safety File:** content as clause 150.
 - 2.5. **Part 5: Building User Guide:** content as clause 151.
3. **Responsibility:** The building manual is to be produced by The Contractor and must be complete no later than 2 weeks prior to Practical Completion
4. **Information provided by others:** Details: All Contractors, Sub Contractors and suppliers as appropriate.
5. **Compilation**
 - 5.1. Prepare all information for contractor designed or performance specified work including as-built drawings.
 - 5.2. Obtain or prepare all other information to be included in the manual.
6. **Reviewing the manual:** Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
7. **Final copies of the manual**
 - 7.1. **Number of copies:** 2
 - 7.2. **Format:** A4 Laminated sheets in loose leaf binder together with 2 CDs of all documents and drawings
 - 7.3. **Latest date for submission:** 2 weeks before the date for completion stated in the contract.
8. **As-built drawings and schedules**
 - 8.1. **Number of copies:** 2
 - 8.2. **Format:** PDF

115 The Health and Safety File

1. **Responsibility:**
2. **Content:** Obtain and provide the following information: All records of audits, and incidents and full documentation of H & S guidance with cleaning advice, materials and correct chemicals to be used
3. **Format:** PDF laminated
4. **Delivery to:** Contract Administrator By (date): **3rd April 2025**

120 Content of the building manual part 1: General

1. **Content:** Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. **Index:** list the constituent parts of the manual, together with their location in the document.
3. **The Works**

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- 3.1. Description of the buildings and facilities.
- 3.2. Ownership and tenancy, where relevant
- 3.3. Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
4. The Contract
 - 4.1. Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - 4.2. Overall design criteria.
 - 4.3. Environmental performance requirements
 - 4.4. Relevant authorities, consents and approvals.
 - 4.5. Third party certification, such as those made by “competent” persons in accordance with the Building Regulations
5. Operational requirements and constraints of a general nature
 - 5.1. Maintenance contracts and contractors.
 - 5.2. Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
 - 5.3. Emergency procedures and contact details in case of emergency.
 - 5.4. Other specific requirements:
6. Description and location of other key documents.
7. Timescale for completion:

130 Content of the building manual part 2: Building fabric

1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. Detailed design criteria, including
 - 2.1. Floor and roof loadings.
 - 2.2. Durability of individual components and elements.
 - 2.3. Loading restrictions.
 - 2.4. Insulation values.
 - 2.5. Fire ratings.
 - 2.6. Other relevant performance requirements.
3. Construction of the building
 - 3.1. A detailed description of methods and materials used.
 - 3.2. As-built drawings recording the construction, together with an index.
 - 3.3. Information and guidance concerning repair, renovation or demolition/ deconstruction.
4. Periodic building maintenance guide chart.
5. Inspection reports.
6. Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
7. Fixtures, fittings and components schedule and index.
8. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
9. Test certificates and reports required in the specification or in accordance with legislation, including
 - 9.1. Air permeability.
 - 9.2. Resistance to passage of sound.

- 9.3. Continuity of insulation.
- 9.4. Electricity and Gas safety.
- 9.5.
- 10. Other specific requirements:
- 11. Timescale for completion:

140 Content of the building manual part 3: Building services

1. **Content:** Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. Detailed design criteria and description of the systems, including
 - 2.1. Services capacity, loadings and restrictions
 - 2.2. Services instructions.
 - 2.3. Services log sheets.
 - 2.4. Manufacturers' instruction manuals and leaflets index.
 - 2.5. Fixtures, fittings and component schedule index.
3. Detailed description of methods and materials used.
4. As-built drawings for each system recording the construction, together with an index, including
 - 4.1. Diagrammatic drawings indicating principal items of plant, equipment and fittings
 - 4.2. Record drawings showing overall installation
 - 4.3. Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - 4.4. Identification of services – a legend for colour coded services.
5. Product details, including for each item of plant and equipment
 - 5.1. Name, address and contact details of the manufacturer.
 - 5.2. Catalogue number or reference
 - 5.3. Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - 5.4. Information and guidance concerning dismantling, repair, renovation or decommissioning.
6. **Operation:** A description of the operation of each system, including:
 - 6.1. Starting up, operation and shutting down
 - 6.2. Control sequences
 - 6.3. Procedures for seasonal changeover
 - 6.4. Procedures for diagnostics, troubleshooting and faultfinding.
7. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
8. Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including
 - 8.1. Electrical circuit tests.
 - 8.2. Corrosion tests.
 - 8.3. Type tests.
 - 8.4. Work tests.
 - 8.5. Start and commissioning tests.
9. **Equipment settings:** Schedules of fixed and variable equipment settings established during commissioning.
10. **Preventative maintenance:** Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems

11. **Lubrication:** Schedules of all lubricated items
12. **Consumables:** A list of all consumable items and their source.
13. **Spares:** A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
14. Emergency procedures for all systems, significant items of plant and equipment.
15. Annual maintenance summary chart.
16. **Other specific requirements:**
17. **Timescale for completion:**

150 Content of the building manual part 4: the Health and Safety File

1. **Content:** obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - 1.1. residual hazards and how they have been dealt with
 - 1.2. hazardous materials used
 - 1.3. information regarding the removal or dismantling of installed plant and equipment
 - 1.4. health and safety information about equipment provided for cleaning or maintaining the structure;
 - 1.5. the nature, location and markings of significant services,
 - 1.6. information and as-built drawings of the structure, its plant and equipment
 - 1.7.
2. Information prepared by others: Details:
3. **Timescale for completion:** 2 weeks before PC Date
4. **Submit to:** C A

151 Content of the building manual part 5: the building user guide

1. **Content:** Obtain and provide the following:
 - 1.1. Building services information.
 - 1.2. Emergency information.
 - 1.3. Energy & environmental strategy.
 - 1.4. Water use.
 - 1.5. Transport facilities.
 - 1.6. Materials & waste policy.
 - 1.7. Re-fit/ re-arrangement considerations.
 - 1.8. Reporting provision.
 - 1.9. Training.
 - 1.10. Links & references.
2. **Other specific requirements:**
3. **Timescale for completion:**

160 Presentation of building manual

1. **Format:** A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
2. **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.
3. **As-built drawings:** The main sets may form annexes to the Manual.

190 Maintenance service

1. **Scope:** Provide a comprehensive maintenance service for the following items of plant and equipment. Include all planned preventative maintenance, as set out within the maintenance schedule, and replacement of all consumable items.
 - 1.1.
2. **Terms:**
3. **Commencement:**
4. **Duration:**

210 Information for commissioning of services

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

220 Training

1. **Objective:** Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
2. **Level of training**
3. **Time allowance:** Include a minimum of ...7..... days.

230 Spare parts

1. **General:** Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
2. **Content:** Include in the priced schedule for:
 - 2.1. Manufacturers' current prices, including packaging and delivery to site.
 - 2.2. Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - 2.3. Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - 2.4. Painting, greasing, etc. and packing to prevent deterioration during storage.
3. **Latest date for submission:** 2 weeks before PC

250 Tools

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

Ω End of Section

A40

Contractor's general cost items: management and staff

Clauses

110 Management and staff

1. Cost-significant items:

Ω End of Section

A41

Contractor's general cost items: site accommodation

Clauses

110 Site accommodation

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

Ω End of Section



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A42

Contractor's general cost items: services and facilities

Clauses

110 Power

1. Cost significant items:

120 Lighting

1. Cost significant items:

130 Fuels

1. Cost significant items:

140 Water

1. Cost significant items:

150 Telephone and administration

1. Cost significant items:

160 Safety, health and welfare

1. See clause A34/210.
2. Cost significant items:

170 Storage of materials

1. Cost significant items:

180 Rubbish disposal

1. See clause A34/430.
2. Cost significant items:

190 Cleaning

1. See clause A33/710.
2. Cost significant items:

200 Drying out

1. See clause A34/410.
2. Cost significant items:

210 Protection of work in all sections

1. Cost significant items:

220 Security

1. See clause A34/150.

2. Cost significant items:

230 Maintain public and private roads

1. See clause A34/520.
2. Cost significant items:

240 Small plant and tools

1. Cost significant items:

250 Others

1. Heading:
2. Cost significant items:

310 Additional services and facilities items

1. Heading: TO BE COMPLETED BY CONTRACTOR
2. Cost significant items:

Ω End of Section

A43

Contractor's general cost items: mechanical plant

Clauses

110 Cranes

1. Cost significant items:

120 Hoists

1. Cost significant items:

140 Transport

1. Cost significant items:

150 Earthmoving plant

1. Cost significant items:

160 Concrete plant

1. Cost significant items:

170 Piling plant

1. Cost significant items:

180 Paving and surfacing plant

1. Cost significant items:

200 Additional mechanical plant

1. Cost significant items: TO BE COMPLETED BY CONTRACTOR

Ω End of Section

A44

Contractor's general cost items: temporary works

Clauses

110 Temporary roads

1. Cost significant items:

120 Temporary walkways

1. Cost significant items:

130 Access scaffolding

1. Cost significant items:

140 Support scaffolding and propping

1. Cost significant items:

150 Hoardings, fans, fencing, etc.

1. Cost significant items:

160 Hardstanding

1. Cost significant items:

170 Traffic regulations

1. Cost significant items:

200 Additional temporary works

1. Cost significant items: TO BE COMPLETED BY CONTRACTOR

Ω End of Section

A50

Work/ products by/ on behalf of the employer

Clauses

110 Work by/ on behalf of employer

1. Title:
2. Description of work:
3. Carried out by:
4. Attendance: Allow for the following additional to those reasonably required by the conditions of contract:-

120 Products provided by/ on behalf of employer

1. **General:** Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.
2. **Handling:** Accept delivery, check against receipts and take into appropriate storage.
3. **Surplus products:** Keep safe and obtain instructions.

Ω End of Section

A53

Work by statutory authorities/ undertakers

Clauses

110 Work by Local Authority

1. Item:
2. Description of work:
3. Provisional Sum: Include
4. Allow for general attendance.

120 Work by statutory undertakers

1. Item:
2. Description of work:
3. Provisional Sum: Include
4. Allow for general attendance.

Ω End of Section

A54

Provisional work/ items

Clauses

110 Provisional sums for defined work, for use with SMM7/ NRM2

1. Item:
2. Description of work:
3. Provisional Sums: Include
4. Allow for general attendance.

210 Provisional sums for undefined work, for use with SMM7/ NRM2

1. Item:
2. Description of work:
3. Provisional Sums: Include
4. Allow for general attendance.

310 Work where compliance with SMM7/ NRM2 is not required

1. Item:
2. Description of work:
3. Provisional Sums: Include
4. Allow for general attendance.

510 Provisional sums not specifically for work - Insurance against damage to property

1. Provisional Sum: include for insurance referred to in Conditions of Contract clause 6.5.1:

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

1. Provisional sum: Include:

530 Provisional sums not specifically for work – Tests and samples

1. Provisional sum: Include for tests and samples additional to those specified:

540 Provisional sums not specifically for work – Progress photographs

1. Provisional sum: Include:

550 Provisional sums not specifically for work – Extra cost of authorised overtime

1. Provisional sum: Include:
2. Basis for calculating such extra cost: Rates of basic pay, allowances and additional payments, for use with the Working Rule Agreement for the Construction Industry, published by the Construction Industry Joint Council, current when the work is carried out, together with additional payments for continuous extra skill or responsibility or intermittent responsibility, as appropriate.
3. Percentage addition: Add to cover the cost of the non-productive element only of overtime, incidental costs, overheads and profit,
 - 3.1. At time and one half: TO BE COMPLETED BY CONTRACTOR%.

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3.2. At double time: TO BE COMPLETED BY CONTRACTOR%.

560 Provisional sums not specifically for work

1. Item:
2. Provisional sum: Include:

590 Contingencies

1. Provisional sum: Include:

Ω End of Section

A55 Dayworks

Clauses

110 Labour

1. Provisional sum: Include prime cost of labour incurred before the Final Completion Date:
 - 1.1. Percentage adjustment: Add to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
2. Provisional sum: Include prime cost of labour incurred after the Final Completion Date:
 - 2.1. Percentage adjustment: Add to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.

120 Products

1. Provisional sum: Include prime cost incurred at any time during the Contract
 - 1.1. Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.

130 Equipment

1. Provisional sum: Include prime cost of plant (equipment) incurred before the Final Completion Date:
 - 1.1. Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
2. Provisional sum: Include prime cost of plant (equipment) incurred after the Final Completion Date:
 - 2.1. Percentage adjustment to cover incidental costs, overheads and profit TO BE COMPLETED BY CONTRACTOR%.
3. **Plant (equipment) costs:** Rates set out in the Schedule of Basic Plant Charges published by the RICS current at the Date of Tender.

140 Specialist trades

1. Include Provisional Sums for dayworks within the province of:
2. **RICS/ Electrical Contractors' Association**
 - 2.1. Prime cost of labour: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
 - 2.2. Prime cost of materials and goods: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
 - 2.3. Prime cost of plant: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
3. **RICS/ Building Engineering Services Association**
 - 3.1. Prime cost of labour: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
 - 3.2. Prime cost of materials and goods: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
 - 3.3. Prime cost of plant: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
4. **RICS/ National Association of Plumbing, Heating and Mechanical Services contractors**
 - 4.1. Prime cost of labour: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.

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- 4.2. Prime cost of materials and goods: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
- 4.3. Prime cost of plant: The sum of £ Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.

Ω End of Section

A56

Advance procurement

Clauses

110 Fixing

1. **Scope:** Items procured in advance do not include for Main Contractor's receiving, unloading, handling, storing, returning packing, hoisting into position and fixing, which must be allowed for in the appropriate work section.

120 Planting

1. **Scope:** Items for plants and trees do not include for planting, maintenance and guarantee, which should be allowed for in the appropriate work section.

130 Advance procurement

1. Item:
 - 1.1. Description of the work:
 - 1.2. Supplied by:
2. PC sum
 - 2.1. Include:
 - 2.2. Main Contractor's profit: Add%.

Ω End of Section



Specification created using NBS Chorus