

# **PROJECT SPECIFICATION**

## **ROOM 15 REFURBISHMENT**

**at**

**THE WALKER ART GALLERY  
WILLIAM BROWN STREET  
LIVERPOOL**

**for**

**NATIONAL MUSEUMS LIVERPOOL**

National Museums Liverpool  
Estate Management  
127 Dale Street  
Liverpool  
L2 2JH

April 2017  
Tender

## **C O N T E N T S**

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- 2.0            Specification**
- 3.0            Provisional Sums**
- 4.0            Contingencies**
- 5.0            Tender Summary**

# **Walker Art Gallery Room 15 Refurbishment**

**06 April 2017**

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## **A10 PROJECT PARTICULARS**

### **110 THE PROJECT**

- Name: Refurbishment of Room 15.
- Nature: Redecoration, Lighting upgrade, .
- Location: Walker Art Gallery, William brown Street, Liverpool L3 8EL .
- Length of contract: 6 weeks.

### **120 EMPLOYER (CLIENT)**

- Name: National Museums Liverpool.
- Address: 127 Dale street, Liverpool, L2 2JH.
- Contact: Mike Collins.
- Telephone: 0151 478 4664.
- E-mail: mike.collins@liverpoolmuseums.org.uk.

### **130 PRINCIPAL CONTRACTOR (CDM)**

- Name: to be confirmed.
- Address: to be confirmed.
- Contact: to be confirmed.
- Telephone: to be confirmed.
- E-mail: to be confirmed.

### **140 ARCHITECT/ CONTRACT ADMINISTRATOR**

- Name: NML Estate Management.
- Address: 127 Dale Street.
- Contact: Mike Collins.
- Telephone: as above.
- E-mail: as above.

### **150 PRINCIPAL DESIGNER**

- Name: National Museums Liverpool.
- Address: 127 Dale Street, Liverpool, L2 2JH.
- Contact: Mr Mike Collins.
- Telephone: 0151 478 4664.
- E-mail: mike.collins@liverpoolmuseums.org.uk.

## **A11 TENDER AND CONTRACT DOCUMENTS**

### **110 TENDER DRAWINGS**

- The tender drawings are: as listed on contract schedule.

### **120 CONTRACT DRAWINGS**

- The Contract Drawings: The same as the tender drawings.

### **160 PRECONSTRUCTION INFORMATION**

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

#### 180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of National Museums Liverpool.
- The documents include: Asbestos Register.

### **A12 THE SITE/ EXISTING BUILDINGS**

#### 110 THE SITE

- Description: The Art Gallery is a two storey Neo-classical Grade II\* listed building. Routes to and around the site are largely pedestrianised with restricted vehicle access to the front and rear of the building. .

#### 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The building is flanked by Central Library (Liverpool City Council) and County Sessions House (National Museums Liverpool) .

#### 180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Dale Street.
- Other documents: Asbestos Register.
- Arrangements for inspection: CA.

#### 200 ACCESS TO THE SITE

- Description: Routes to and around the site are largely pedestrianised with restricted vehicular access to the front and rear of the building. Access to the building will be restricted during the opening hours of 10 a.m - 5. p.m. and no materials or tools to be carried through the galleries during these hours .
- Limitations: The art gallery will be open to the public during the contract period except room 15..

#### 210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: There is a private car park to the rear of the building where the contractor may locate a welfare cabin if needed and park 2 vehicles during the contract period and while on site.

#### 220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: As above.

#### 230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
  - The building is a public art gallery open 7 days a week. The surrounding buildings are used for recreational and commercial activities..

240 HEALTH AND SAFETY HAZARDS

- 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:
  - access and egress to site
  - work at height
  - buried services
  - dust inhalation
  - power tools
- 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.
- 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

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Refer to 2.9 Target Timetable .

## **A13 DESCRIPTION OF THE WORK**

120 THE WORKS

- Description: Fully decorate Room 15, replace and upgrade the lighting system and replace the cast iron radiators.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: ADT are the maintenance contractor for the fire alarm system and will carry out the associated works to the smoke heads and sounders..

140 COMPLETION WORK BY OTHERS

- Description: N/A.

## **A20 JCT MINOR WORK BUILDING CONTRACT (MW)**

### **JCT MINOR WORKS BUILDING CONTRACT**

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

### **THE RECITALS**

#### **First - THE WORKS AND THE CONTRACT ADMINISTRATOR**

- The work comprises: Full redecoration to Room 15 plus the upgrading of lighting, power supply and radiators.
- Architect/ Contract Administrator: See clause A10/140.

#### **Second - CONTRACT DOCUMENTS**

- Contract drawings: As listed in clause A11/120.  
Contract documents: The following have been prepared which show and describe the work to be done A specification and Work schedules.

#### Third - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Contract specification.

### THE ARTICLES

#### 3 - ARCHITECT/ CONTRACT ADMINISTRATOR

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

#### 4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

### CONTRACT PARTICULARS

#### Fourth Recital and Schedule 2 - BASE DATE

- Base date: The date tenders are returned.

#### Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

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

#### Fifth Recital - CDM REGULATIONS

- The project is notifiable.

#### Seventh Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 applies. Where Supplemental Provision 6 applies, the respective nominees of the parties are:
  - Employer's nominee: TBC.
  - Contractor's nominee: \_\_\_\_\_.Or such replacement as each party may notify to the other from time to time.

#### Clause 2.3 - COMMENCEMENT AND COMPLETION

- Works Commencement date: 15th May 2017.
- Date for Completion: 23rd June 2017.

#### Clause 2.8 - LIQUIDATED DAMAGES

- At the rate of £150 per calendar week or pro-rata thereto.

#### Clause 2.10 - RECTIFICATION PERIOD

- Period: twelve months from the date of practical completion.

#### Clause 4.3 - INTERIM PAYMENTS

- Interim Valuation Dates:
  - The first Interim Valuation Date is: one month after works commence.
  - Thereafter at intervals of: one month.
- Payments due prior to practical completion:
  - Percentage of total value of the work etc.: 95 per cent.
- Payments becoming due on or after practical completion:
  - Percentage of the total amount to be paid: 97½ per cent.



Clause 4.3 and 4.8 - FLUCTUATIONS PROVISION

- The following fluctuations provision applies: Schedule 2 (Contribution, levy and tax changes).
- Where Schedule 2 applies, the percentage addition (paragraph 13) is deleted.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: Three months from the date of practical completion.

Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
  - Not less than: £5,000,000.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS, ETC. - ALTERNATIVE PROVISIONS

- Clause 5.4C applies.
- Where clause 5.4.A or 5.4B applies. percentage to cover professional fees: 15 per cent.
- Where clause 5.4.C applies:
  - insurance arrangements - details of the required policy or policies: Government policy of non insurance as it applies to National Museums Liverpool. Any claim will be dealt with on its own merits and on the basis that strict liability applies.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: RICS.
- Nominating body: Royal Institution of Chartered Surveyors.

**THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a deed.

**A30 TENDERING/ SUBLETTING/ SUPPLY**

## **MAIN CONTRACT TENDERING**

### **110 SCOPE**

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

### **145 TENDERING PROCEDURE**

- General: In accordance with the principles of: Contracts Finder Documentation.
- Arithmetical errors: Pricing document is dominant.

### **160 EXCLUSIONS**

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

### **170 ACCEPTANCE OF TENDER**

- 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.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

### **190 PERIOD OF VALIDITY**

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

## **PRICING/ SUBMISSION OF DOCUMENTS**

### **210 PRELIMINARIES IN THE SPECIFICATION**

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

### **250 PRICED DOCUMENTS**

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

### **310 TENDER**

- 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.

510 ALTERNATIVE METHOD TENDERS

- 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.
- 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.
- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- Submit: With tender.

530 SUBSTITUTE PRODUCTS

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

550 HEALTH AND SAFETY INFORMATION

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

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

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

### **DEFINITIONS AND INTERPRETATIONS**

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

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

130 PRODUCTS

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

135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

140 DRAWINGS

- Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

145 CONTRACTOR'S CHOICE

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

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- 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 taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- 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.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
  - Manufacturer: The firm under whose name the particular product is marketed.
  - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

## 200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;
  - function;
  - compatibility of accessories;
  - proposed revisions to drawings and specification;
  - compatibility with adjacent work;
  - appearance;
  - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

## 210 CROSS REFERENCES

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

## 220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

## 230 EQUIVALENT PRODUCTS

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

## 240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- 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.

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

## 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

## 440 DIMENSIONS

- Scaled dimensions: Do not rely on.

## 460 THE SPECIFICATION

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

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

### **630 TECHNICAL LITERATURE**

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

### **640 MAINTENANCE INSTRUCTIONS AND GUARANTEES**

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

## **A32 MANAGEMENT OF THE WORKS**

### **GENERALLY**

#### **110 SUPERVISION**

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

#### **120 INSURANCE**

- 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**

- 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, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

#### **150 OWNERSHIP**

- 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**

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.
  - Running in, adjustment, commissioning and testing of all engineering services and installations.
  - Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - Work by others concurrent with the Contract.
- Submit one copy.

245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of two weeks.

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- 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.
- Key Performance Indicators:
  - Details: Budget and programme.
  - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: on site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

290 NOTICE OF COMPLETION

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

310 EXTENSIONS OF TIME

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

**CONTROL OF COST**

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

430 PROPOSED INSTRUCTIONS

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

**A33 QUALITY STANDARDS/ CONTROL**



## **STANDARDS OF PRODUCTS AND EXECUTIONS**

### **110 INCOMPLETE DOCUMENTATION**

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

### **120 WORKMANSHIP SKILLS**

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

### **130 QUALITY OF PRODUCTS**

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

### **135 QUALITY OF EXECUTION**

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

### **140 COMPLIANCE**

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.
  - Analysis of results.

150    **INSPECTIONS**

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

160    **RELATED WORK**

- 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:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170    **MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180    **WATER FOR THE WORKS**

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

**SAMPLES/ APPROVALS**

210    **SAMPLES**

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

220    **APPROVAL OF PRODUCTS**

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

#### 230 APPROVAL OF EXECUTION

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

#### **ACCURACY/ SETTING OUT GENERALLY**

#### 320 SETTING OUT

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

#### 330 APPEARANCE AND FIT

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

#### **SERVICES GENERALLY**

#### 410 SERVICES REGULATIONS

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

#### 435 ELECTRICAL INSTALLATION CERTIFICATE

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

#### 445 SERVICE RUNS

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

#### 450 MECHANICAL AND ELECTRICAL SERVICES

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

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

#### 525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Contract Administrator.

**530 OVERTIME WORKING**

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - Minimum period of notice: Two days.
- 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**

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

**560 TESTS AND INSPECTIONS**

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

**610 DEFECTIVE PRODUCTS/ EXECUTIONS**

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

**WORK AT OR AFTER COMPLETION**

**710 WORK BEFORE COMPLETION**

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

**720 SECURITY AT COMPLETION**

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

**730 MAKING GOOD DEFECTS**

- Remedial work: Arrange access with Contract Administrator.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

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

### **SECURITY, HEALTH AND SAFETY**

#### **120 EXECUTION HAZARDS**

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Hazard: working at height.
  - Precautions assumed: approved scaffolding.
  - Specification reference: construction phase health and safety plan.
  - Drawing reference: N/A.

#### **140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Submission: Present to the Employer/ Client no later than before commencing work.
- 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.
- 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/ Preconstruction information.

#### **150 SECURITY**

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: refer to security instructions.

#### **160 STABILITY**

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

#### **170 OCCUPIED PREMISES**

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: the art gallery will be open to the public throughout the contract and 24 hour access is required to the work site. .
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

#### **180 ACCESS CONTROL**

- Controlled areas: refer to attached security instructions of the art gallery. .
- Control type: Pass card.
- Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
- Return of credentials: When requested or on completion of the work to which the controlled area relates.

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies:
  - Location: on site.
  - Arrangements for inspection: CA.

**PROTECT AGAINST THE FOLLOWING**

370 ASBESTOS CONTAINING MATERIALS

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

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.

380 FIRE PREVENTION

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

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Permitted subject to compliance with relevant regulations. Ensure fires:
  - Do not contain plastics, flammable liquids or other hazardous materials likely to generate dark or toxic smoke or toxic residues.
  - Are not situated within 10 metres of any tree canopy, shrubs, buildings, structures, combustible materials, etc or a public highway.
  - Are not lit if there is a danger of sparks reaching adjacent flammable areas, e.g. heathland, forests or ripe cereal crops.
  - Do not produce drifting smoke where it may be hazardous, e.g. across highways.
  - Will not interfere with amenity enjoyment of a site.
  - Are never left unattended.
  - Are extinguished at the end of each working day.

410 MOISTURE

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

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

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

#### 430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

#### 440 ELECTROMAGNETIC INTERFERENCE

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

#### 460 POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

### **PROTECT THE FOLLOWING**

#### 510 EXISTING SERVICES

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

#### 560 EXISTING FEATURES

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

#### 570 EXISTING WORK

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

580 BUILDING INTERIORS

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

610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

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

640 MATERIALS FOR RECYCLING/ REUSE

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

### **A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

170 WORKING HOURS

- Specific limitations: 8.00 a.m. - 5.00 p.m..

### **A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

#### **GENERALLY**

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

#### **ACCOMMODATION**

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
  - It is used solely for the purposes of carrying out the Works.
  - The use to which it is put does not involve undue risk of damage.
  - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
  - It is vacated on completion of the Works or determination of the Contract.
  - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- Description: working area.
- Available services and facilities: public and staff toilet and mess facilities within the building.



## **SERVICES AND FACILITIES**

### **410 LIGHTING**

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

### **440 TELEPHONES**

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

## **A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**

### **GENERALLY**

### **115 THE HEALTH AND SAFETY FILE**

- Responsibility: the contractor.
- Content: Obtain and provide the following information: as built drawings, electrical test certificates, manufacturers information..
- Format: hard and electronic copy
- Delivery to: NML By (date): one month after completion.

## **Walker Art Gallery Room 15 Preambles**

**06 April 2017**

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## **M20 Plastered/ Rendered/ Roughcast coatings**

- 71     SUITABILITY OF SUBSTRATES
  - General: Suitable to receive coatings. Sound, free from contamination and loose areas.
- 74     EXISTING DAMP AFFECTED PLASTER/ RENDER
  - Plaster affected by rising damp: Remove to a height of 300 mm above highest point reached by damp or 1 m above dpc, whichever is higher.
  - Perished and salt contaminated masonry:
    - Mortar joints: Rake out.
    - Masonry units: Submit proposals.
  - Drying out substrates: Establish drying conditions.
- 76     REMOVING DEFECTIVE EXISTING PLASTER
  - Plaster for removal: Loose, hollow, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.
  - Removing plaster: Cut back to a square, sound edge.

## **M60 Painting/ clear finishing**

- 10A    EMULSION PAINT TO INTERNAL PLASTERED SURFACES
  - Manufacturer: Dulux or similar approved.
    - Product reference: Contractor's choice.
  - Surfaces: Previously painted plaster.
    - Preparation: Wash down all surfaces.
  - Initial coats: As recommended by manufacturer.
    - Number of coats: 1.
  - Undercoats: As recommended by manufacturer.
    - Number of coats: 1.
  - Finishing coats: Matt vinyl.
    - Number of coats: 2.
- 12     GLOSS PAINT TO INTERNAL EXPOSED SOFTWOOD
  - Manufacturer: Dulux or similar approved.
    - Product reference: Submit proposals.
  - Surfaces: Previously decorated.
    - Preparation: Remove existing gloss paint.
  - Initial coats: As recommended by manufacturer.
    - Number of coats: 1.
  - Undercoats: As recommended by manufacturer.
    - Number of coats: 2.
  - Finishing coats: Full gloss.
    - Number of coats: 2.

- 14      EGGSHELL/ SATIN PAINT TO INTERNAL EXPOSED SOFTWOOD
- Manufacturer: Dulux.
    - Product reference: Dove White.
  - Surfaces: Previously decorated.
    - Preparation: Degrease and provide key.
  - Initial coats: As recommended by manufacturer.
    - Number of coats: 1.
  - Undercoats: As recommended by manufacturer.
    - Number of coats: 1.
  - Finishing coats:
    - Number of coats: 2.
- 16      DECORATIVE WOODSTAIN/ VARNISH/ PRESERVATIVE Floor
- Manufacturer: Submit proposals.
    - Product reference: Submit proposals.
  - Surfaces: floor.
    - Preparation: machine sand with dust extraction.
  - Initial coats: 2.
    - Number of coats: As recommended by manufacturer.
  - Finishing coats: floor.
    - Number of coats: 2.
- 30      PREPARATION GENERALLY
- Standard: In accordance with BS 6150.
  - Refer to any pre-existing CDM Health and Safety File and CDM Construction Phase Plan where applicable.
  - Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
  - Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
  - Substrates: Sufficiently dry in depth to suit coating.
  - Efflorescence salts, dirt, grease and oil: Remove.
  - Surface irregularities: Provide smooth finish.
  - Organic growths and infected coatings:
    - Remove with assistance of biocidal solution.
    - Apply residual effect biocidal solution to inhibit regrowth.
  - Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
  - Dust, particles and residues from preparation: Remove and dispose of safely.
  - Doors, opening windows and other moving parts:
    - Ease, if necessary, before coating.
    - Prime resulting bare areas.

- 32 PREVIOUSLY COATED SURFACES GENERALLY
- Preparation: In accordance with BS 6150, clause 11.5.
  - Contaminated or hazardous surfaces: Give notice of:
    - Coatings suspected of containing lead.
    - Substrates suspected of containing asbestos or other hazardous materials.
    - Significant rot, corrosion or other degradation of substrates.
  - Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
  - Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
  - Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
  - Alkali affected coatings: Completely remove.
  - Retained coatings:
    - Thoroughly clean.
    - Gloss coated surfaces: Provide key.
  - Partly removed coatings: Apply additional preparatory coats.
  - Completely stripped surfaces: Prepare as for uncoated surfaces.
- 35 FIXTURES AND FITTINGS
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
  - Removal: Before commencing work: ironmongery and other surface mounted fixtures.
  - Replacement: Refurbish as necessary, refit when coating is dry.
- 37 WOOD PREPARATION
- General: Provide smooth, even finish with lightly rounded arrises.
  - Degraded or weathered surface wood: Take back surface to provide suitable substrate.
  - Degraded substrate wood: Repair with sound material of same species.
  - Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
  - Resinous areas and knots: Apply two coats of knotting.
  - Defective primer: Take back to bare wood and reprime.
- 43 PLASTER PREPARATION
- Nibs, trowel marks and plaster splashes: Scrape off.
  - Overtrowelled 'polished' areas: Provide suitable key.
- 61 COATING GENERALLY
- Application standard: In accordance with BS 6150, clause 9.
  - Conditions: Maintain suitable temperature, humidity and air quality.
  - Surfaces: Clean and dry at time of application.
  - Thinning and intermixing: Not permitted unless recommended by manufacturer.
  - Priming coats: Apply as soon as possible on same day as preparation is completed.
  - Finish:
    - Even, smooth and of uniform colour.
    - Free from brush marks, sags, runs and other defects.
    - Cut in neatly.
  - Doors, opening windows and other moving parts: Ease before coating and between coats.

## **P21 Door/ window ironmongery**

- 2      QUANTITIES AND LOCATIONS
  - Quantities and locations of ironmongery are In the specification .
  - Fixing: As sections L10 and L20.
  
- 32     PANIC EXIT DEVICES Emergency Exit
  - Standard: To BS EN 1125.
    - Devices for locked doors on escape routes: CE marked.
  - Manufacturer: Briton .
    - Product reference: 376 .
  - Type: Push bar .
  - Material/ finish: Satin stainless steel .
  - Additional requirements: Security alarmed .

## **P31 Holes, chases, covers and supports for services**

- 10     HOLES, RECESSES AND CHASES IN MASONRY
  - Locations: To maintain integrity of strength, stability and sound resistance of construction.
  - Sizes: Minimum needed to accommodate services.
    - Holes (maximum): 300 mm<sup>2</sup>.
  - Walls of hollow or cellular blocks: Do not chase.
  - Walls of other materials:
    - Vertical chases: No deeper than one third of single leaf thickness, excluding finishes.
    - Horizontal or raking chases: No longer than 1 m. No deeper than one sixth of the single leaf thickness, excluding finishes.
  - Chases and recesses: Do not set back to back. Offset by a clear distance at least equal to the wall thickness.
  - Cutting: Do not cut until mortar is fully set. Cut carefully and neatly. Avoid spalling, cracking and other damage to surrounding structure.
  
- 20     NOTCHES AND HOLES IN STRUCTURAL TIMBER
  - General: Avoid if possible.
  - Sizes: Minimum needed to accommodate services.
  - Position: Do not locate near knots or other defects.
  - Notches and holes in same joist: Minimum 100 mm apart horizontally.
  - Notches in joists:
    - Position: Locate at top. Form by sawing down to a drilled hole.
    - Depth (maximum): 0.15 x joist depth.
    - Distance from supports: Between 0.1 and 0.2 x span.
  - Holes in joists:
    - Position: Locate on neutral axis.
    - Diameter (maximum): 0.25 x joist depth.
    - Centres (minimum): 3 x diameter of largest hole.
    - Distance from supports: Between 0.25 and 0.4 of span.
  - Notches in roof rafters, struts and truss members: Not permitted.
  - Holes in struts and columns: Locate on neutral axis.
    - Diameter (maximum): 0.25 x minimum width of member.
    - Centres (minimum): 3 x diameter of largest hole.
    - Distance from ends: Between 0.25 and 0.4 of span.

## **SPECIFICATION**

### **Generally**

The standard of works shall be in compliance with the current British Standards and shall be executed to the entire satisfaction of the surveyor

## **2.1 INTERNAL WORKS TO ROOM 15**

### **2.1.1 Decoration**

Prepare all surfaces ready to receive new decoration. Surfaces to be decorated are existing plaster on all walls and ceilings, architraves, skirting, laylight frame and fire exit doors.

To existing finishes, rub down any loose or flaking paintwork back to a smooth surface and wipe clean. Include for the removal of all redundant screws, brackets and miscellaneous fixings.

Fill any holes with decorators mastic, patch prime any bare areas.

To all painted metal surfaces including steel laylights. One undercoat and 2 coats gloss.

To all new wall surfaces cover with one mist coat and 2 coats of matt emulsion

- colour dove white, BS/RAL code to be confirmed

To all painted plaster ceiling surfaces, cover with 2 coats of matt emulsion

- colour white, BS/RAL code to be confirmed

To all painted woodwork apply one coat of undercoat and one coat of hard gloss acrylic

- colour dove white, BS/RAL code to be confirmed

### **2.1.2 Fire exit door**

Take off existing push bar ironmongery and redundant alarm to both leaves of fire exit door. Supply and fit Briton 376 PD series push bar and bolt to both existing leaves with stainless steel satin finish.

### **2.1.3 Temporary High Level Access**

Floor loadings throughout the Art Gallery reflect the age of the building and are lower in some cases than modern buildings.

The floor loading for Room 15 is 4.3 KN/m<sup>2</sup>



Maximum loading for MEWP route through to gallery from the goods lift is 2.3KN/m<sup>2</sup>

Provide all necessary high level access equipment to undertake the redecoration and electrical installation works suitable to meet the floor loading restrictions. All wheeled equipment must stand on plywood sheet floor protection at all times to spread the load and to protect the historic T & G floor boarding.

## **2.2 ELECTRICAL SPECIFICATION ROOM 15**

The extent of work in this project at The Walker Art Gallery shall comprise the supply, delivery and installation of exhibition lighting, emergency lighting and power to room 15.

Standards of design and workmanship must be fully in accordance with the current edition of the Institution of Electrical Engineers Regulations, British Standard Codes of Practice and current Building Regulations

On completion of the electrical works the installation shall be tested in accordance with the latest edition of IEE Regulations and typed test results are to be included within the O&M manual.

The contractor is to include for the circuit identification and labelling of all associated equipment.

The gallery lighting and timed power is to be controlled via an llight control system that is to be linked to the existing llight system within the roof plant room. This will all be fully connected up to the existing distribution and lighting control system.

All associated fittings and wiring will be fed from the existing distribution system and dimmer control location in the roof plant room through roof voids to room 15 roof voids with final connection in gallery space.

### **2.2.1 Roof Plant Room**

Supply and fit two new SCLED1205s llight control units onto existing backing board linked and commissioned into existing llight control system. Controllers to be connected to adjoining supply.

John Thorne  
UK Sales Director  
Eaton Lighting Systems  
20 Greenhill Crescent,  
Watford Business Park,  
Watford, Herts, WD18 8JA, UK  
tel: +44 (0)1923 495495  
mobile: +44 (0)7764 246 012  
fax: +44 (0)1923 228796  
[johnthorne@eaton.com](mailto:johnthorne@eaton.com)  
[www.eatonlightingsystems.com](http://www.eatonlightingsystems.com)

### **2.2.2 Wiring from plant room to Room 15**

System wiring from plant room to room 15 to be routed internally through roof spaces in rooms 12,13 & 14.

Cable to be YY type with CSA of 2.5mm<sup>2</sup>, 3 core power, 5 core lighting. With similar installation method, clipped direct/ on containment and/or in trunking.

Exact routes and locations to be confirmed on site and indicated approximately on tender drawing.

### **2.2.3 Room 15**

#### **Strip Out**

Strip out and dispose of all redundant track and emergency light fittings including wiring except for 3 No. fluorescent track fittings which are to be taken down and stored in the electrical store in the basement of the building.

Strip out all redundant fittings including old CCTV and sensor points

#### **Lighting Track**

Supply and install new 3 circuit euro type track lighting system to be installed into room 15 as per drawing. EURO 3 track XTS 4300 3M to be split into 6 sections to include all associated connection units with new wiring back to the roof plant room.

Lighting 3 circuit track. Height and dimensions as Room 14

#### **Track mounted light fittings**

Supply and fit new compatible 3 circuit track light fittings

Track lighting fittings to be;

High Technology lighting product. Quartet CO170 LED

48 no Quartet CO170 LED track mounted Triac gear,

1000 lumens 3000K Artist, 60 deg T&L reflector. Finished white.

Wellvend Ltd. t/a Contrac Lighting

Wellvend House

A.W. Nielsen Road

Goole

East Yorkshire DN14 6UE

Tel: (01405) 766550

Fax: (01405) 782980

sales@contrac-lighting.co.uk

www.contrac-lighting.co.uk

#### **Cornice Lighting**

Supply and fit new fully dimmable LED linear lighting tape including drivers x 4, (SLGLEDW) on coving. Supply and fix LED perimeter lighting to cornices in room 15 with new supply wired back to plant room. Maximum number of power controllers per circuit to be 2 supply

LED lighting tape of no greater length than 30M per circuit. Product is Simple Lighting Co LED tape.

Lighting to be connected to existing light control panel SCI1210S in plant room. Split across four remaining spare circuits.

The LED tape must be compatible with the controller.

SLG Lighting  
16, Argyle Street Industrial Estate,  
Appin Rd,  
Birkenhead CH41 1HH  
0151 375 9210  
support@simplelighting.co.uk

## **Emergency Lighting**

### **Emergency Exit Sign**

Strip out existing and supply and fix 2No illuminated emergency exit lights above doorways as shown on drawing connected to existing supply.

Ringtale Lighting X-MPW  
Emergency, Mains & Central Battery Systems  
Wall mount Lights downwards  
High output LED light source  
IP20  
Or similar approved product.

### **Track Mounted Emergency Lighting**

Strip out existing New emergency lighting to be installed on lighting track, supplied through dedicated circuit of that track controlled by the light system

Lighting source controller (light) SCLED1205s  
6 no lighting track mounted emergency lights.

High technology Lighting.  
EMTWIN Emergency spot light

Wellvend Ltd. t/a Contrac Lighting  
Wellvend House  
A.W. Nielsen Road  
Goole  
East Yorkshire DN14 6UE  
Tel: (01405) 766550  
Fax: (01405) 782980  
sales@contrac-lighting.co.uk  
www.contrac-lighting.co.uk

High level power circuits will be supplied from existing MEM section board (in rooftop plant room) to locations on cornice as per drawing.

24 hour socket circuit to supply 4, 13 amp single sockets on cornice.  
Timed sockets circuit to supply 4, 13Amp single sockets on cornice and one twin 13amp socket mounted on ceiling truss.  
The timed power will be fed via contactor controlled by dedicated light circuit.  
Skirting sockets to be original system supplied from local DB in duct with new brushed steel boxed.

## **2.3 Heating to Room 15**

Isolate and take out 2 no cast iron radiators and move to store in NML North Street Warehouse including allowing for road transport for 1 mile.

Supply and fit 4 no Merriott 6 column 280mm wide x 2300 long 50 sections radiator ref MCD6030230. Radiators to be installed in pairs side by side. Allow for all additional pipework plus thermostatic rad valves.

Radiators supplied by

**Merriott**  
Imperial Park  
Celtic Way  
Newport - NP10 8FS

[www.merriottuk.com](http://www.merriottuk.com)

## **Heating to Room 12**

Isolate and take out 2 no cast iron radiators and move to store in NML North Street Warehouse including allowing for road transport for 1 mile.

Supply and fit 4 no Merriott 6 column 280mm wide x 2300 long 50 sections radiator ref MCD6030230. Radiators to be installed in pairs side by side. Allow for all additional pipework plus thermostatic rad valves.

Radiators supplied by

**Merriott**  
Imperial Park  
Celtic Way  
Newport - NP10 8FS

[www.merriottuk.com](http://www.merriottuk.com)

There is a risk of asbestos insulation to pipework being identified within the floor void. Where encountered elsewhere the pipework has been insulated whilst the radiator connections are exposed and the asbestos has not been disturbed.

### **3.0 Provisional Sums**

Include the sum of £1,000 (one thousand pounds) for additional lighting control works.

Include the sum of £4,000 (four thousand pounds) for sanding and varnishing the timber floor

### **4.0 Contingencies**

Include the sum of £5,000 (five thousand pounds) for contingencies, to be expended as directed or deducted in whole or part if not required by the Contract Administrator

.

### **TENDER SUMMARY SHEET**

1.0	Preliminaries	£
2.1	Internal works to Room 15	£
2.2	Electrical specification	£
2.3	Heating to Rooms 12 & 15	£
3.0	Contingencies	£ 5,000
4.0	Provisional Sums	£ 5,000
	Total	£

**THIS FORM MUST BE COMPLETED AND RETURNED WITH  
THE FORM OF TENDER**

## **Walker Art Gallery – Room 15**

### **Colour schedule**

#### **All colours from the Dulux Diamond Range\***

##### **Room 15**

Laylights - Gloss White 0000-N

Ceiling - Matt White 0000-N

Cornice - Matt White 0000-N

Walls - Matt Dove White 0800-N

Skirtings - Eggshell Dove White 0800-N

Architraves - Eggshell Dove White 0800-N

Radiators

Fire exit doors- Gloss White 0000-N

## **NML SUPPLEMENTAL CONDITIONS**

### **Tenders**

It is essential that the Specification and Schedule of Works are read in conjunction with the drawings and with an inspection of the site. No allowance will be made for any claim for additional work to carry out any item of work due to the Contractor not having ascertained the full implication of the work at tender stage.

The Contract price will be a fixed sum exclusive of VAT. All tenders must allow for the provision labour, supervision, materials, fittings, plant and equipment etc. required to complete the work.

The Contractor is to allow for all costs arising from the employment of direct labour or any sub-contractor employed by the contractor.

The Contractor is to allow for all expenses, fares, subsistence etc. necessary and must include all packing and transportation costs required to complete the work.

The Contractor shall study the contract documents and allow for carrying out the work in accordance with the true intent and meaning of the documents and include for all labour, materials, fittings etc. that may be required but not specifically called for in the Specification, Schedule of Works or drawings.

It is the Contractor's responsibility to study the contract documents carefully and seek clarification of any discrepancies, ambiguities or other aspects that do not appear to be clear before submitting the tender.

The Contractor is required to examine the site of the proposed work and make all necessary recommendations concerning the operation of any existing environmental system, security system or fire system which may be affected by the type and method of carrying out the work.

### **General Conditions**

The Contractor is not to park any vehicles, owned or operated by their work-force, sub-contractor, representatives, etc., within parking areas designated as staff or visitor parking, or in any driveway, fire access route, walkway, etc., unless granted permission to do so by security.

The work area should be swept on a daily basis, or more frequently if necessary, to keep floor reasonably clean and the area free of dust.

The Contractor, their representatives or any other person associated with the work, not permitted to smoke anywhere within the museum grounds unless in areas specifically and clearly labelled as smoking areas. This is in order to minimise the risk of fire and smoke damage to objects and buildings, and to reduce the threat to life of the occupants.

The delivery of all materials and equipment to the work site must be pre-arranged with the building manager and security, to ensure that the location and time of loading/



unloading is acceptable to both parties. The Contractor must give particular attention to keeping clear access into the building in the event of fire.

The Contractor must ensure that at any time during the period of work, any entrance or exit, hallway, stairway (fire stairs or otherwise), etc., is kept in the same passable condition in which it was found.

Should any member of the Contractor's workforce discover a potential fire hazard in existing electrical wiring or any other system affected by the work, the Contractor will immediately report this in writing to security. Museums should give contractors responsibility for reporting any existing safety deficiencies, which might put life at risk.

In the event of any incident considered by security or other qualified administrative personnel to constitute a reason to evacuate the work site, all of the Contractor's employees shall follow the directions of these authorities and shall be subject to their instructions pending a return to normal activities.

### **Security and Restrictions on Site**

The Contractor, his employees and all sub-contractors must report to security each day, sign in and obtain a security badge which must be worn at all times.

The Contractor must not trespass beyond the authorised areas of work and access thereto.

The use of portable radios and tape/cassettes players etc will not be permitted.

The Contractor shall ensure that the works, materials and equipment are safeguarded from damage and theft. It is the Contractor's responsibility to safeguard all deliveries during loading and unloading.

### **Limitations of Working Hours and Overtime**

The Contractor is restricted to the following working hours

8.00am - 5.00pm will be by arrangement. Any additional cost for premium time etc must be authorised in advance.

### **Fire Precautions**

The Contractor, his employees and all sub-contractors are to comply with the 'Standard Fire Precautions for Contractors Engaged on Crown Works' whilst carrying out the Works. No naked flames, welding or spark producing apparatus, equipment or processes are to be used to carry out operations of work without prior specific authority from the Employer.

### **Health, Safety and Welfare**

The Contractor shall allow for all measures to ensure full compliance with enactments, regulations and working rules relating to safety, health and welfare of workpeople.

The Contractor must ascertain for himself any information he may require to ensure the safety of all employees, sub-contractors employees and persons engaged on the works.

The Contractor may utilise the staff sanitary and canteen facilities located on the ground level and ensure they are kept clean and tidy at all times

### **Removal of Rubbish and Cleaning**

Remove all rubbish and superfluous materials from site daily and finally leave the site clear and unencumbered. All surplus material should be disposed of at a suitably licensed landfill site.

### **SECURITY INSTRUCTIONS FOR CONTRACTORS**

The following are instructions for contractors working on NML property and are intended to assist in the smooth running of a project whilst providing a secure site.

Procedures for contractors working on site:-

All contractors should sign in and out at the Security Control Room or designated alternative at the beginning and end of each working day.

Contract visitors should sign on and off site as above.

Contractors should only enter or exit the site by the approved route.  
Under no circumstances will contractors be allowed into areas of collection storage.

Contractors should fully comply with the NML Fire and Evacuation procedures.

Contractors may be required to provide, in advance, the names of operatives working on the site, to NML's Security Officer.

Equipment and materials should not be placed against the side of buildings.

Ladders must be chained to a secure point when not in use at all times and at the end of each working day, weekend or holiday period.

Scaffolding- proposals to erect scaffolding should be made to NML's Security Officer through the NML Contracts Manager, with reasonable time to allow any necessary security arrangements to be made. Separate guidelines will be issued as necessary for the security of external scaffolding.

Contractors will not under any circumstances disconnect or move any movement detectors or cameras, or cut any cable that might be associated with the security system of the building.

Advance notice of any intention to deviate from the normal working week, i.e. Monday to Friday 08.00 – 17.00 hours, should be made through the appropriate channels to the NML Security Officer through the Estate Management Department.

National Museums Liverpool, Estate Management Department, 127 Dale Street, Liverpool, L2 2JH.

Scheme :Room 15. Walker Art Gallery				DESIGNER RISK ASSESSMENT SUMMARY									Date:- February 2017	Assessed by:-Roy Forshaw					
Ref.	Hazardous Activity	Risk Being Assessed	Elimination by design	Degree of risk									Persons at Risk	Method Statements					Residual Risk
				Severity			Likelihood			Risk				Can the risk be avoided or reduced at reasonable cost by:-	Methods to reduce or avoid the risk – What to look for in contractor method statements / risk assessments including but not restricted to :-				
				Fatal/major = 3 Loss/disability = 2 Minor/illness = 1	Certain/very = 3 Reasonably = 2 Seldom/unlikely = 1	3,6 or 9 = high 2 or 4 = medium 1 or 0 = low													
RA1	Working at height	Falls from height Materials and / or operatives	Yes/No	1	2	3	1	2	3	L	M	H	Operatives & staff	Yes/No	Yes/No	Yes/No	<b>The scheme will involve working at height by means of ladders, trestles, scaffold etc.</b>  <b>Competent Persons, system of work, defined working areas, PPE, tagged scaffold, reports.</b>  <i>Working at Height Regs 2005</i> <i>CDM Regs 2015</i> <i>PUWER 1998</i> <i>Manual Handling Operations Regs 1992</i> <i>BS1129 Ladders, Steps, trestles</i> <i>BS1139 Metal scaffolding</i>	Low/Medium/High	
RA2	Unauthorised access to site	Injury from plant and /or materials	Yes/No	1	2	3	1	2	3	L	M	H	Staff & Public	Yes/No	Yes/No	Yes/No	<b>All ladders, scaffold etc must be secured when not in use / end of each working day. Compliance with NML Security Regs.</b>  Signage, signing in procedure, inspection of works, physical barriers, special risks, children	Low/Medium/High	

**National Museums Liverpool, Estate Management Department, 127 Dale Street, Liverpool, L2 2JH.**

[illegible]

## National Museums Liverpool, Estate Management Department, 127 Dale Street, Liverpool, L2 2JH.

RA7	Demolition	Uncontrolled Collapse, dust, noise, vibration etc.	Yes/No	1	2	3	1	2	3	L	M	H	Operatives	Yes/No	Yes/No	Yes/No	The sequence and method of work to remove the partitions must reflect the protection of operatives and the adjoining structure. Competent persons, training, identification of services, signage, security, noise, dust, vibration, temporary support, hand demolition, system of work.  CDM Regs 2015 Con (Head Protection) Regs 1989 PUWER 1998 PPE Regs 2002 COSHH 2002 LOLER 1998 GS 29 H&S in Demolition Work BS 6187 Code of Practice for Demolition	Low/Medium/High
RA8	Removal / storage of waste materials	Trip, injury, pollution	Yes/No	1	2	3	1	2	3	L	M	H	Operatives, Staff & Public	Yes/No	Yes/No	Yes/No	Waste registration certificate, transfer notes, no burning on site, site tidiness.  The Controlled Waste Regs 2004 The Waste Management Licensing Regs 94 The Special Waste Regs 1996	Low/Medium/High
RA9	Use of abrasive wheels	Injury from machinery, fire	Yes/No	1	2	3	1	2	3	L	M	H	Operatives	Yes/No	Yes/No	Yes/No	Use of guards, LEV, training of operatives, suitability of machinery, maintenance, PPE, signage.  CDM Regs 2015 PUWER 1998 PPE Regs 1992 HS(G) 17 Abrasive Wheels	Low/Medium/High
RA10	Working on roofs	Falls from height Materials and / or operatives	Yes/No	1	2	3	1	2	3	L	M	H	Operatives, Staff & Public	Yes/No	Yes/No	Yes/No	Competent Persons, system of work, access & egress, barriers, crawl boards, catch barriers, safety harnesses; lanyards defined working areas, PPE, tagged scaffold, reports.  CDM Regs 2015 PUWER 1998 PPE Regs 2002 BS1129 Ladders, Steps, trestles BS1139 Metal scaffolding	Low/Medium/High

## National Museums Liverpool, Estate Management Department, 127 Dale Street, Liverpool, L2 2JH.

RA11	Working near water	Falls into water / drowning	Yes/No	1	2	3	1	2	3	L	M	H	Operatives	Yes/No	Yes/No	Yes/No	Competent Persons, system of work, rescue procedure, access & egress, barriers, safety nets, safety harnesses, lanyards defined working areas, PPE, lifejackets, buoyancy aids, consultation with emergency services, tagged scaffold, reports.  <i>CDM Regs 2015</i> <i>PUWER 1998</i> <i>PPE Regs 2002</i> <i>Local Port or Harbour Bye-Laws</i> <i>BS EN 341, 353, 358, 360, 361, 362, 364, 365 – Harnesses, Lanyards etc.</i> <i>BS EN 393 to 395, 399 Lifejackets etc.</i>	Low/Medium/High
RA12	Manual Handling	Injury to persons	Yes/No	1	2	3	1	2	3	L	M	H	Operatives	Yes/No	Yes/No	Yes/No	Risk assessment, information on load, safe systems, training, provision of mechanical aids, PPE.  <i>Manual Handling Operations Regs 1992</i> <i>HS(G) 48 &amp; 60</i>	Low/Medium/High
RA13	Power Tools	Shock, Entanglement, Eye Injuries	Yes/No	1	2	3	1	2	3	L	M	H	Operatives	Yes/No	Yes/No	Yes/No	110 / 55V tools to be used and maintained in good condition. Training, competent persons, PPE.  <i>CDM Regs 2015</i> <i>PUWER 1998</i>	Low/Medium/High
RA14	Hot Work	Fire, Smoke, Burns	Yes/No	1	2	3	1	2	3	L	M	H	Operatives, Staff & Public	Yes/No	Yes/No	Yes/No	Hot work should not be undertaken unless absolutely essential and requires prior approval. Competent persons. Training. Permit to work. Fire fighting equipment. Operator training. PPE Flammable materials. Emergency procedures.  <i>CDM Regs 2007</i> <i>The Fire Precautions (Workplace) Regs 97</i>	Low/Medium/High

**National Museums Liverpool, Estate Management Department, 127 Dale Street, Liverpool, L2 2JH.**

RA15	Working in Confined Spaces	Suffocation, toxic atmosphere, flammable atmosphere	Yes/No	1	2	3	1	2	3	L	M	H	Operatives, Staff & Public	Yes/No	Yes/No	Yes/No	Information, instruction , training, risk assessment, safe systems of work, PPE, RPE, atmospheric monitoring, communication, rescue procedures/ equipment, permit to work  <i>PPE Regs 1992</i> <i>COSHH Regs 1996</i> <i>Con (Health, Safety &amp; Welfare) Regs 1999</i> <i>PUWER 1998</i> <i>The Confined Spaces Regs 1998</i>	Low/Medium/High
RA16	Dust and / or Fumes	Skin irritation, respiratory problems	Yes/No	1	2	3	1	2	3	L	M	H	Operatives, Staff & Public	Yes/No	Yes/No	Yes/No	COSHH Assessments, PPE, RPE, sampling, training, control of fumes, LEV.  <i>PPE Regs 2002</i> <i>COSHH Regs 2002</i> <i>CDM Regs 2015</i>	Low/Medium/High
RA17	Electricity	Electrocution, burns, Explosion, Fire, Suffocation, Secondary Accidents.	Yes/No	1	2	3	1	2	3	L	M	H	Operatives, Staff & Public	Yes/No	Yes/No	Yes/No	The scheme will involve the installation of site electrical supplies which will be 110V and the permanent installation which shall be 240V. All work must be carried out by a qualified electrician. No live working will be permitted.  <i>The Electricity at work regulations 1989</i> <i>HS(G)85 Electricity at Work</i> <i>Provision and Use of Work Equipment Regulations 1998</i> <i>BS7671 IEE Wiring Regulations 17<sup>th</sup> Edition</i>	Low/Medium/High

Topic	Information Presented	Originator
<b>1. Project Description</b>		
(a) Project Description	The work consists of roof repairs to the existing slate roof, associated lead works, replacement of roof lights and refurbishment & electrical works to Gallery 6. Contractors will be working under the control of NML Estate Management Department who for the purposes of the CDM Regulations will act as Principal Designer.	
(b) Appointments		
▪ Client	The Board of Trustees of the National Museums and Galleries on Merseyside (trading as National Museums Liverpool)	
▪ CDM Contractor	To be confirmed	
▪ Principal Designer	National Museums Liverpool Estate Management Department 127 Dale Street Liverpool L2 2JH.	
(b) Key date – Start of the Construction Phase	15 May 2017	
(c) Key date – Finish of the Construction Phase	23 June 2017	
(d) Mobilisation period	2 Weeks During the mobilisation period the contractor will develop this document into the construction phase plan (which must be agreed by NML before any work commences on site.	
(e) Will structure be used as a workplace?	The museum is open to the public and will operate normally during the course of the work. Strict access limitations will apply	



Topic	Information Presented	Originator
(f) Is there an existing health & Safety File?	No specific Health & Safety file is on site. However the Asbestos Register and any other site specific documents are available for reference from the Principal Designer.	
(g) Are there any existing drawings, calculations, design philosophies or building reports?	Existing drawings are available upon request.	
(h) Is there an Asbestos Register or Asbestos Reports?	The Asbestos Register is available. Asbestos insulation to heating pipes within the floor void has been identified elsewhere in the building and it is assumed exist within room 15 floor void.	
(j) Have any of the following surveys been undertaken? <ul style="list-style-type: none"> <li>▪ Asbestos</li> <li>▪ Timber</li> <li>▪ Structural</li> <li>▪ Ground</li> <li>▪ Topographical</li> <li>▪</li> </ul>	Asbestos Register available on request	
<b>2. Client's Considerations</b>		
(a) Arrangements for;		
<ul style="list-style-type: none"> <li>▪ Planning and managing the construction work</li> </ul>	Site progress meetings chaired by NML Estate Management Department and will be held fortnightly on site. These meetings shall be attended by representatives of each of the Contractors.	
<ul style="list-style-type: none"> <li>▪ Health and safety goals for the project</li> </ul>	There should be zero accidents and the client requires the contractors to ensure thorough and robust policies and procedures to ensure the competence of those on site is ensured and that the management of the works are adequately controlled.	

Topic	Information Presented	Originator
<ul style="list-style-type: none"> <li>Communication and liaison from Client to others</li> </ul>	<p>All communication will be made through the Principal Designer</p>	
<ul style="list-style-type: none"> <li>Security of the site</li> </ul>	<p>All personnel will be required to attend an induction course prior to entering the Site. The induction courses will be held on site on a day agreed with the Principal Designer. A security pass system will be in operation on Site and the Contractor shall adhere to directions given by authorised security personnel and the Principal Designer. Details for signing in and out of the building will be advised during the site induction process.</p> <p>The Contractor shall comply with all regulations and operating restrictions imposed by the Client / Principal Designer with regard to access routes throughout the site. In addition the Contractor shall liaise with the Principal Designer to obtain building security badges for staff during the carrying out of the works.</p> <p>The Contractor shall give the Principal Designer 48 hours notice of personnel visiting the site.</p>	
<ul style="list-style-type: none"> <li>Provision of welfare</li> </ul>	<p>The Contractor shall be responsible for the provision of first aid trained representatives and first aid equipment for his own staff and workmen at all times.</p> <p>The Client / Principal Designer will ensure that provision is made for accommodation for WCs and messing facilities.</p>	
<p>(b) Requirements relating to the health and safety of the client's employees, customers or those involved in the project such as;</p>		
<ul style="list-style-type: none"> <li>Site hoardings</li> </ul>	<p>The site will be made secure using the room doors which should be closed at all times to prevent public access.</p>	

Topic	Information Presented	Originator
<ul style="list-style-type: none"> <li>Site transport arrangements or vehicle movement restrictions</li> </ul>	<p>The Contractor shall ensure that all delivery vehicles and refuse vehicles are of a size suitable to negotiate the surrounding roads and area in a safe manner.</p> <p>The area around the building is a pedestrian zone and drivers must comply with site rules when driving / operating vehicles or machinery in this area.</p>	
<ul style="list-style-type: none"> <li>Client permit-to-work systems</li> </ul>	<p>Permit systems will be administered on behalf of the Client by the Principal Designer.</p> <p>Permits will be required, but not limited to;</p> <p>Hot works, Access to plant rooms, Access to risers, Access to the roof, Access to electrical equipment rooms,</p>	
<ul style="list-style-type: none"> <li>Existing fire precautions</li> </ul>	<p>The building has an active automatic fire detection system. The Contractor must advise the Client/ Principal Designer if it is necessary to isolate areas / zones within the building whilst works are being undertaken.</p> <p>Burning of materials on Site arising from the Trade Contract Works will not be permitted. Smoking (or e-cigarettes) will not be permitted anywhere on Site.</p> <p>The use of naked lights will not be permitted except in cases of absolute necessity and extreme care shall be taken in the use of all equipment likely to cause fire. Hot works permits will be issued if these works are necessary. Hot Work Permits will be issued by the Contract Administrator as required. These will include details of extinguishers, personnel, how long a fire watch is to be maintained after hot works and how long before closure of the site these should be completed and any other rules and restrictions. The Contractor will however be expected to utilise any method other than hot works if deemed practical and economical by the Principal Designer.</p>	
<ul style="list-style-type: none"> <li>Existing emergency procedures</li> </ul>	<p>The building has a major / minor incident emergency plan together with emergency evacuation procedures. These will be explained to the Contractor during the site induction.</p>	

Topic	Information Presented	Originator
<ul style="list-style-type: none"> <li>Areas excluded from the works – authorised requirements</li> </ul>	The Contractor will only be able to work in the building as agreed with the Principal Designer. Safe means of access to work areas will be detailed in the construction phase health and safety plan, induction process and coordination meetings.	
<ul style="list-style-type: none"> <li>Existing smoking restrictions</li> </ul>	The building is a no smoking area. Designated smoking areas are to be identified in the construction phase health and safety plan.	
<ul style="list-style-type: none"> <li>Existing parking restrictions</li> </ul>	The Contractor will have access to the limited parking space at the rear of the building with the use of 2 spaces for the duration of the contract.	
(c) Format of Health & Safety File and any conditions relating to its content	On completion of his works, the Contractor should provide two copies of the Health and Safety File, Operation and Maintenance instructions in hardback ring binders plus one copy electronically on a CD.	
<b>3. Existing on-site risks and environmental restrictions</b>		
(a) Safety hazards including;		
<ul style="list-style-type: none"> <li>Boundaries and means of access</li> </ul>	Access to room 15 Refurbishment works will be from the rear loading bay area, via an agreed route. All access to the roof plant room will be via the access ladder in the sluice room off the public lift lobby. Access to roof spaces above the galleries is via access hatches designed for that purpose.	
<ul style="list-style-type: none"> <li>Any restrictions on deliveries or waste collection or storage</li> </ul>	All deliveries are to be made to the building at a time agreed with the Contract. The materials for all the works will only be brought through the building up to 10am each day.  The Contractor will ensure nothing is damaged within gallery as the scaffolding is brought	

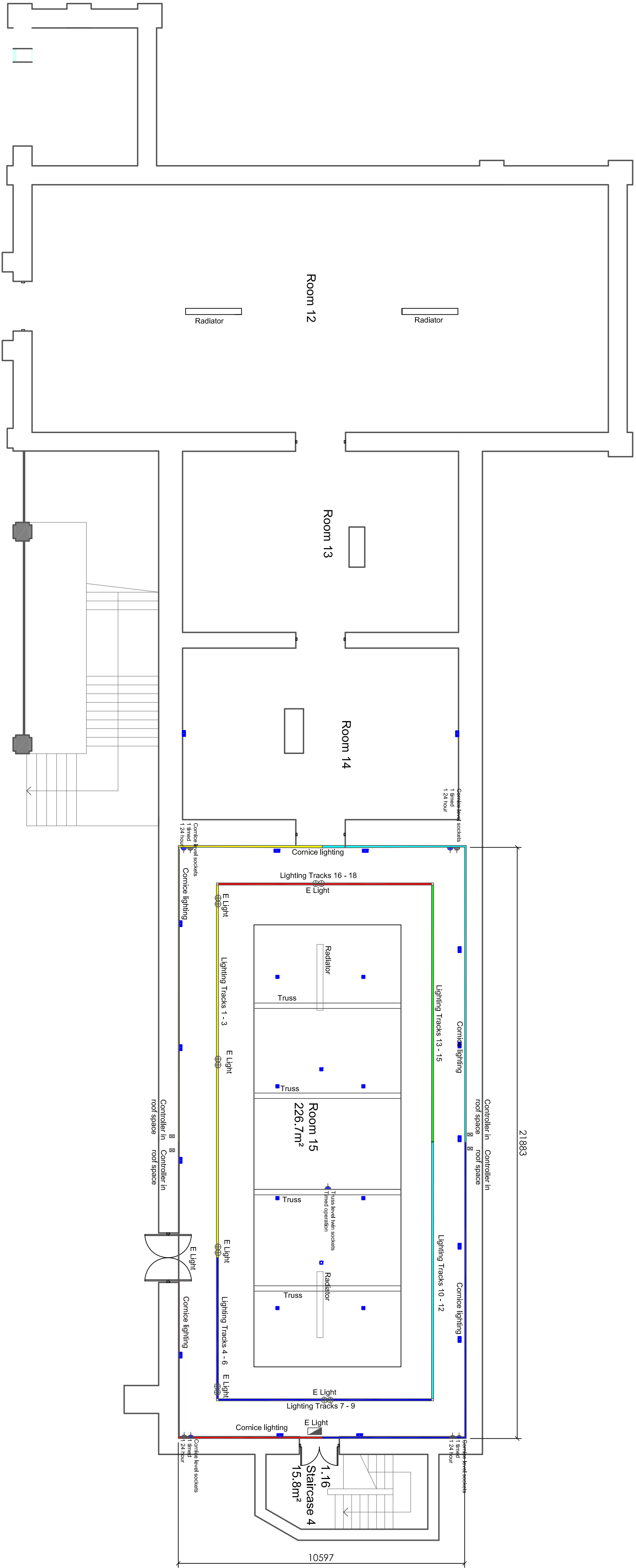
Topic	Information Presented	Originator
	<p>through the building.</p> <p>Roads, loading bays and access lifts shall be left clean and clear to allow access for emergency vehicles at all times.</p> <p>The Contractor will be responsible for removal of all debris and rubbish arising from the Contract Works and must maintain a clean and clutter free environment.</p> <p>Storage space is limited and the Contractor shall agree with the Principal Designer locations for storage of materials and shall relocate them if so requested by the Contract Administrator within 24 hours of such request being made or immediately if so requested.</p> <p>The Contractor shall thoroughly clean the working and storage areas daily as the works proceed to the satisfaction of the Client/ Principal Designer and remove rubbish, debris and surplus materials daily.</p> <p>No flammable materials are to be stored on the Site. All gas cylinders not actually in use are to be chained upright in well ventilated enclosures or cages fitted with the appropriate notices outside the building. The actual position for storage of gas cylinders shall be agreed with the Client/ Principal Designer prior to them being stored on site.</p>	
<ul style="list-style-type: none"> <li>▪ Adjacent land uses</li> </ul>	<p>The building is located in a pedestrianised area, largely used for recreational and commercial activities.</p>	
<ul style="list-style-type: none"> <li>▪ Existing storage of hazardous materials</li> </ul>	<p>Not Applicable</p>	
<ul style="list-style-type: none"> <li>▪ Location of existing</li> </ul>	<p>The Contractor shall protect, uphold and maintain all existing pipes, ducts, sewers, service,</p>	

Topic	Information Presented	Originator
services (particularly those concealed)	mains, cables, etc. during the execution of the Works.	
<ul style="list-style-type: none"> <li>Ground conditions, underground structures or water courses</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Information about existing structures (stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems)</li> </ul>	<p>Various rooms within the art gallery have different floor loadings. The maximum floor Floor loading in room 15 is 4.3 KN/m<sup>2</sup></p> <p>Maximum loading for MEWP route through to gallery from the goods lift is 2.3KN/m<sup>2</sup></p>	
<ul style="list-style-type: none"> <li>Previous structural modifications (weakening or strengthening)</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Fire damage, ground shrinkage, movement or poor maintenance which may adversely affect structure</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Any difficulties relating to plant and equipment</li> </ul>	Not Applicable	

Topic	Information Presented	Originator
<ul style="list-style-type: none"> <li>Any stressed or post tensioned structures</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Other H&amp;S information from earlier designs</li> </ul>	Not Applicable	
(b) Health hazards including		
<ul style="list-style-type: none"> <li>Asbestos</li> </ul>	Asbestos register is available upon request.	
<ul style="list-style-type: none"> <li>Existing storage of hazardous materials</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Contaminated land</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Existing structures containing hazardous materials</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Health risks from Client's activities</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Working near water (leptospirosis, drowning)</li> </ul>	Not Applicable	
<ul style="list-style-type: none"> <li>Working at height</li> </ul>	The roof is enclosed by a stone balustrade, however due care must be taken by the Contractor at all times.	
<b>4. Significant Design and Construction Hazards</b>		
(a) Significant design assumptions	Please refer to attached design risk assessments.	
(b) Suggested work methods / sequences	No Applicable	

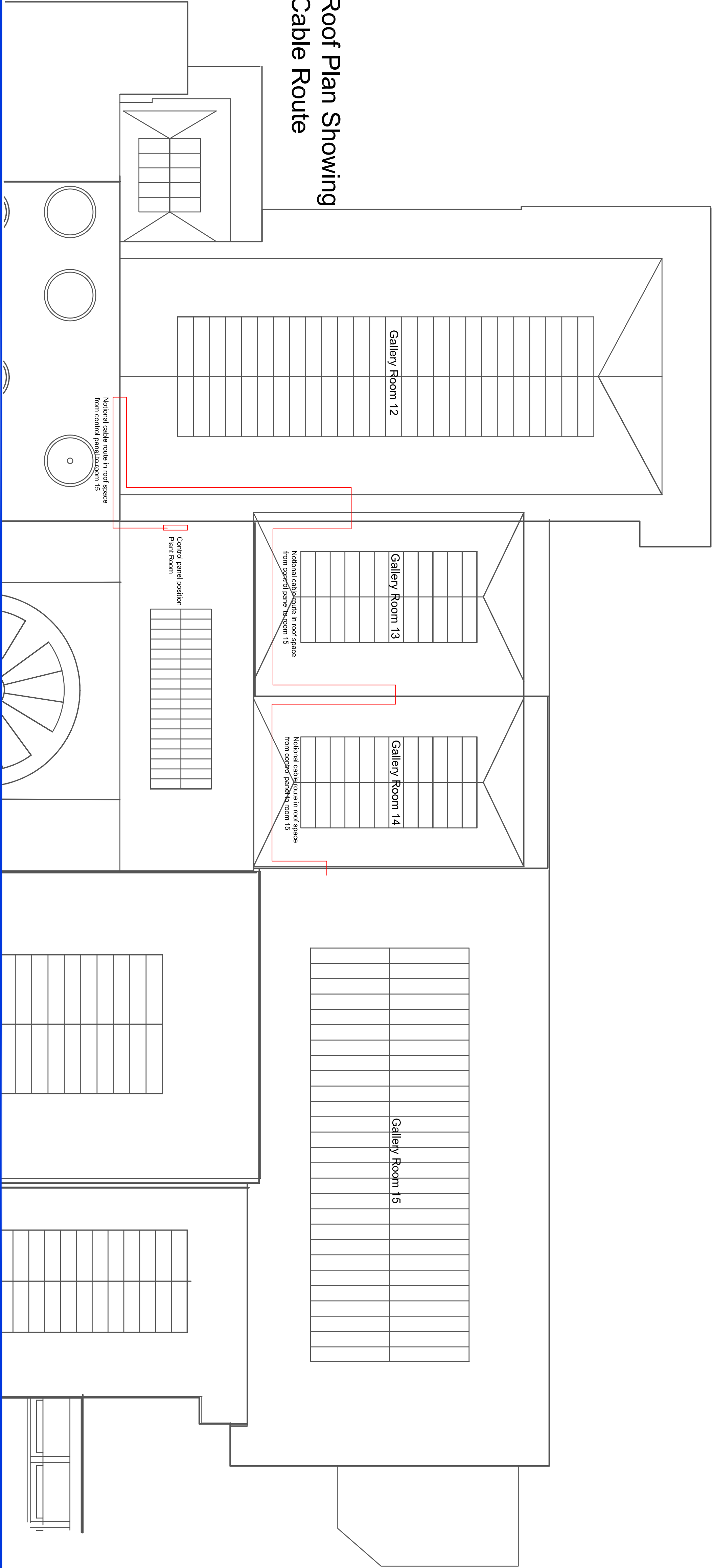
Topic	Information Presented	Originator
(c) Other control measures	<p>Any internal scaffold or working platform is to be designed by a scaffolding design contractor taking into account floor loadings.</p> <p>All Site personnel shall wear safety footwear. Eye protection and gloves shall be worn when drilling, cutting or grinding work is being carried out.</p>	
(d) Arrangements for co-ordination of ongoing design work and handling design changes	The Contractor shall confirm any changes of design with the Principal Designer before carrying out any works.	
(e) Information on significant risks identified during design	Please refer to attached design risk assessments.	
(f) Materials requiring particular precautions	No specific materials on site	





First Floor

Roof Plan Showing  
Cable Route



Revision   Details		Name and Date	
Address / Scheme			
Walker Art Gallery			
William Brown Street			
Liverpool, L3 5EL			
Title			
Room 15 Refurbishment			
Electrical Layout			
Floor First Floor and Roof Space Layout			
Drawing Number		Revision	
- Rm15/		01	
Scale	Date	Drawn	Status
A1	1:100	April 2017	Rf
NATIONAL MUSEUMS LIVERPOOL			
National museums Liverpool 127 Dale Street Liverpool L2 2JH			