



## **SPECIFICATION OF WORKS**

**FOR**

**External Redecoration  
(North & West Elevations Only)**

**AT**

**Ivybridge Town Hall, Erme Court,  
Leonards Road, Ivybridge, PL21 0SZ**

**Croft Surveyors  
Northleigh House  
4 Thorverton Road  
Exeter  
Devon  
EX2 8HF**

**Date: January 2023**

**PROJECT: Ivybridge Town Hall, Erme Court, Leonards Road, Ivybridge PL21 0SZ.**  
**DATED: January 2023**

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# **SECTION 1**

# **PRELIMINARIES**

## **SECTION 1 - GENERAL CONDITIONS AND PRELIMINARIES**

### **1.0 CONTRACT**

MINOR WORKS AGREEMENT: The form of contract will be the JCT Agreement for Minor Building Works 2016.

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

The Employer will be: Ivybridge Town Council  
Ivybridge Town Hall  
Erme Court  
Leonards Rd  
Ivybridge  
PL21 0SZ.

The Contract Administrator will be: Croft Surveyors Ltd  
Northleigh House  
4 Thorverton Road  
Exeter  
Devon, EX2 8HF.

#### **Recitals 1 to 7**

**1st Recital:** Reinstatement of blast damage following controlled detonation.

**2nd Recital:** Delete references to 'Work Schedules'.  
  
Delete the words 'or Work Schedules or provided a Schedule of Rates'.

**3<sup>rd</sup> Recital:** Delete reference to 'a Schedule of Rates'

**4th Recital:** CIS Status: As stated in the Contract Particulars.

**5th Recital:** CDM Regulations  
As stated in the Contract Particulars.

**6th Recital:** Framework Agreement: As stated in the Contract Particulars

**7th Recital:** Supplemental Provisions: As stated in the Contract Particulars

#### **Articles 1 to 8**

**Article 1:** Contractors Obligations

**Article 2:** Contract Sum to be agreed

**Article 3:** Delete 'The Architect'

'The Contract Administrator' in the said conditions shall mean Croft Surveyors of Northleigh House, 4 Thorverton Road, Exeter, Devon, EX2 8HF.

**Article 4:** Due to the anticipated period of works, the specification has been prepared on the basis that full notification under the CDM Regulations will not be required.

**Article 5:** Principal Contractor  
The term 'the Principal contractor' in the Conditions shall mean the Contractor.

**Article 6:** Adjudication

**Article 7:** Arbitration

Where Article 7 applies, then, subject to Article 6 and the exceptions set out below, any dispute or difference between the Parties of any kind whatsoever arising out of or in connection with this Contract, whether before, during the progress or after the completion or abandonment of the Works or after the termination of the Contractor's employment, shall be referred to arbitration in accordance with Schedule 1 and the JCT 2005 edition of the Construction Industry Model Arbitration Rules (CIMAR).  
The exceptions to this Article 7 are:

- any disputes or differences arising under or in respect of the Construction Industry Scheme or VAT, to the extent that legislation provides another method of resolving such disputes or differences; and
- any disputes or differences in connection with the enforcement of any decision of an Adjudicator.

**Article 8** Legal proceedings

Subject to Article 6 and (where it applies) to Article 7, the English courts shall have jurisdiction over any dispute or difference between the Parties which arises out of or in connection with this Contract.

## CONTRACT PARTICULARS

*Note: An asterisk \* indicates text that is to be deleted as appropriate*

Clause etc.	Subject	
Fourth Recital And Schedule 2 (paragraphs 1.1, 1.2, 1.5, 1.6, 2.1 and 2.2)	Base Date	10 days prior to the return of tenders
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 considered non-notifiable
Sixth Recital	Framework Agreement (if applicable) <i>(State date, title and parties)</i>	
Seventh Recital And Schedule 3	Supplemental Provisions <i>(Where neither entry against an item below is deleted, the relevant paragraph applies.)</i>	
	Collaborative working	Paragraph 1 Applies
	Health and Safety	Paragraph 2 Applies
	Cost savings and value improvements	Paragraph 3 Applies
	Sustainable development and environ- Mental considerations	Paragraph 4 Applies
	Performance Indicators and monitoring	Paragraph 5 Applies
	Notification and negotiation of disputes	Paragraph 6 Applies
		Employer's nominee
	Where paragraph 6 applies, the respective Nominees of the Parties are	Contractor's nominee Or such replacement as each Party

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may notify to the other from time to time

Article 7	Arbitration <i>(If neither entry is deleted, Article 7 and Schedule 1 will not apply. If disputes and differences are to be determined by arbitration and not by legal proceedings, it <u>must</u> be stated that article 7 and Schedule 1 apply.)</i>	Article 7 and Schedule 1 (Arbitration) apply
2.2	Date for commencement of the Works	April 2023
2.2	Date for completion	To be agreed
2.8	Liquidated damages	at the rate of £500 per week
2.10	Rectification Period	12 months from the date of practical completion
4.3	Interim payments	4 weeks
4.4	Percentage of the total amount to be paid to the contractor during and after Practical Completion	97.5%
4.3 & 4.8	Fluctuations Provision	Not applicable
4.8.1	Supply of documentation for computation of amount to be finally certified	3 months
5.3.2	Contractor's insurance – Injury to persons or property Insurance cover <i>(for any one occurrence or series of occurrences arising out of one event)</i>	£ 5,000,000.00 (Five Million Pounds)
5.4A, 5.4B and 5.4C	Insurance of the Works – alternative provisions	Clause 5.4C applies
5.4A.1 and 5.4B.1.2	Percentage to cover professional fees	16%

7.2	Adjudication	The Royal Institution of Chartered Surveyors
	Nominating body – where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established) <i>(Where an Adjudicator is not named and a nominating body has not been selected, the nominating body shall be one of the bodies listed opposite selected by the Party requiring the reference to adjudication.)</i>	
Schedule 1 (paragraph 2.1)	Arbitration Appointer of Arbitrator (and of any Replacement)	President or a Vice-President: The Royal Institute of Chartered Surveyors

**Attestation:** All contracts will be executed under hand.



## **Tendering Conditions and Information**

### **2.0 PRICING**

- 2.1** An individual price should be entered for each item for which a money column is provided; if there is no entry in respect of any such items it shall be deemed that the relevant price has been included elsewhere in the Specification.
- 2.2** Tender price all-inclusive: Include in the tender price for handing over the Works clean, functional and complete, fit for immediate occupation and use as intended. Make due allowance in the Specification for everything indicated by the contract documents and for any additional work and risks that can be ascertained from a careful inspection of the site.
- 2.3** Figures: Enter legible figures, preferably in black ink.

### **3.0 TENDER DOCUMENTATION**

#### **3.1 Tender package**

- a) One copy of the Specification
- b) One copy of the Form of Tender
- c) One copy of Pre-Construction Information

#### **3.2 Documents not provided**

Asbestos Register to follow.

#### **3.3 Check**

Upon receipt of the tender documents check that all information necessary for preparing the tender has been provided. Report any missing documents, pages or discrepancies to the Contract Administrator.

#### **3.4 Alterations**

Do not amend the documents without written authorisation from the Contract Administrator.

### **4.0 INSPECTING THE SITE**

#### **4.1 Before Tendering**

Inspect the site and ascertain all factors relating to its location, ground conditions, working space and details of all matters concerning the site including the areas and properties adjacent to the site and the provision of adequate and suitable labour for the Works. Access arrangements can be made with Croft Surveyors (Exeter) on 01392 790700. No claim will be entertained due to lack of knowledge in this respect.

#### **4.2 Before Commencing Works**

See schedule of existing conditions hereunder (8.00).

## **5.0 TENDERING PROCEDURES**

### **5.1 Tender Submission**

Submit the Form of Tender in the envelope provided and by the date specified. Tenders submitted by facsimile transmission will not be entertained.

### **5.2 Method of Obtaining Tenders**

Methods shall comply with Alternative 2 of the Code for Single Stage Selective Tendering (NJCC publication 1996). Tenderers will be given the opportunity to confirm their offer or amend it to correct genuine errors; if the corrected tender ceases to be acceptable, the next acceptable tender will be examined on the same basis. The lowest tender will not necessarily be accepted.

### **5.3 Evaluation Period**

Tenders to remain open for acceptance for twelve weeks after the date of submission.

## **6.0 GENERAL DESCRIPTION OF THE WORKS**

### **6.1 The Works comprise**

External redecoration to north and west elevations.

### **6.2 Location**

Ivybridge Town Hall, Erme Court, Leonards Road, Ivybridge PL21 0SZ.

### **6.3 Access**

At all reasonable times.

## **7.0 SCHEDULE OF EXISTING CONDITIONS**

### **7.1 Before Work Commences**

In conjunction with the Contract Administrator or representative thereof, prepare and agree a schedule of the condition of surfaces likely to be affected by the works.

## **8.0 SPECIAL CONDITIONS, OBLIGATIONS AND RESTRICTIONS**

### **8.1 Use of Site**

- a) Use the site only for the construction of the works
- b) All works must be undertaken with the least possible disturbance to the occupiers of the subject and adjoining properties.

### **8.2 Material on Site**

Any material on the site or arising from excavations is the property of the Employer and shall be used and/or removed from the site only as specified.

### **8.3 Noise**

Keep noise on the site to as low a level as can be practicably attained. Use mufflers and acoustic enclosures if necessary. Prevent nuisance by radio receivers and similar devices. Comply with BS5228 'Code of Practice for noise control on demolition and construction sites' and ascertain the Local Authority's requirements in this respect.

### **8.4 Nuisance Generally**

Prevent smoke, dust, fumes, spillage, pollution of waterways and any other form of nuisance. Do not dump any waste other than in authorised tipping areas. Comply with all reasonable requests from the public and adjoining occupiers.

### **8.5 Cleanliness**

Keep the works clean and tidy at all times. Remove rubbish and debris; do not permit it to accumulate, cause obstructions or become a fire risk.

## **9.0 PROGRAMMING**

### **9.1 Master Programming**

As soon as possible after the execution of the contract, prepare and distribute a works programme as follows:

- a) In a readily understandable format (e.g. a bar chart)
- b) Showing commencing and finishing dates of all major activities.
- c) Showing when critical information is required from the Surveyor or others.
- d) Send two copies to the Surveyor and other consultants.
- e) Distribute to all other interested parties.
- f) Update and distribute copies as stated whenever changes occur.
- g) Commentary by the Surveyor shall not be construed as an instruction nor shall any such commentary relieve the contractor any of his responsibilities.

### **9.2 Progress Meetings**

Progress meetings to be held at regular intervals or when required by the Contract Administrator. Provide a suitable meeting area on site with tables and chairs as necessary.

## **10.0 MANAGEMENT AND ADMINISTRATION**

### **10.1 Generally**

Provide on and off-site management and administration.

### **10.2 Liaison**

Liaise with the police, local authority and all other authorities and parties concerned.

### **10.3 Supervision**

Co-ordinate and supervise all works personnel and activities.

#### **10.4 Records**

Keep records as stated in item 29.00 hereunder.

#### **11.0 LABOUR AND WELFARE**

##### **11.1 Insurances**

###### **11.1.1 Personnel**

The contractor shall insure his employees against Employer's Liability for workmen's compensation and shall pay the State Insurance in respect of health and unemployment. The contract administrator may request evidence that adequate insurance cover is in effect.

###### **11.1.2 Third Party**

The contractor will be required to produce a valid certificate of insurance against all third-party risks up to a value of £2m for any single claim. The contract administrator will request evidence that the specified cover is obtained at the commencement of the contract.

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

Provide everything necessary for the safety, health and welfare of all persons on the site at all times in compliance with the relevant Acts, Regulations and Bylaws. Provide industrial safety helmets to BS5240 for the use of site visitors.

##### **11.3 General Expenses**

Allow for other labour and general expenses of every description.

##### **11.4 WC Accommodation**

The existing facilities on site are to be utilised by the Contractor.

#### **12.0 PROTECTION AND SECURITY**

##### **12.1 General Protection**

Protect the Works, the site generally and property adjacent to or not forming part of the Works from mechanical or general damage or deterioration arising from the Works activities.

##### **12.2 Weather protection**

Protect the Works from any damage or injury arising from frost or other weather, conditions. All timber and other vulnerable materials must be stored with full weather protection

##### **12.3 Roads and Paths**

Protect roads, paths, paved areas and access routes to, from and across the site. Take precautions to prevent mud or debris being deposited on highways. Repair or pay the cost of repairs arising from the Works activities.

##### **12.4 Protect Planted / Landscaped Areas**

Protect all plants and cultivated areas including associated hard landscaping and features from damage arising from the works.

## **12.5 Maintenance of Public and Private Services**

The contractor shall establish the positions of, protect, uphold and maintain all pipes, ducts, sewers, service mains, overhead cables etc. during the execution of the works. The contractor shall make good any damage, due to any cause within his control, at his own expense and pay all costs and charges in connection therewith. Where it is necessary to interrupt such mains or services for the purpose of making either temporary or permanent connections thereto, or disconnections therefrom, prior written permission must be obtained from the contract administrator, and where appropriate from the local or statutory authority. The duration of any interruption shall be kept to a minimum.

## **12.6 Security**

Safeguard the Works from theft, vandalism or other damage by persons. Ensure that the security of the subject and adjacent property is not lessened due to Works activities and prevent workpeople from trespassing upon adjacent property. The contractor shall indemnify the client against any claim or action for damages of any trespass or other misconduct of his employees.

## **12.7 Watching**

Provide all necessary watching and lighting (if not allowed for under hoardings or other temporary works).

## **12.8 Working Hours**

All work is to be carried out during normal working hours, normal working hours being deemed to be between the hours of 8.30 am and 5.00 pm, Monday to Friday. No works are to be undertaken on weekends or bank holidays without prior consent.

## **13.0 TEMPORARY WORKS GENERALLY**

Design, provide, maintain and adapt where required the following temporary equipment and services as necessary for the efficient execution of the Works. Remove when no longer required and reinstate any work disturbed. Temporary works required to be left in position will be subject to approval.

### **13.1 Plant**

Mechanical and non-mechanical plant of every description including vehicles, cranes, hoists, general equipment and hand tools.

### **13.2 Access to the Site**

Form safe and adequate access at all times.

### **13.3 Vertical access, platforms, enclosures**

Scaffolding and associated equipment, fans gantries, mobile towers and platforms, safety and weather enclosures.

### **13.4 Shores and props**

Shores, props, struts and bracing not specifically required by the Surveyor.

### **13.5 Casings**

Covers, screens, dust covers, tarpaulins and other protective materials.

### **13.6 Barriers**

Hoardings, fences, gates and guard rails, etc.

### **13.7 Communication**

Signs and notices.

### **13.8 Roads etc**

Tracks, ramps, crossings, hardstanding's and planked footways.

### **13.9 Water**

Contractor to make their own arrangements for water necessary for the works.

### **13.10 Lighting and power**

Artificial lighting and power from appropriate energy sources including means of distribution and fittings; and meters if required. Contractor's electricity supply available adjacent to designated compound

### **13.11 Fire-fighting**

Precautions against fire including adequate fire-fighting equipment: clearly marked and unobstructed escape routes.

### **13.12 Buildings**

Huts and other demountable/removable buildings for offices and storage and welfare, etc. Do not use the Works for storage without approval.

### **13.13 Telephone**

Sufficient for the Contractor's requirements.

### **13.14 Drying the Works**

Carefully and progressively dry out the Works including providing labour, appliances and fuel: avoid sudden humidity changes: ensure materials and components subject to dimensional changes (e.g. joinery) are installed and maintained in suitable conditions.

- a) approval for use.
- b) payment of all costs arising.
- c) without change to liability for defects.
- d) insurance for use prior to practical completion.

### **13.15 Open storage areas**

Secure compounds; hardstanding's for use by others.

#### **13.16 Prevention and disposal of water**

Keep the site generally and the exposed works free from water from any source.

#### **13.17 Signboard**

Submit brief details and obtain approval. Fix only one name panel (not larger than 1.50 x 0.50m) provided by others. No other advertising will be permitted.

#### **13.18 Note**

Any temporary work specifically required or designed by the Architect is described in the detailed works section of this document.

#### **14.0 TEMPORARY OFFICES** – the contractor is to utilise the existing accommodation on site for temporary offices and storage.

#### **15.0 RATEABLE AREAS**

##### **15.1 Pay all charges**

Pay rates or other statutory charges levied on all temporary buildings and/or specific areas within any existing buildings used by the Contractor.

#### **16.0 HANDOVER**

##### **16.1 Cleaning**

Thoroughly clean the Works on completion and leave fit for occupation and use: use specialist cleaners to vacuum all surfaces including accessible areas in ducts and behind casings and to wash and polish all glass, ceramic and other smooth surfaces.

##### **16.2 Handover**

Upon completion:

- a) Leave the Works secure against unauthorised entry.
- b) Provide the Surveyor with all keys, clearly labelled together with two copies of a detailed locational list.
- c) Provide the Surveyor with one copy of each manufacturer's standard printed operating and maintenance instructions and guarantees relating to all proprietary goods and systems used in the Works.
- d) Make arrangements and agree dates with the Employer in respect of making good any defects.

A joint meeting shall be held with the employer at Practical Completion. The contractor shall ensure that the contract administrator is given at least 48 hours notice (excluding weekends) that the property will be ready for inspection.

#### **17.0 TERMS AND DEFINITIONS**

##### **17.1 Surveyor / Contract Administrator**

See introductory fly sheet.

**17.2 Agrément Certificate**

A current certificate issued by the British Board of Agrément.

**17.3 Approval**

Approval or directions given by the specifier in writing. Unless otherwise specified in the written approval, approval is limited to the visual appearance of the work, material or components involved and shall not relieve the Contractor from compliance with specification.

**17.4 As directed**

As defined for 'approval'.

**17.5 As shown on drawings**

This is an implied term deemed included with the specification, i.e. everything that needs to be drawn is shown on drawings and details as appropriate.

**17.6 As specified**

This term means that the work to which it refers is described somewhere in the contract documentation (e.g. on drawings or in the Specification).

**17.7 BBA**

British Board of Agrément

**17.8 BS**

British Standard specification, and amendments, current six months prior to the date of issue of the tender documents.

**17.9 BS DD**

British Standard draft for development current at six months prior to the date of issue of the tender documents.

**17.10 CP**

British Standard code of practice, and Amendments, current six months prior to the date of issue of the tender documents.

**17.11 Employer**

See introductory fly sheet

**17.12 Energy**

See 'Fuel'.

**17.13 Engineer**

No required.



#### **17.14 Fix only**

The fixing of materials and components obtained from sources as directed. In addition to the actual fixing the term shall mean:

- a) Obtaining all necessary information from suppliers.
- b) Unloading; and storing if necessary.
- c) Protecting and insuring as if purchased by the Contractor.
- d) Assembling; and or dismantling and re-assembling if necessary.
- e) Returning any chargeable packings and passing credit to the Employer.

#### **17.15 Fuel**

Electricity, gas, oil and any other source of energy.

#### **17.16 Prime cost sum**

A sum (usually referred to as a PC sum) provided for work or services to be executed by a nominated sub-contractor, supplier or other nominated firm or nominated statutory authority; such sums exclude Contractor's profit.

#### **17.17 Provisional Sum**

A sum provided for the entire cost of anticipated work that cannot be properly drawn or described.

#### **17.18 Weather**

Specified requirements for weather precautions and protection refer to rain, frost, snow, sleet, gales, excessive sunshine, drying winds, flooding or any other state of the weather which could cause damage or otherwise interfere with execution of the Works.

#### **17.19 Works**

The term of 'works' shall mean the execution of the whole works envisaged by these contract documents and including all sub-contracting works, and any Builders Works in Connection with the sub-contractors or Mechanical & Electrical works.

#### **17.20 Meaning**

Unless otherwise indicated, any description of work to be undertaken shall be deemed to include:

- a) Materials and components as specified and all labour in fitting and fixing in position including cutting and wastage.
- b) Use of plant, tools and temporary works of every description.
- c) All matters set forth under Preliminaries

### **18.0 ACTS, REGULATIONS, OTHER DOCUMENTS**

#### **18.1 Compliance**

Comply with:

- a) Any and all regulations made by any authority having jurisdiction over or in connection with the works.

- b) Codes of practice published by BSI and the major trade organisations.
- c) British standards referred to in this specification.
- d) BRE Digests and other authoritative documents prepared by the major government organisations.
- e) Printed directions issued by the manufacturers of proprietary materials and components used (whether specified or not).

## **18.2 Provision of documents**

Provide any relevant part of the above documents for use on site if necessary for the efficient execution of the work or if so directed.

## **18.3 Currency of documents**

Documents referred to in this specification shall be unless otherwise stated those editions (and any amendments thereto) current **at** the date of tender.

## **19.0 PRELIMINARY PROCEDURES**

### **19.1 Setting out**

Accurately set out the works. Ensure that all critical co-ordinate points are marked in a manner that cannot be removed or in a manner that makes any subsequent movement immediately apparent.

### **19.2 Before Commencing Work**

Liaise with all trades and interests concerned. Do not start or continue any part of the work until:

- a) Environmental conditions are suitable for the type of work involved.
- b) Supervisors are satisfied that operatives understand what is required.

## **20.0 MATERIALS AND COMPONENTS GENERALLY**

### **20.1 Deliveries**

Programme deliveries to minimise site handling and deterioration. Ensure that everything liable to damage during transport is delivered in manufacturers' wrapping and given such other protection as may be required.

### **20.2 Standard of acceptance**

Check deliveries and immediately remove from site any materials or components that are not:

- a) New (unless otherwise specified) and in new condition.
- b) In compliance with specification.

### **20.3 Handling and storage**

Handle and store as follows:

- a) Separately if incompatible.
- b) So that any particular delivery or consignment can be identified with its delivery ticket and test certificates, etc.,
- c) So that protection from any form of damage is affected.

- d) So as to avoid overloading or otherwise causing damage to the Works.
- e) Use lifting hooks, slings and forks, etc., only at places indicated by the manufacturer.

#### **20.4 Order of usage**

If liable to deterioration during storage, use in order of delivery; store to facilitate this.

#### **20.5 Sources of supply**

When not specified, use a single source of supply for materials and components having characteristics that:

- a) Differ according to source of supply or manufacture.
- b) Could affect their appearance or performance.
- c) Could affect the appearance or performance of the Works.

#### **20.6 Selection**

Unless specific requirements are indicated, self-finished and decorative materials and components shall be subject to selection and approval.

#### **20.7 Unspecified items**

Ensure that any and all materials and components which are left to the choice of the Contractor are of good quality and fit for their intended purpose.

#### **20.8 Purpose-made components**

All components shall be deemed to be purpose-made unless indicated to be proprietary or readily identifiable as standard articles. Ready-made components may be provided in place of components implied to be purpose-made if they conform to specification.

#### **20.9 Asbestos**

Do not use asbestos based materials.

#### **20.10 Protective finishes**

Apply galvanising and other protective coatings after fabrication; make good any subsequent exposure of the protected material to the standard of the coating.

### **21.0 PROPRIETARY MATERIALS, COMPONENTS AND SYSTEMS**

#### **21.1 Generally**

Strictly observe all manufacturers' instructions.

#### **21.2 Conflicting instructions**

Should a manufacturer's instructions and this specification be at variance, seek instructions from the Contract Administrator.

#### **21.3 Documents**

Ensure that the manufacturers' instructions and other information are at the site whilst the related work is being executed. Retain these documents (and upon completion of the Works hand them to the specifier in suitable folder(s) together with a contents list.

#### **21.4 Contractor's Options**

Specification of proprietary materials and components is not necessarily binding. The Contractor is invited to suggest alternatives of equal quality, performance, and appearance.

### **22.0 TEMPORARY WORKS AND EQUIPMENT**

#### **22.1 Generally**

The choice and use of temporary works and equipment are the Contractor's responsibility entirely but the following general recommendations should be observed, particularly when they affect the appearance and performance of the Works:

- a) Fit for intended purpose and in serviceable condition.
- b) Safe
- c) Not detrimental to the Works.
- d) Not over-loading or stressing the Works in any way.

#### **22.2 Stand-by Equipment**

Ensure adequate supply of stand-by equipment and materials so that there will be no let or hindrance to the progress of the Works.

### **23.0 SUPERVISION AND WORKMANSHIP**

#### **23.1 Generally**

Undertake all work with skill and care in order to produce work fit for its intended purpose and of good quality.

#### **23.2 Supervision**

Provide competent supervision by experienced personnel familiar with the CP's and other requirements of this specification for all stages of the work.

#### **23.3 Craftsmanship**

Undertake work by or under the direct supervision of operatives with suitable training, experience and competence. Craftsmen shall undertake work requiring special skill. Do not permit apprentices to work un-supervised.

#### **23.4 Standard of workmanship**

Unless otherwise specified the standard of workmanship described in the relevant CP will be acceptable.

#### **23.5 Quality assurance**

Ensure that the quality of any specified product attained during manufacture is not lowered prior to or during incorporation into the Works. Ensure that the benefit of any quality assurance schemes (e.g. BSI 'Kitemark' system) is, used to assure the quality of the Works.

## **24.0 TOLERANCES**

### **24.1 Generally**

Work within dimensional limits that are suited to the structural stability and final appearance of the Works.

## **25.0 FIXINGS**

### **25.1 Generally**

Subject to specified requirements, fix everything that is intended to be fixed in such a manner that it stays fixed; observe the following qualifications to this requirement:

### **25.2 Durability**

Select fixings proof against any corrosion likely to occur in their position in use.

### **25.3 Rigidity**

Use fixings suited to the likely stresses and vibration in use.

### **25.4 Appearances**

Visible fixings to match or suit the items being fixed.

### **25.5 Items to be Removed**

Fix with accessible and removable fixings such as screws or bolts.

### **25.6 Shot-Fixing**

Do not use without approval.

### **25.7 Masonry Nails**

Do not use without approval.

### **25.8 Avoid damage**

Do not damage anything being fixed or anything receiving fixings.

## **26.0 CARE OF THE WORKS**

### **26.1 Cleanliness**

Keep the Works and the equipment used for its construction clean. Accumulate debris in suitable pre-determined areas and promptly remove from site. Remove any graffiti as soon as applied, including that applied to hoardings and temporary works.

## **26.2 Overloading**

Do not overload or stress the Works in any way (e.g. plant, storage).

## **26.3 Protection generally**

Protect the Works, during construction and as portions reach completion, against any form of damage or deterioration. Such protection shall include coverings, guard rails, temporary heating or other appropriate methods.

## **26.4 Specific Protection**

Requirements are given in the work sections which are later specified.

## **26.5 Unfavourable Weather**

Obtain local weather forecasts and take precautions against unfavourable weather.

## **26.6 Fire Precautions**

In addition to the requirements of the relevant Acts and Regulations, take special precautions to avoid the outbreak of fire within existing buildings. Discuss proposals with the Employer to ensure that the fire hazards are known. Do not permit any accumulation of flammable debris. Seek approval for any work involving naked flames or sparking. Do not take any flammable liquids or gases into the building other than that needed for one day's work.

## **27.0 SAMPLES**

### **27.1 Small Samples**

Provide small samples to the specifier as and when required together with supporting literature and details of availability and other relevant matters.

### **27.2 Samples of finished work (mock-ups)**

These are specified in detail and shall be deemed to include:

- a) Making the samples with materials identical to those to be used in the Works.
- b) Making the samples under the same conditions as those likely to exist during the construction of the Works.
- c) Providing temporary bases (where necessary).
- d) Maintaining and protecting approved samples.
- e) Removing the sample when no longer required by the specifier.

## **28.0 TESTING**

### **28.1 Generally**

Regardless of any specified tests, undertake regular checks and tests to ensure that the work is functional and as specified.

### **28.2 Mechanical components**

Ensure that mechanical components are functioning before and after installing.

## **29.0 RECORDS**

### **29.1 Generally**

Keep a properly documented and dated job diary available for inspection when so requested.

### **29.2 Events to be Recorded**

Record all events relevant to the construction of the Works, including those mentioned hereunder:

- a) All drawings or other documents issued or requested.
- b) All instructions issued to the Contractor and the action taken; this shall include verbal instructions and the date of written confirmation.
- c) Brief details of daywork.
- d) Weather conditions including temperatures, rain, wind and other conditions which are abnormal.
- e) Records of tests if not recorded elsewhere.
- f) Any poor workmanship observed or reported; and condemned work stating the reasons.
- g) Delays and their causes.
- h) Labour problems.
- j) Commencing and completion dates of significant stage of the work, with particular reference to work which requires time to cure or dry out.

### **29.3 Recording equipment**

Provide the following:

- a) Adequate thermometers of various types carefully cited to give representative readings.
- b) Tell-tales if necessary, affixed as directed
- c) A camera, if photographs are considered the best method of obtaining a record.

## **30.0 DRAWINGS**

### **30.1 Checking**

Check all drawings issued after the commencement of the Works to ensure that they do not conflict in any respect with those previously supplied, or with actual dimensions measured on site. Notify the specifier of any discrepancies.

### **30.2 Shop drawings**

For parts of the Works for which only general design and layout drawings are provided, prepare any detail, shop or installation drawing which is necessary and indicate any departures from the design drawings. Submit drawings for approval at least 14 days before the relevant work is due to commence.

## **31.0 INSPECTIONS AND COVERING UP**

### **31.1 Giving notice**

Give reasonable notices in respect of any work that must be inspected prior to covering up. Such work includes:

- a) Any work of structural importance.
- b) Functional work such as drains and other pipework.
- c) Work treated as provisional at time of tendering.

### **31.2 Inspections**

Do not cover up any work of the type referred to above until inspected and approved by the specifier or any other duly authorised inspector.

## **32.0 MAKING GOOD AND REPAIRS**

### **32.1 Defective work**

Make good any and all defective work.

### **32.2 Making Good**

Attend upon all trades and make good after any cutting away and the like.

### **32.3 Reinstatement of site**

The whole of the site, subject property and adjoining properties must be left in sound structural and decorative order on completion of the works.

## **33.0 ATTENDANCE UPON APPROVED AND NOMINATED SUB-CONTRACTORS**

### **33.1 Supervision**

Supervise and co-ordinate all sub-contractors and integrate their work with the remainder of the work. Provide attendance as in the Specification detailed works sections, and to incorporate all of the following:

#### **a) Access**

Use of temporary roads, pavings and hardstandings.

#### **b) Areas**

Storage areas and space for offices.

#### **c) Welfare**

Use of sanitary accommodation, mess-rooms and welfare facilities at the disposal of the main contractor.

#### **d) Water**

Available on site 'free issue from client' subject to reasonable usage.

#### **e) Electricity**

Single phase 110v supply to working areas 'free issue from client' subject to reasonable usage.

#### **f) Lighting**



Adequate artificial lighting.

**g) Scaffolding**

Use of standing scaffolding including ascertaining sub-contractors' requirements before taking down.

**h) Personnel Hoists and Lifts etc**

Use of all means of vertical access.

**i) Unloading and Distribution**

Unloading of materials and plant including hoisting and distributing to approximate fixing positions.

**j) Suitable Conditions**

Providing conditions suited to the nature of the work being undertaken

**k) Builder's Work**

Perform all general cutting away and making good on completion.

**l) Protection**

Protecting the sub-contract works during the progress and on completion.

**m) Debris etc**

Remove rubbish as it accumulates.

**n) Drawings etc**

Ensuring the timely production of record drawings, maintenance instructions and other information that sub-contractors may be required to produce.

**PROJECT: Ivybridge Town Hall, Erme Court, Leonards Road, Ivybridge PL21 0SZ.**  
**DATED: January 2023**

# **SECTION 2**

## **PREAMBLES**

**PROJECT: Ivybridge Town Hall, Erme Court, Leonards Road, Ivybridge PL21 0SZ.**  
**DATED: January 2023**

# **SECTION 3**

## **SCHEDULE OF WORKS**

# **SECTION 4**

## **COLLECTION PAGE**