Detailed Requirement	Information Type?	Frequency Required	Data Presentation Format	What is it?	Critical for Day One Yes or No	Source	Specifics	Example
Planned Preventative Maintenance Compliance	Contractor Performance	Monthly, Quarterly, Ad-hoc	Raw Data (Excel Spreadsheet) table, trend over time graph, Pie Chart etc.	To report on the Employer's PPM compliance detailing percentage of tasks completed against those Planned. Reporting specific items left outstanding. Include schedule of outstanding maintenance upon a rolling monthly report until works are complete.	Yes	Supplier CAFM system/ Planet F Me	Monthly report. Details given of percentage of tasks undertaken within time. Specific details upon those tasks missed or carried out late. Report should include works carried over from previous months that were not carried out in time.	
Reactive Response	Contractor Performance	Monthly, Quarterly, Ad-hoc	Raw Data (Excel Spreadsheet) table, trend over time graph, Pie Chart etc.	Report upon numbers of calls received, split by call category and Call Open/Overdue and Closed.To record all uncompleted maintenance and Soft FM activities (planned, reactive, etc.) as part of monitoring maintenance	Yes	Supplier CAFM system/ Planet F Me	Reporting structure upon CAFM system should allow different levels of access to Estates teams' access to view call notes relating to a maintenance issue. The helpdesk should log calls by discipline & response time required. The monthly	

				performance and to aid maintenance planning.			report should detail the numbers of jobs raised whether they are open/overdue or complete.	
TUPE	Contract	Monthly during mobilisation, quarterly thereafter for the first year and annually	Raw Data (Excel Spreadsheet) table, trend over time	Report on the number of TUPE transfers and the progress made in the TUPE process.	No	Supplier/ Contractor	Report will include comparison and reconciliation with the TUPE data submitted in "TUPE Costs" of the Service Price List in order to compare with the amount indemnified. The report will provide comprehensive details of all eligible staff	

Financial Reporting	Contract	Monthly	Raw Data (Excel Spreadsheet) table, trend over time	Monthly report upon commitment and invoicing.	Yes	Supplier	Monthly production of valuation documentation and expenditure report. This should include payment applications and monthly invoices.	
Statutory Inspection Tracker	Contract	Monthly	Raw Data (Excel Spreadsheet) table, trend over time	Undertaking and reporting results of Periodic Statutory Inspections across the Estate	Yes	Supplier/Independent Auditor.	Spreadsheet detailing the date of inspection due date of the next inspection. Details of deficiencies/actions with priority rating. Includes but not limited to:- i/Pressurisation Vessels, ii/Lifting Beams and Tackle, winch, safety harnesses, Eyebolts, trolleys and hoist. iii/ Lifts	
Contracts/ Orders/Task Orders	Contract	Ad - Hoc		Copies of Final Contracts, Orders.	Yes	• Business • Procurement		

Compensation Events	Contract	Ad - Hoc		Copies of Final Compensation events.	Yes	• Business • Procurement		
Security Clearance of Operatives	Contract	Quarterly, Annual, Ad - Hoc		Organisation, identifiers, Address, Supplier, Employee's security clearance, employee's names and addresses (including supporting documentation such as birth certificates, evidence of qualifications and references), "Jailcraft" trained employee's, dropped shifts, incidents etc.	Yes	Supplier	Supplier will confirm on a quarterly basis that all employees employed on this contract have the correct level of security clearance clearance and provide a list of employees who have completed security clearance forms with the date of submission. The supplier when asked will provide a full list of employees employed on the contract along with their clearance level on an ad hoc basis.	
Sub-Consultants/ Contractors Report	Contract	Quarterly		To identify all current and proposed Sub-Contractors/ Consultants and value of work issued in the last reporting period	No	Supplier		

Benchmark Report	Contract / Contractor Performance	Annually/ Ad-Hoc		To compare performance against internal and external benchmarking; A benchmarking of reports of performance of each service against external industry standards; Benchmarking of service costs by volume against industry standards and between contract regions; Benchmarking of Customer Satisfaction by region and stakeholder.	No	• Supplier • Supplier's CAFM/ Planet Fme • Procurement • Estates • Prisoner Labour		

Customer Satisfaction Report	Contract / Contractor Performance	Quarterly, Ad - Hoc		To monitor Customer Satisfaction across the full range of services and any action plan required.	No	• Supplier • Supplier's CAFM system • Estates Teams		

Contract Finance Report	Contract Performance	Monthly, Bi - Annual		Confirmation of current fully comprehensive charge; Fixed Costs – Hard and Soft FM Variable Costs – Hard and Soft FM Additional works / contract changes costs approved and to be incorporated into the unitary charge; Ad Hoc expenditure on additional works; Notice of potential cost increases; Proposed contract changes and associated costs. under consideration Valuation Summary	Yes	• Supplier • Business		

Apprenticeships	Contract/ Contractor Performance	Monthly, Quarterly, Ad-hoc		To monitor compliance with Employer's requirements regarding Apprenticeships / Trainees in the provision of Works / Services.	No	Supplier		
Contractor Health & Safety Report	Contract/ Contractor Performance	Monthly, Quarterly, Bi - Annual, Ad-hoc		Proposed improvements in Health and Safety practice; Reporting of all accidents (to the Contractors employee's and Sub-Contractors) and near misses by type and impact; RIDDOR statistics and any remedial action taken to reduce the probability of any accident or near-miss recurrence. Permit To Work compliance	No	Supplier	1/Executive summary of High Light items within Month. 2/Accident Statistics and reports on specific accidents. 3/Statutory Inspection and Compliance programme. 4/Report upon works emanating from inspections and testing. 5/Changes to Legislation. 6/CDM schedule of where the projects are and there extent. 7/HMCS Standards, Compliance and Governance.	

Early Warning Notices	Contract/ Contractor Performance	Ad-Hoc Monthly		EWN's by package and trend	Yes	• Supplier • Business		
Equality & Diversity Policy	Contract/ Contractor Performance	Annual		To ensure all Framework Contractors hold an Equality and Diversity policy	No	Supplier		
Fair Payment of Suppliers	Contract/ Contractor Performance	Quarterly		To monitor the performance of Contractors in terms of compliance with Fair Payment of Suppliers	No	• Finance (AP) • Procure ment		
Financial Accounts	Contract/ Contractor Performance	Annual, Ad-hoc		A report which assesses the Suppliers current financial status	No	Supplier		

Customer Complaints Reports	Contract/Contractor Performance	Bi-Annual, Quarterly, Monthly, Ad-hoc		To monitor Customer Complaints across the full range of supplier services. Need to have method in place for informing Estates as complaint is received as this could impact on operational staff.	Yes	• Supplier • Business		

Innovations & Continuous Improvements Report	Contract/Contractor Performance	Quarterly, Ad-hoc		The proposals submitted by the Contractor for improving contract performance awaiting approval from the Employer. This shall include the date of submission, whether the proposal relates to cost reduction or an increase in quality standards, dates of approval and rejection, cost implications and any effects on third parties. A "Glide path" report on the progress of any previous innovations accepted by the Employer and their impact on the performance of the contract	Yes	• Supplier • Business		

Helpdesk Progress Report	Contractor Performance	Weekly, Quarterly		To monitor changes to the overall Helpdesk operation; Comprehensive management information / statistics./ trend analysis in relation to aspects of the Helpdesk operation; Highlighted issue and problems.	No	Supplier CAFM system/ Planet F Me		
Completed Maintenance Performance Report	Contractor Performance	Quarterly, Ad - Hoc		For example, to analyse multiple maintenance activities (planned, reactive, etc.) as part of monitoring maintenance performance and to aid maintenance planning. To report on performance in accordance Section 3 Schedule 3 – Outline Specification of Services (with Service Levels and Performance)	Yes	Supplier CAFM system/ Planet F Me		
Defects Report	Contractor Performance	Weekly, Quarterly		To identify all faults on new Affected Properties for a period of three years post handover.	No	Supplier CAFM system/ Planet F Me		

Priority Ratings Report	Contractor Performance	Weekly, Quarterly		To report the number of service requests by Priority rating (R/A/G) within each Affected Property, contract region, and by Employer Business Unit.	Yes	Supplier CAFM system/ Planet F Me		
Asset Registers	Estate Performance	Annually		List of assets by site detailing unique reference number, manufacturer, age, condition, predicted remaining useful life etc	Yes	Supplier CAFM system/ Planet F Me	At contract commencement the contractor will undertake to assess the accuracy and extent of the current asset lists as part of the dilapidation surveys. During the life of the contract the contractor will ensure that a comprehensive asset list is maintained and kept up to date for all buildings the contractor is responsible for maintaining.	

Asset Update Report	Estate Performance	Ad-hoc		Changes to Assets and additions	No	Supplier CAFM system/ Planet F Me	Contractor will update the asset register at anytime they replace equipment whether as a reactive maintenance item or project work. The contractor will also upon receipt of a list of updated assets from another party, will undertake to update their asset record accordingly.	
Condition Surveys (Basic)	Estate Performance	5 yearly	Excel	Carrying out of a full on site condition survey of the building fabric and Mechanical & Electrical Services of affected properties by suitably qualified building surveyor(s) and Engineer(s) and submit a report identifying the location of all items, it's condition with any defects observed and works identified to resolve with budget estimate. It's elemental risk of failure with predicted remaining life. The survey and report should be undertaken at a	Yes	Supplier	The survey will detail site name and address, the prevailing weather condition at time of survey, Tenure and listed status of the building. General description of the building and its age. The names and qualifications of those undertaking the survey. Include as an executive summary a general description of the Fabric, Services, Restrictions on Survey and Statutory issues arising. The body of the report will be a	

				minimum of once every 5 years for all affected properties. The information will be used to support the Forward Maintenance Register generation and bidding.			spreadsheet including specific details including, but not limited to:- *Grounds, *Structure and load bearing walls, *windows and external doors, *roofs, *gutters and downpipes and *parapet walls, *Lightning protection, *Fenestration including roof lights and dormers, *Chimneys and ventilators, *Internal decorative order (floor by floor ad room by room), *Doors including ironmongery and intumescent strips, *Staircases, *Heating source and distribution, *Hot and Cold water services, *Ventilation and air-conditioning, *Fire fighting and detection system, *Lifts, * Power, *Lighting and *Plumbing	
Condition Surveys	Estate Performance	Ad Hoc		Similar to the Basic Condition Survey but this report is intended to be more in-depth and should	Yes	Supplier	The purpose of the detailed condition survey is if it is desired for a more detailed report on a	

(Detailed)				include a greater level of detail including a full written report in addition to the schedule above. The report should also include a photographic record to illustrate the details of the report and marked CAD plans showing the location of items of concern and or interest.			listed building, in the support of an acquisition or when the report is needed as part of a party wall agreement etc. The information will be fundamentally similar to the Basic report but give much greater detail with supporting resources.	
Environmental Performance Report	Estate Performance	Bi - Annual		Utilities Consumption Report for gas, electricity, water and other fuels, including a comparator against current targets; Identify future technology trends to comply with the requirements of Document 3, Schedule 3, Section 11 – Sustainable Development.	No	• Supplier • Supplier's CAFM system/ Planet F Me		
Performance	Contractor	Monthly,		Based upon the KPI template	No			

Report KPI	Performance	Quarterly, Annual, Ad-hoc		produce a KPI self score as set out in the contract requirements. Formulate returns on a monthly basis for Regions and Packages and for specific affected properties when specifically requested. Agree scores with the client representative and submit the agreed scores to Client procurement unit.				
Site waste and specialist waste returns	Day to Day	Weekly, Monthly	Excel Spreadsheet	Segregating and weighing each type of waste and recycling. Compiling the information to be provided to client point of contact at affected property. Produce a schedule of visits and type of incidents arising requiring a specialist (clinical) clean and disposal by affected property.	Yes	Supplier		
Catering Equipment Servicing	Contractor Performance	Annually		To be confirmed within packages catering is included.	Yes	Supplier		

Prison Industries	Contractor Performance	Monthly, Quarterly, Annually	Excel Spreadsheet	Report of PI (volume/£/bespoke requests) product usage: (i) Soft Charge, (ii) Hard Charge (iii) Commercial Charge, by Establishment/Region/Lot	Yes	Supplier	To identify the type, volume, spend, and amount of products used by Establishment/Region/Lot.	
Prisoner Labour	Contractor Performance	Weekly, Monthly, Quarterly, Annually	Excel Spreadsheet	Report to identify; (i) The type of work performed (ii) The amount of PL used at Establishment/Region/Lot v MoJ Benchmarks (iii) Formal training delivered/achieved	Yes	Supplier	To capture information in relation to the use of PL against MoJ Benchmarks, qualifications attained, and type of work performed.	
Critical Spares	Contractor & The Business	Commencement & Contract lapse date	Excel Spreadsheet	Report to identify the critical spares at commencement & end of the contract period; (i) Description of what system(s) the spares relate to e.g.	Yes	• Supplier • Business	The report will be used to manage the transfer of critical spares to the contractor at commencement of the contract. The contractor will be expected to transfer the same (or like-for-	

				Alarms (ii) Model/Serial Number (iii) Quantity (iv) Cost (£)			like) back to the business at the end of the contract period.	
Re-active Cost Thresholds	Contractor Performance	Monthly, Quarterly, Annually	Excel Spreadsheet	To identify the volume of re-active jobs by £ value & threshold, by Establishment/Region/Lot			To capture detailed volume and costs of re-active costs by threshold e.g. up to £500, £750, £1000 and £1001 to £4999.	Re-active works in excess of £5k are placed as separate task order and separate PO
IL2 Accreditation	Contractor Performance	Ad hoc, Weekly, Monthly, Quarterly, Annually	Excel Spreadsheet	TBC	TBC	• TBC	TBC	TBC
Contract Management	Contractor Performance	Ad hoc, Quarterly	Excel Spreadsheet	Report to indentify the Key Personnel associated to the	Yes	• Supplier	A Report which identifies the key personnel employed in ongoing	

Structure				management of FM services within NOMS, by Establishment/Region/Lot including name/title/role description/area of responsibility/Telephone/Fax/Email/address, etc		• Business	management of the contract from both The Authority & The Contractor Point of view.	
Dashboard	Contractor Performance	Ad hoc	Data Presentation Format	High Level, strategic report to identify: (i) KPI's – agreed month on month, overall scores by Region, and separate line to indentify key KPI scores by Region. (ii) PPM – total PPM tasks undertaken in month by Region. (iii) Helpdesk Calls – no. of monthly calls by Region, with no. of calls where the attendance time was inside	No	• Supplier		

				and outside the SLA; where the initial fix time was inside and outside the SLA, and the overall number of calls closed in the month & those remaining open (iv) No. of Elective works <£5K by Region month on month, not completed within agreed SLA period i.e. backlog works (v) No. of Elective works >£5K by Region month on month, not completed within agreed SLA period i.e. backlog works (vi) Statutory Compliance – No. of R/A/G compliance, by region and taken from the statutory trackers. (vii) (viii) Financial – (Bar Graph) showing deductions over payment applications, month				

				by month and by Region				

Section 3
Service Information

Schedule 6 Setting Up and Mobilisation

1 Purpose

The purpose of this schedule is to:

- Specify the *Contractor*'s arrangements and obligations to ensure a smooth and effective Setting Up and Mobilisation in order to Provide the Services under the Contract;

- Ensure that the *Contractor* meets its obligations to set up its Helpdesk and CAFM System operations in a timely manner allowing the *Contractor* to Provide the Services at the Service Commencement Date;

- Ensure that the *services* are provided by the *Contractor* to the required standard as set out in this Contract from the Service Commencement Date;

- Inform the *Contractor* of the information required for the successful planning and mobilisation of the *services* during the Setting Up Period (including any other information that may be agreed as necessary for these purposes between the *Employer* and the *Contractor*).

2 Setting Up Period

2.1 The Setting Up Period shall not exceed six (6) months from the Contract Date.

2.2 No later than one week after the Contract Date, the *Contractor* shall attend a preliminary meeting with the *Employer* to agree the co-ordination process during the Setting Up Period. The *Employer* shall chair the preliminary meeting and the *Contractor* shall be responsible for issuing minutes no later than one week after the preliminary meeting

2.3 Appendix A to this schedule contains an indicative process that details the Setting Up Operations. This process shall be further developed with the *Contractor* at the preliminary meeting. Regular meetings shall be held between the Parties during the Setting Up Period to monitor progress against the Mobilisation Plan. The *Employer* shall chair these meetings and the *Contractor* shall be responsible for issuing minutes no later than one week after each meeting.

2.4 The Incumbent Contractor(s) shall provide services corresponding to the *services* during the Setting Up Period. The *Contractor* shall co-operate with the Incumbent Contractor(s) when it is setting up its own operations and systems in order to avoid any detrimental impact on the services being provided by the Incumbent Contractors. The *Employer* acknowledges that the Incumbent Contractor(s) will retain full responsibility for all extant services corresponding to *services*, including receipt of requests in respect of those services, until the Service Commencement Date (whereupon full liability shall transfer to the *Contractor* to Provide the Service). The *Contractor* shall provide parallel running of the *Contractor* Helpdesk and all supporting infrastructure for a period of not less than one (1) month, immediately prior to Service Commencement Date to populate and test the Helpdesk, the CAFM System and supporting infrastructure.

3 The Mobilisation Plan

3.1 The *Contractor* shall produce a Mobilisation Plan in accordance with Section 3, Schedule 2 - General Requirements and this Section 3 Schedule 6, within twenty-one (21) Days of the Contract Date.

3.2 The Mobilisation Plan shall be reviewed jointly by the *Employer* and the *Contractor*. Once the Parties agree the Mobilisation Plan, the *Employer* shall integrate the Mobilisation Plan into its overall project plan. The Parties shall agree the Mobilisation Plan and it shall be managed by the *Contractor*.

3.3 The Mobilisation Plan shall set out the milestones and ensure that all deliverables required of the *Contractor* are identified. The objective is to ensure that:

- The Setting Up Period is progressing satisfactorily to the Mobilisation Plan, by review against preset targets and milestones.
- All necessary arrangements are in place for ongoing operations.
- Any emerging risks are identified and recorded in the Risk Register in accordance with the requirements of this Contract.
- Formal reporting from the Mobilisation Manager is established during the Setting Up Period.

3.4 The Mobilisation Plan shall indicate where the *Contractor*'s successful implementation of the Mobilisation Plan is dependent upon the *Employer* or any other third party and must provide full details of these dependencies, reasonable proposed timescales for action by the *Employer* or third parties and how the *Contractor* intends to manage these dependencies to ensure successful implementation of the Mobilisation Plan.

3.5 Actions and issues arising are recorded in the 'actions and issues' register for progression at review meetings.

3.6 The Mobilisation Plan shall be logical and based on a proven successful mobilisation used previously by the *Contractor*. The Mobilisation Plan shall cover the Setting Up Period and the first three (3) Months after the Service Commencement Date.

3.7 The Mobilisation Plan shall be delivered to ensure that the *Contractor* shall demonstrate to the *Employer* that the CAFM System and Helpdesk and the resources for the delivery of the services are fully operational not less than twenty-eight (28) days before the Service Commencement Date.

3.8 No more than fourteen (14) days after the Contract Date the *Contractor* shall agree with the *Employer* any specific CAFM System development requirements of the *Employer* during the period of CAFM System and Helpdesk mobilisation

3.9 No more than fourteen (14) days after the Contract Date the *Contractor* shall provide the *Employer* with any specific reasonable requirements needed of the *Employer* to assist the *Contractor* during the Setting Up Period.

3.10 The *Contractor* shall assign a manager (the "Mobilisation Manager") to ensure the mobilisation arrangements for the Setting Up Period are planned and resourced adequately. The Mobilisation Plan shall include specific details of mobilisation and set-up Contractor Personnel who will be assigned during the Setting Up Period, together with timescales and

degrees of involvement. The Mobilisation Plan shall clearly assign responsibility for implementation of each aspect of it. The *Contractor* shall ensure that it has appropriate staffing levels to deliver the Mobilisation Plan in accordance with its objectives. The Mobilisation Manager shall regularly update the *Employer* on progress against the Mobilisation Plan.

3.11 As a minimum, the Mobilisation Plan shall include provision for the following table. This list is indicative, not exhaustive:

Planning	Plans for communication and change management
	Plans for maintaining stakeholders' relationships
	Risk management workshops and activities
	Plans for training
	Plans for testing systems
	Setting up typical meeting schedules
	Security clearances for all Contractor Personnel
	Planning workshops
	Plans for process implementation
	Plans for training internal and external parties on the *Contractor*'s key processes
	Plans for facilities management disaster recovery and business continuity
Contractor Personnel	TUPE and transfers from existing engagements
	Recruitment
	Induction, and specific training about the *Employer*'s requirements
	Familiarisation visits to each Affected Property and awareness of policies and procedures
	Goal setting and development plans
Work Streams to Cover:	Clarification of scope
	Defining call categories
	Setting up of KPIs
	Setting up user documentation
	Developing of scripts and pop-ups with the Helpdesk and the defining processes to assign work correctly to the appropriate body
	Setting up of customer satisfaction arrangements and customer complaints process
	Setting up of interfaces with all third parties
	Production of facilities management service manuals
	Information collection and management
	Preparation of training material for all stakeholders and awareness workshops
	Communicate major requirements of the *Employer*
	Monitoring Helpdesk schedules of work
	Promotional activities with the Business Units
	How and when the Contractor will work with Incumbent Contractor(s) and the Employer

	to capture and load up information such as Asset Data and plant data, building plans and information, key lists, meter readings, security and alarm code numbers, testing information, historic PPM records, details of spares, business continuity details, contact numbers and on-call registers
Processes	Setting up of processes
	Work order process and workflow
	Planned Preventative Maintenance process and workflow
	Methodology of closing out work and reporting to the Helpdesk
	Review draft facilities management service manual
	Plans for receiving and validating standing Data
	Helpdesk set-up of customer dashboards
	Helpdesk set-up of performance reports
	Customer complaints process
	Authorising protocols and processes for work orders.
	Review of assignment of priority ratings (with each Business Unit)
	Business Continuity, Planning and Recover documents
	Validating standing and Asset Data
	Date of sign off and reviews
Systems	Testing systems and processes prior to the Service Commencement Date and obtaining *Employer* approval and acceptance.
	Co-ordinate ICT interfaces, e.g. hand held devices and Data transfer to Helpdesk and CAFM
	Plans for setting up PPM/AM Module and uploading / transferring information
	tasks for developing and agreeing the format of reports with the *Employer* in order to satisfy the requirements of Section 3, Schedule 5 - Management Information and ICT Requirements

4 Communication Plan

4.1 The *Contractor*'s communication plan shall indicate the frequency, nature of communication and responsibility for communications in respect of the *services,* including with the *Employer.* The communication plan shall be agreed with the *Employer* (such agreement shall not be unreasonably withheld or delayed) and reviewed as may be reasonably required by the parties from time to time.

4.2 The *Contractor* shall communicate closely with the *Employer*'s IT representatives during the period of Setting Up Operations in order to interface the *Contractor's* systems with those of the *Employer's* as appropriate.

5 Security

5.1 For the avoidance of doubt, the Security Requirements as detailed in Section 3, Schedule 4 - Security Requirements shall apply to all Contractor Personnel involved in mobilisation during the Setting Up Period.

5.2 The *Contractor* shall be responsible for providing in a timely manner all necessary information to the *Employer* to facilitate security clearances for the Contractor Personnel and its Sub-contractor's personnel so that no delays occur in accessing each Affected Property.

5.3 Throughout the Term the *Contractor* shall provide the names of all Contractor Personnel and inform the *Employer* of all and any alterations or additions as they take place.

5.4 The Contractor Personnel shall not be allowed access to the *Employer*'s IT systems or to IT systems linked to them unless they have satisfied the security checks as described in Section 3, Schedule 4 - Security Requirements.

5.5 All Contractor Personnel requiring access to each Affected Property during the Setting Up Period must have the appropriate security clearance and it shall be the *Contractor*'s responsibility to check with the *Employer* to establish whether or not the level of clearance will be sufficient for access to each Affected Property. If an Affected Property requires the Contractor Personnel to be accompanied by the *Employer*, the *Employer* must be given at least five (5) Working Days' notice of such a requirement, except in the case of Emergency access.

5.6 It shall be the *Contractor*'s responsibility during the Setting Up Period to ensure that the *Contractor*'s IT systems used to support provision of the *services* are configured to meet the security requirements of the *Employer*, detailed within this Contract.

6 Setting Up Operations

6.1 During the Setting Up Period, the *Contractor* shall undertake routine examinations and inspections of each Affected Property and *services* as necessary to be able to commence Provision of Services on the Service Commencement Date.

6.2 Access to each Affected Property outside Core Hours shall be pre-notified by the *Contractor* to the *Employer*, and notice shall be given at least five (5) Working Days ahead of the date that access is being requested.

6.3 During the Setting Up Period the *Contractor* shall provide the *Employer* with at least five (5) Working Days' notice of the delivery of any Equipment to an Affected Property and must have confirmed with the *Employer* beforehand that facilities will be available for the receipt and storage of the Equipment until installation. Prior notice for access is a key component of ensuring the smooth completion of installation tasks. The *Employer* shall provide the *Contractor* with contacts that are able to advise of any physical constraints regarding delivery of Equipment or materials and arrange for access to be allowed at an agreed time.

6.4 The *Contractor* shall ensure that the *Employer* is consulted over the removal of any redundant Equipment from each Affected Property in accordance with Clause Z.70.25. The *Employer* must be given at least ten (10) Working Days' notice of any such removal and the *Contractor* is expressly forbidden from removing any Government furnished items without the permission of the *Employer*. Any recovery of Equipment will be controlled through the planned works and access booking systems that will ensure that the *Employer* has been fully consulted and agreed prior to the recovery of any Government furnished items.

6.5 The *Contractor* shall ensure that any Setting Up and Mobilisation arrangements which involve the erection of temporary accommodation are planned in detail advance with the *Employer*. It shall be the *Contractor*'s responsibility to ensure that any planning permissions are obtained prior to erection of any such accommodation and that the *Employer* is provided with documentary evidence that such permissions have been obtained.