**Specification for Erection, Dismantling & Storage of Christmas Lights:**

* 1. **Preparation & Erection**
     1. Pre-erection PAT testing of stored lights must take place at least 8 weeks prior to installation to allow for equipment failure. A written report is to be submitted to the Supervising Officer indicating the operational status of the lights upon completion of the testing.
     2. Preparation works and checking of power supplies for Christmas decorations to be started in good time to ensure that any necessary repairs can be carried out in good time to allow erection work to commence.
     3. Erection work to be started at beginning of November and must be completed by 20th November, in time for the Winter Carnival ‘switching on’ ceremony, which is normally the last Sunday in November.
     4. For health and safety reasons it is anticipated that the majority of work will need to be carried out during the early morning/evening/night-time. Any work must be carried out in liaison with Wokingham Borough Council’s Highways Department.
     5. The installation must be carried out by electricians with the appropriate, current required qualifications.
     6. The Contractor must have a current HERS registration.
  2. **Dismantling**
     1. All lights to be turned off, as near as practicable to the ‘twelfth night’ and fixings to be taken down by 15th January.
     2. All Christmas trees supplied are to be removed and disposed of by the Contractor and the area left clear of detritus (waste is not to be swept into the tree pit).
  3. **Maintenance**
     1. Maintenance and fault repairs may be required once the Contractor’s motifs/lights have been erected and this must be dealt with as a matter of priority once reported.
     2. If further cabling, connectors, ties, nuts, bolts or wall fixings etc. are required, then a one-off order will be given to the Contractor, by Wokingham Town Council, after receiving a quote.
     3. No fixings can be attached to the Town Hall, due to the Grade II\* listed status of the building, any maintenance must only be carried out in consultation with the Supervising Officer.
     4. The catenary wires, plates, eye-bolts, and other fixings must be visually inspected prior to the display of the cross-street motifs.
  4. **Storage**
     1. To arrange appropriate storage throughout the year for all the items as required on the attached Schedule 1.