

**BACUP HAZ  
PROJECT**

**SPECIFICATION**

**Appleyard & Trew LLP**  
Oriel Court  
Ashfield Road  
Sale  
Cheshire  
M33 7DF

**January 2021**

**ROSSENDALE BOROUGH COUNCIL**  
**BACUP HAZ - PROJECT**

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**SECTION NR.1**  
**PRELIMINARIES AND GENERAL CONTRACT CONDITIONS**

# A10

## Project particulars

### Clauses

#### 110 The Project

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1. Name: Bacup Shopfront HSHAZ
2. Nature: Shopfront replacement / refurbishment
3. Location: Bacup, Rossendale
4. Timescale for construction work: 22nr properties to be carried out in induvial contracts over a 3 year period.

#### 120 Employer (Client)

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1. Name: Individual Building Owners TBC
2. Address:
3. Contact:
4. Telephone:
5. E-mail:

#### 130 Principal contractor (CDM)

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1. Name: TBC
2. Address:
3. Contact:
4. Telephone:
5. E-mail:

#### 140 Architect/ Contract Administrator

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1. Name: Buttress Architects
2. Address: 41 Bengal Street, Manchester, M4 6AF
3. Contact: Stephen Anderson
4. Telephone: 0161 236 3303
5. Email: contact@buttress.net

#### 150 Principal designer

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1. Name: Buttress Architects
2. Address: 41 Bengal Street, Manchester, M4 6AF
3. Contact:
4. Telephone: 0161 236 3303
5. E-mail: contact@buttress.net

#### 160 Quantity Surveyor

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1. Name: Appleyard & Trew LLP
2. Address: Oriel Court, Ashfield Road, Sale, Cheshire M33 7DF
3. Contact: Tim Hinsley
4. Telephone: 0161 973 4347
5. E-mail: sale@appleyardandtrew.co.uk

## 200 Consultants

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1. Description: Structural Engineer
2. Name: Booth King Partnership Limited
3. Contact: Barry Jefcoate
4. Address: 9c Tollgate House, Bridge Street, Ramsbottom BL0 9AB
5. Telephone: 01706 822022
6. Email: [office@booth-king.co.uk](mailto:office@booth-king.co.uk)

## 210 Consultants

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7. Description: Mechanical & Electrical Engineers
8. Name: Silcock Leedham Limited
9. Contact: Nick Barton
10. Address: 1 Lovell House, Birchwood Park, Warrington WA3 6FW
11. Telephone: 0160 653 2776
12. Email: [nick.barton@slce.co.uk](mailto:nick.barton@slce.co.uk)

Ω End of Section

## A11 Tender and contract documents

### Clauses

#### 110 Tender drawings

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1. The tender drawings are: As listed in Appendix A

#### 120 Contract drawings

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

#### 160 Preconstruction information

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1. **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.

Ω End of Section

## A12

### The site/ existing buildings

#### Clauses

#### 110 The site

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1. **Description:** To be dealt with on a project by project basis - contractor to assume that site setup will normally be constrained due to town centre location

#### 120 Existing buildings on/ adjacent to the site

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1. **Description:** As above

#### 140 Existing utilities and services

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1. **Drawings:** (Information shown is indicative only): Refer to Pre-Construction Information.
2. **Other information:**

#### 160 Soils and ground water

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1. **Information:** Refer to Pre-Construction Information.

#### 170 Site investigation

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1. **Report:** Refer to Pre-Construction Information.

#### 200 Access to the site

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1. **Description:** Access from main highway on a site by Site basis
2. **Limitations:** Contractor to assume that access to site will normally be constrained due to town centre location and need for businesses to remain operational during the works.
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.
4. **Deliveries:** Contractor to assume that access to site will normally be constrained due to town centre location and need for businesses to remain operational during the works. Deliveries to be out of normal working hours wherever possible and to otherwise be carefully managed to avoid disruption..
5. **Surrounding Area:** Due cognisance shall be given to the location of the site, in both a residential and commercial area all remaining open to the public.
6. **Other:** Refer to Pre-Construction Information.

#### 210 Parking

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1. **Restrictions on parking of the Contractor's and employees' vehicles:** No vehicles will be allowed to park on site.

#### 220 Use of the site

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

#### 230 Surrounding land/ building uses

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1. **General:** Adjacent or nearby uses or activities are as follows:
  - 1.1. **New Item:** The Works are located in an area of the Town Centre of Bacup, Rossendale that has a significant number of both retail and residential properties.

## 240 Health and safety hazards

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1. **General:** The nature and condition of the site/ buildings cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
  - 1.1. Refer to Pre Construction Information.
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
3. **Site staff:** Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

## 250 Site visit

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1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** To be made via Stephen Anderson 07929 354576

Ω End of Section



## A13

### Description of the work

#### Clauses

##### 110 Preparatory work by others

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1. Details: None
2. Timescale:

##### 120 The works

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1. Description: INSERT.

##### 130 Work by Others Concurrent with the Contract

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1. **Description:** There is likely to be other project work within the area during the construction phase, but not directly on the properties concerned. If this changes, it will be dealt with on a case by case basis.

Ω End of Section

## A20

# JCT minor works building contract with contractor's design (MWD)

## Clauses

### JCT minor works building contract

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- **The Contract:** Contracts will be let on a project by project basis under individual JCT Minor Works Building Contract with Contractor's Design 2016 Edition.
- **Requirement:** Allow for the obligations, liabilities and services described.

## The recitals

### First - The Works and the Contract Administrator

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- **The work comprises:** TBC
- **Architect/ Contract Administrator:** See clause A10/140.

### Second - Contract documents

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- **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.

### Third - Priced documents

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- **Documents to be priced or provided by the Contractor:** Section Nr.1 - Preliminaries and General Conditions  
Schedule of Works - Decant - July '20

## Articles

### 3 - Architect/ Contract Administrator

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

### 4 and 5 - Principal Designer/ Principal Contractor

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

## Contract particulars

### Fourth Recital and Schedule 2 - Base date

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- **Base date:** 10 days before the date for return of tenders

### Fourth Recital and clause 4.2 - Construction industry scheme (CIS)

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- **Employer at base date** is not a 'contractor' for the purposes of the CIS.

### Fifth Recital - CDM Regulations

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- **The project** is notifiable.

### **Seventh Recital and Schedule 3 - Supplemental provisions**

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- 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: TO BE COMPLETED BY CONTRACTOR
- Or such replacement as each party may notify to the other from time to time.

### **Article 7 - Arbitration**

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- Article 7 and Schedule 1 do not apply.

### **Clause 2.2 - Commencement and Completion in Phases**

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- Date for Completion: TBC
- Date for Completion: TBC

### **Clause 2.8 - Liquidated damages**

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- Phase 1 - At the rate of ..... per calendar week or pro-rata thereto.
- Phase 2 - At the rate of ..... per calendar week or pro-rata thereto.

### **Clause 2.10 - Rectification period**

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- 12 months from the date of practical completion.

### **Clause 4.3 - Interim payments**

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- Interim Valuation Dates
  - The first Interim Valuation Date is: TBC
  - 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 4.8.1 - Supply of documentation for computation of amount to be finally certified**

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

### **Clause 5.3 - Contractor's Public Liability insurance - injury to persons or property**

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- The required level of cover for any one occurrence or series of occurrences arising out of one event
  - Not less than: £5,000,000.00

### **Clauses 5.4A, 5.4B and 5.4C - Insurance of the works, etc. - alternative provisions**

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- Clause 5.4C applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees:
- Where clause 5.4C applies, insurance arrangements - details of the required policy or policies: TBC

### **Clause 7.2 - Adjudication**

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- The Adjudicator is: President or Vice president
- Nominating body: Royal Institute of Chartered Surveyors

### **Schedule 1 paragraph 2.1 - Arbitration**

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

## The conditions - No Amendments

### Section 1: Definitions and Interpretation - No Amendments

### Section 2: Carrying out the Works - No Amendments

### Section 3: Control of the Works - No Amendments

### Section 4: Payment - No Amendments

### Section 5: Injury, Damage and Insurance - No Amendments

### Section 6: Termination - No Amendments

### Section 7: Settlement of Disputes - No Amendments

## Execution

### Execution

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- The Contract: Will be executed as a deed.

### Contract guarantee bond

### Contract guarantee bond

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- Contract Guarantee Bond: Not required

### JCT public sector supplement

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- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions Apply.

Ω End of Section

## A30 Tendering/ subletting/ supply

### Main contract tendering

#### 110 Scope

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

#### 145 Tendering procedure

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1. **General:** In accordance with the principles of: NBS Guide to Tendering for Construction Projects.
2. **Arithmetical errors:** Overall price is dominant.
3. **Refer to Rossendale Borough Council's Invitation to Tender and Tender Response Template included within ITT documentation.**
4. **Note: Information required elsewhere in the Preliminaries "with Tender" are required to complete the evaluation of the quality element of the tender.**
5. **Post tender clarification meetings may be indicated details of which will be included in the ITT.**

#### 160 Exclusions

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

#### 170 Acceptance of tender

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

#### 190 Period of validity

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1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 3 months.
2. **Date for possession/ commencement:** See section A20.

### Pricing/ submission of documents

#### 210 Preliminaries in the specification

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

#### 250 Priced documents

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

### 310 Tender

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

### 440 Schedule of rates

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1. **Schedule of rates (unpriced):** Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
2. **Fully priced copy:** Submit with the tender.

### 500 Tender stage method statements

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1. **Method statements:** Prepare, describing how and when the following is to be carried out:
  - 1.1. Please refer to ITT.
2. **Statements:** Submit with the tender.

### 510 Alternative method tenders

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

### 515 Alternative time tenders

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1. **General:** In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
2. **Date for completion:** If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

### 520 Design documents

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

### 530 Substitute products

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

## 545 BIM Execution Plan (BEP)

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1. The Precontract Plan
  - 1.1. Contents:
  - 1.2. Submit:
2. The Post Contract Plan: Update and resubmit as described in the Employers Information Requirements (EIR).

## 550 Health and safety information

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

## 570 Outline construction phase health and safety plan

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



- 1.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- 1.16. Review procedures to obtain feedback.

## 599 Freedom of Information Act

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

## Subletting/ supply

## 635 Supply chain agreements

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

Ω End of Section

## A31

# Provision, content and use of documents

## Definitions and interpretations

### 110 Definitions

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

### 120 Communication

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

### 130 Products

---

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

### 135 Site equipment

---

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

### 140 Drawings

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

### 145 Contractor's choice

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

### 150 Contractor's Design

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

### 155 Submit proposals

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

## 160 Terms used in specification

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1. **Definitions included in the Schedule of Works document:** The information below is to be read in conjunction with the definitions included on Page 5 of the Schedule of Works ref. 8869SoW
2. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes removal and disposal of associated pipework, wiring, ductwork or other services.
3. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
4. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.
5. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
6. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
7. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
8. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
9. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
10. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
11. **Refix:** Fix removed products.
12. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
13. **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.
14. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

## 170 Manufacturer and product reference

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

## 200 Substitution of products

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1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Documentation:** Submit relevant information, including:
  - 3.1. manufacturer and product reference;
  - 3.2. cost;
  - 3.3. availability;
  - 3.4. relevant standards;
  - 3.5. performance;
  - 3.6. function;
  - 3.7. compatibility of accessories;
  - 3.8. proposed revisions to drawings and specification;
  - 3.9. compatibility with adjacent work;
  - 3.10. appearance;
  - 3.11. copy of warranty/ guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

## 210 Cross references

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

## 220 Referenced documents

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

## 230 Equivalent products

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

## 240 Substitution of standards

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

## 250 Currency of documents and information

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

## 260 Sizes

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

## Documents provided on behalf of the employer

### 410 Additional copies of drawings/ documents

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1. **Additional copies:** Issued free of charge.

### 410 Additional copies of drawings/ documents

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1. **Additional copies:** Issued on request and charged to the Contractor.

## 440 Dimensions

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

## 450 Measured quantities

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1. **Ordering products and constructing the Works:** The accuracy and sufficiency of the measured quantities is not guaranteed.
2. **Precedence:** The specification and drawings shall override the measured quantities.

## 460 The specification

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

## Documents provided by contractor/ subcontractors/ suppliers

### 600 Contractor's Design information

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

### 620 As-built drawings and information

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

### 630 Technical literature

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

### 640 Maintenance instructions and guarantees

---

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

Ω End of Section

## A32 Management of the works

### Generally

#### 110 Supervision

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

#### 115 Considerate Constructors Scheme

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

#### 120 Insurance

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

#### 125 Professional Indemnity Insurance

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1. **Provide and maintain insurance in respect of Contractor Designed Works**
  - 1.1. **Level of cover:**
  - 1.2. **Period of insurance for these purposes:** one year
2. **Amount of indemnity required:** £ .....
3. **Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated):** £ .....
4. **Expiry of required period of CDP Professional Indemnity insurance:** twelve years
5. **(If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works).**
6. **Documentary evidence:** Submit details before starting work on site and/ or policies and receipts for the insurances required.

#### 130 Insurance claims

---

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

## 140 Climatic conditions

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

## 150 Ownership

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

## Programme/ progress

## 210 Programme

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1. **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:
  - 1.1. Planning and mobilisation by the Contractor
  - 1.2. Subcontractor's work.
  - 1.3. Running in, adjustment, commissioning and testing of all engineering services and installations.
  - 1.4. Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - 1.5. Work by others concurrent with the Contract.
2. Submit one copy with tender.

## 250 Monitoring

---

1. **Progress:** Record on a copy of the programme kept on site.
2. **Avoiding delays:** If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
3. **Key Performance Indicators**
  - 3.1. **Details:**
  - 3.2. **Performance:** Record progress against each KPI.
  - 3.3. **Corrective action:** If performance falls below target, submit proposals as soon as possible.

## 260 Site meetings

---

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



## 265 CONTRACTOR'S PROGRESS REPORT

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1. General: Submit a progress report at least 3 working days before the site meeting.
2. Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
  - 2.1. The Contractor's general description of progress of the works specifically identifying the Contractor's assessment of either delay or improvement to the target progress of the works identified in the Master Programme.
  - 2.2. A description of any construction problems that have affected, or may adversely affect the progress of the works, including any actual delay, potential delay or proposed acceleration to achieve completion.
  - 2.3. A description of the progress of major subcontractors identifying any aspects that might adversely affect the progress of the works.
  - 2.4. A description of any points raised with the Contractor by any third party in relation to the works, e.g. the building inspector.
  - 2.5. A schedule of progress for each item identified on the master programme which has commenced on site giving the following details:
    - 2.5.1.item description
    - 2.5.2.percentage completion scheduled at that date
    - 2.5.3.percentage completion achieved at that date
  - 2.6. A schedule of activities for the coming month.
  - 2.7. A schedule of information required by the Contractor which indicates the date by which the information is required and the actual date that the information was provided.
  - 2.8. A schedule of labour on site on the date of the preparation of the Contractor's Report.
  - 2.9. A schedule of plant (excluding small items) on site on the date of preparation of the Contractor's Report.
  - 2.10. A schedule of dates of placing orders with the major subcontractors.

## 275 CLIENT LIAISON MEETING

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1. Include for holding regular (weekly) liaison meetings with the Client's representative and/or Site Manager on each Monday morning to review all forthcoming site operations and site wide issues which may affect the Museums ongoing activities. The Contractor shall include for co-ordinating and taking notes of such meetings. The meetings should be two-way and cover issues such as:
  - 1.1. Review of previous week's activities and any corrective action taken
  - 1.2. Review of forthcoming work activities
  - 1.3. Schedule of Contractor's/Sub-Contractor's expected on site in week
  - 1.4. Schedule of deliveries
  - 1.5. Schedule of quiet periods
  - 1.6. Schedule of any out of area working
  - 1.7. Schedule of any service disruptions
  - 1.8. Any other business

## 280 Photographs

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1. Number of locations: TBA
2. Frequency of intervals: Weekly
3. Image format: TBA
4. Number of images from each location: TBA

## 290 Notice of completion

---

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

## 310 Extensions of time

---

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

## Control of cost

### 420 Removal/ replacement of existing work

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

### 430 Proposed instructions

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

### 440 Measurement

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

### 450 Daywork vouchers

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1. **Before commencing work:** Give reasonable notice to person countersigning daywork vouchers.
2. **Content:** Before delivery each voucher must be:
  - 2.1. Referenced to the instruction under which the work is authorised.
  - 2.2. Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
3. **Submit:** By the end of the week in which the work has been executed.

### 470 Products not incorporated into the Works

---

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

Ω End of Section

## A33

### Quality standards/ control

#### Standards of products and executions

##### 110 Incomplete documentation

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

##### 120 Workmanship skills

---

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

##### 130 Quality of products

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

##### 135 Quality of execution

---

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

##### 140 Evidence of Compliance

---

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

## 150 Inspections

---

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

## 160 Related work

---

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

## 170 Manufacturer's recommendations/ instructions

---

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

## 180 Water for the works

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

## Samples/ approvals

### 210 Samples

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

### 220 Approval of products

---

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

## 230 Approval of execution

---

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

## Accuracy/ setting out generally

### 320 Setting out

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

### 330 Appearance and fit

---

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

### 360 Record drawings

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

## Services generally

### 410 Services regulations

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

### 420 Water regulations/ byelaws notification

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

### 430 Water regulations/ byelaws contractor's certificate

---

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

### 435 Electrical installation certificate

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

### 440 Gas, oil and solid fuel appliance installation certificate

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1. **Before the completion date stated in the Contract:** Submit a certificate stating:
  - 1.1. The address of the premises.
  - 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
  - 1.3. Any special recommendations or instructions for the safe use and operation of appliances and flues.
  - 1.4. The Contractor's name and address.
  - 1.5. A statement that the installation complies with the appropriate safety, installation and use regulations.
  - 1.6. The name, qualification and signature of the competent person responsible for checking compliance.
  - 1.7. The date on which the installation was checked.
2. **Certificate location:**

### 445 Service runs

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1. **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
2. **Ducts, chases and holes:** Form during construction rather than cut.
3. **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

---

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

## Supervision/ inspection/ defective work

### 525 Access

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1. **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.
2. **Designate:** Contract Administrator

### 530 Overtime working

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

## 540 Defects in existing work

---

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

## 560 Tests and inspections

---

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

## 610 Defective products/ executions

---

1. **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.
2. **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

## Work at or after completion

### 710 Work before completion

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

### 720 Security at completion

---

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

### 730 Making good defects

---

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

Ω End of Section

## A34 Security/ safety/ protection

### Security, health and safety

#### 120 Execution hazards

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1. Common hazards: Not listed. Control by good management and site practice.
2. Significant hazards: The design of the project includes the following:
  - 2.1. Hazard: Refer to PCI
  - 2.2. Precautions assumed:
  - 2.3. Specification reference:
  - 2.4. Drawing reference:

#### 130 Product hazards

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

#### 140 Construction phase health and safety plan

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1. Submission: Present to the Employer/ Client no later than .....
2. Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
3. Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### 150 Security

---

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
3. Special requirements: The site is to be secured at all access point under lock and key. Motion detectors and CCTV linked to existing system to scaffolded areas as indicated in Spec RS3 - 1.7 (1.7.6).

#### 160 Stability

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

#### 200 Mobile telephones and portable electronic equipment

---

1. Restrictions on use
  - 1.1. Not to be used by operatives in the working area..



## 210 Safety provisions for site visits

---

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

## 220 Working precautions/ restrictions

---

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

## Protect against the following

## 330 Noise and vibration

---

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

## 340 Pollution

---

1. **Prevention:** Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
2. **Contamination:** If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

## 350 Pesticides

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1. **Use:** Not permitted.

## 360 Nuisance

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

## 370 Asbestos containing materials

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

### 371 Dangerous or hazardous substances

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

### 375 Antiquities

---

1. **Duty:** Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
2. **Preservation:** Keep objects in the exact position and condition in which they were found.

### 380 Fire prevention

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

### 390 Smoking on site

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

### 400 Burning on site

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

### 410 Moisture

---

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

### 420 Infected timber/ Contaminated materials

---

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

### 430 Waste

---

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

#### 440 Electromagnetic interference

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

#### 460 Powder actuated fixing systems

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1. **Use:** Not permitted.

#### 470 Invasive species

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

### Protect the following

#### 510 Existing services

---

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

#### 520 Roads and footpaths

---

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

### 530 Existing topsoil/ subsoil

---

1. **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
2. **Protection:** Before starting work submit proposals for protective measures.

### 540 Retained trees/ shrubs/ grassed areas

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

### 550 Retained trees

---

1. **Protected area:** Unless agreed otherwise do not:
  - 1.1. Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
  - 1.2. Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
  - 1.3. Change level of ground within an area 3 m beyond branch spread.

### 555 Wildlife species and habitats

---

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

### 560 Existing features

---

1. **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
2. **Special requirements:** All historic building fabric/structure refer also A34:610.

### 570 Existing work

---

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

### 580 Building interiors

---

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

### 600 Existing furniture, fittings and equipment

---

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions

## 610 Especially valuable/ vulnerable items

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

## 620 Adjoining property

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1. **Permission:** Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

## 625 Adjoining property restrictions

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

## 630 Existing structures

---

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

## 640 Materials for recycling/ reuse

---

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

Ω End of Section

## A35

### Specific limitations on method/ sequence/ timing

#### Clauses

#### 130 Method/ sequence of work

---

1. **Specific Limitations:** Include the following in the programme:
  - 1.1. **Phase 1 works:** comprising the temporary Removal of a section of the South Elevation and safe storage plus erection of a wind and weather tight enclosure are to be carried out as indicated in the documents.
  - 1.2. **Exhibition Decant:** Upon completion the site is to be handed back to the Employer to enable the Exhibition Decant works to take place.
  - 1.3. **Phase 2 Works:** On Completion of the Decanting Works the Contract is to return to site and carry out all reinstatement works together with some internal alteration works.

#### 170 Working Hours

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1. **Specific limitations:** 08:00 - 18:00 Monday to Friday

Ω End of Section

## A36 Facilities/ temporary work/ services

### Generally

#### 110 Spoil heaps, temporary works and services

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

### Accommodation

#### 210 Room for meetings

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1. **Facilities:** TBC - assume that meetings will be virtual whilst Covid-19 pandemic is ongoing and meeting space will be provided by RBC otherwise.

#### 230 Temporary accommodation

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1. **Accommodation made available by the Employer:** The following may be used for the duration of the Contract without charge provided that: The following may be used for the duration of the Contract without charge provided that:
  - 1.1. It is used solely for the purposes of carrying out the Works.
  - 1.2. The use to which it is put does not involve undue risk of damage.
  - 1.3. Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
  - 1.4. It is vacated on completion of the Works or determination of the Contract.
  - 1.5. When vacated, its condition is at least equivalent to its condition at the start of the Contract.
2. **Description:** Toilets, Stores and Office accommodation refer also to SoW 113
3. **Available services and facilities:** Electric and water

### Temporary works

#### 340 Name boards/ advertisements

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1. **Name boards/ advertisements:** Not permitted.

### Services and facilities

#### 410 Lighting

---

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

## 420 Lighting and power

---

1. **Supply:** Electricity from the existing mains may be used for the Works as follows:
  - 1.1. **Metering:** Free of charge
  - 1.2. **Point of supply:** Contractor to ascertain
  - 1.3. **Available capacity:** Contractor to ascertain
  - 1.4. **Frequency:** 50 Hz.
  - 1.5. **Phase:** Contractor to ascertain
  - 1.6. **Current:** Alternating.
2. **Continuity:** No responsibility will be accepted for the consequences of failure or restriction in supply.

## 430 Water

---

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

## 440 Telephones

---

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

## 520 Use of permanent heating system

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

## 540 Meter readings

---

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

## 550 Thermometers

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



## 570 Personal protective equipment

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1. General: Provide for the sole use of other members of the project team, in sizes to be specified:
  - 1.1. Safety helmets to BS EN 397, neither damaged nor time expired. Number required:
  - 1.2. High visibility waistcoats to BS EN ISO 20471 Class 1. Number required: 5.
  - 1.3. Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required:
  - 1.4. Disposable respirators to BS EN 149.FFP1S.
  - 1.5. Eye protection to BS EN 166.
  - 1.6. Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  - 1.7. Hand protection - to BS EN 388, 407, 420 or 511, as appropriate.

Ω End of Section

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

---

1. Responsibility:
2. **Content:** Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
3. Specific requirements:
4. Format:
5. Number of copies:
6. Delivery to: ..... by (date) .....

**115 The Health and Safety File**

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1. Responsibility:
2. **Content:** Obtain and provide the following information: .....
3. Format:
4. Delivery to: ..... By (date): .....

**155 Content of the building manual**

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1. **General:** Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
2. **Building fabric:** Design criteria, maintenance details, product details, and environmental and trafficking conditions.
3. **Building services:** Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
4. **Documentation:** Guarantees, warranties, maintenance agreements, test certificates and reports.

**160 Presentation of building manual**

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1. **Format:** A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
2. **Selected drawings needed to illustrate or locate items mentioned in the Manual:** Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
3. **As-built drawings:** The main sets may form annexes to the Manual.

**190 Maintenance service**

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

Ω End of Section

## A40

# Contractor's general cost items: management and staff

## Clauses

### 110 Management and staff

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1. Cost significant items:

Ω End of Section

## A41

### Contractor's general cost items: site accommodation

#### Clauses

#### 110 Site accommodation

---

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

Ω End of Section

## A42

# Contractor's general cost items: services and facilities

### Clauses

#### 110 Services and facilities

---

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

Ω End of Section

## A43

### Contractor's general cost items: mechanical plant

#### Clauses

#### 110 Mechanical plant

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1. Cost significant items:

Ω End of Section

## A44

# Contractor's general cost items: temporary works

## Clauses

### 110 Temporary works

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

Ω End of Section

**SECTION NR.2**

**SHOP FRONT**



			Section Nr.2 - Shopfront	
				General £
<p style="text-align: center;"><b><u>GENERAL</u></b></p> <p>The following is a Schedule of Works for the proposed shopfront works. All works are detailed on the drawings, specifications and schedule of works prepared by the Architect and listed in Appendix A</p> <p>The Contractor is to include for all works associated with carrying out the works as detailed on the drawings / specifications / schedules of work and all associated costs should be included in each individual work item.</p>				
A	The works are to be carried out as detailed on the drawings, specifications and other associated documents included in Appendix A. The Contractor is to allow for all costs in carrying out the works, including all associated temporary works, protection and the like and removal/making good on completion	itm		
B	The following is to be used as a schedule of rates for agreement of the of various individual projects, each of a similar nature.	itm		
C	Each item of the schedule is to be priced based on carrying out the works to a single property under a single contract with the building owner. Specific works will be negotiated for each contract based on the following rates.	itm		
D	The works are to be carried out over a 3 year period and the target is to undertake external refurbishment works to 22nr properties.	itm		
E	The Contractor is to include, in the space provide on the General Summary, for a specific preliminaries allowance base on Section Nr.1 for 1nr Shop Front works as indicated in Section Nr.2; to be carried out under a single contract during year 1 (i.e. prior to March 2022)	itm		
F	A full breakdown of the preliminaries required above is to be included with the Tender Return	itm		
G	<b>The Contractor is to list</b> all work items here, not included elsewhere in the schedule, that he considers necessary to complete the works:-	itm		
<p><b><u>GENERAL</u></b> <b><u>Carried to Summary of Section Nr.2</u></b></p>			£	

<b>SCHEDULE OF WORKS</b>					<b>Section Nr.2 - Shopfront Schedule of Work £</b>	
		<b>Removal</b>				
A	Carefully remove existing shopfront signage including all associated supports, structure, battens and the like.	1	itm			
B	Carefully remove existing shopfront door and all associated frames, ironmongery and the like	1	itm			
C	Carefully remove shopfront surrounds and all associated frames, supports and the like	1	itm			
D	Carefully remove existing shopfront glazing and all associated frames, supports and the like.	1	itm			
	<b>Repairs</b>					
E	Strip out and remove all redundant fixtures and fittings ensuring all debris, dirt and redundant items created by the works are safely removed from site; making good in accordance with the restoration specification	1	itm			
F	Safely isolate and strip out of all redundant electrical and mechanical services associated with the works; making good in accordance with the restoration specification.	1	itm			
G	Carefully disconnect and remove redundant cables; making good to the locally affected area, in line with the restoration specification.	1	itm			
H	Carefully remove redundant satellite; making good to the locally affected area, in accordance with the restoration specification.	1	nr			
J	Carefully remove redundant light fittings; making good to the locally affected area, in accordance with the restoration specification.	4	nr			
K	Carefully rake out existing brickwork and repoint in lime mortar all in accordance with the restoration specification	5	m2			
L	Remove plant growths from Masonry, rake out all plants, roots and associated soils; repointing in lime mortar all in accordance with the restoration specification	5	m2			
M	Carefully cut out existing brick and replace with new to match existing; all in accordance with the Restoration Specification	5	Nr			
N	Carefully rake out existing stone joints and re point in lime mortar all in accordance with the restoration specification	5	m2			
To Collection					£	

				Section Nr.2 - Shopfront Schedule of Work £	
		<b>Repairs (Contd)</b>			
A	Carefully carry out the following stonework repairs all in accordance with the Restoration Specification:				
	(i) Full block replacement				
	- size 440 x 215 x 100mm thick	1	Nr		
	- size 440 x 215 x 150mm thick	1	Nr		
	- size 440 x 215 x 200mm thick	1	Nr		
	(ii) Part block replacement				
	- size 100 x 100 x 100mm thick	1	Nr		
	- size 100 x 100 x 150mm thick	1	Nr		
	- size 100 x 100 x 200mm thick	1	Nr		
	(iii) Full face replacement; size 440 x 215 x 100mm in 200mm thick stone.		1	Nr	
	(iv) Partial face replacement; 200 x 215 x 100mm in 200mm thick stone.		1	Nr	
	(v) Indent repairs:				
	- size 100 x 100 x 50mm thick in 100mm thick stone	1	Nr		
	- size 100 x 100 x 65mm thick in 150mm thick stone	1	Nr		
	- size 100 x 100 x 75mm thick in 200mm thick stone	1	Nr		
	(vi) Stitch repair:				
	- For defect 500mm long	1	Nr		
	- For defect 1000mm long	1	Nr		
	- For defect 1500mm long	1	Nr		
	(vii) Crack Injection				
	- For defect 500mm long	1	Nr		
	- For defect 1000mm long	1	Nr		
	- For defect 1500mm long	1	Nr		
	(viii) Redressing		10	m2	
	(ix) Plastic Repairs				
	- size 100 x 100mm	1	Nr		
	- size 300 x 200mm	1	Nr		
B	Brickwork cleaning all in accordance with the Restoration Specification:				
	- Doff steam Cleaning	10	m2		
	- Torc Abrasive cleaning	10	m2		
C	Stonework cleaning all in accordance with the Restoration Specification				
	- Doff steam Cleaning	10	m2		
	- Torc Abrasive cleaning	10	m2		
	- Cleaning mineralic Substrates	10	m2		
	- Masonry Sealing	10	m2		
To Collection				£	

				Section Nr.2 - Shopfront Schedule of Work £	
		<b>Shopfront</b>			
A	Provide and fix new timber glazed shopfront comprising Accoya timber frame, heads, cills, transoms etc; Double glazed units of 24mm Pilkington K glass toughed; transom double glazed light; all as detailed on drawings 8920/(30) 002, 003 and 006 and in accordance with the Restoration Specification: - size 3000 x 2300mm high - size 1350 x 2300mm high - size 850 x 2300mm high overall, door returns	1 1 2	Nr Nr Nr		
B	Provide and fix new timber shopfront surrounds comprising hardwood detailed panels, fascia board plinths and heads and curved timber projecting console/ corbel; all fixed on and including associated softwood battens, frames and supports; include all weatherings in lead; all as detailed on drawings 8920(30)002, 004 & 005 and in accordance with the Restoration Specification.	2	Nr		
C	Provide and fix new timber signage fascia comprising hardwood panels, soffit boards, head boards and hardwood facing timbers; all fixed on and including associated softwood battens, frames and supports; include all weatherings in lead; all as detailed on drawings 8920(30)002, 004 & 005 and in accordance with the Restoration Specification.	5	m		
D	Provide and fix shopfront door and associated fan light over; comprising timber Accoya timber door, frame, head, threshold, kick board, glazing beads and the like; 24mm Pilkington double glazed units to door and fan light; include for all associated fixings, ironmongery; all as detailed on drawing 8920(30)001 and in accordance with the Restoration Specification.	1	Nr		
E	Include for making good all round following the installation of the shopfront	1	Nr		
	<b>Windows</b>				
E	Carefully remove existing 410 x 650mm high overall sash box window; prepare opening to receive new.	1	Nr		
F	Provide and fix new 410 x 650mm high overall sash box window; including Accoya sash box frame, glazing as indicating, beads, weights, brushes, mastic sealing, ironmongery and the like all as detailed on the drawings and in accordance with the Restoration Specification: (i) Sash box window with double glazing all as drawing 8920(31)001 (ii) Sash box window with single glazing all as drawing 8920(31)002 (iii) Sash box window with Ultra thin glazing all as drawing 8920(31)003	1 1 1	Nr Nr Nr		
To Collection				£	

				Section Nr.2 - Shopfront Schedule of Work £	
		<b>Windows (Contd)</b>			
A	Carefully remove existing 410 x 650mm high overall casement window; prepare opening to receive new.	1	Nr		
B	Provide and fix new 410 x 650mm high overall casement window; including Accoya sash box frame, glazing as indicating, beads, mastic sealing; ironmongery and the like all as detailed on the drawings and in accordance with the Restoration Specification: (i) Casement window with double glazing all as drawing 8920(31)004 (ii) Casement window with single glazing all as drawing 8920(31)005 (iii) Casement window with Ultra thin glazing all as drawing 8920(31)006	1 1 1	Nr Nr Nr		
C	Include for making good all round following the installation of the new window	1	Nr		
	<b>External Doors</b>				
D	Carefully remove existing 1000 x 2470mm high overall external door, frame and fanlight over; prepare opening to receive new.	1	Nr		
E	Provide and fix new 1000 x 2470mm high overall external glazed door and fanlight over; including Accoya timber door and frame, double glazing as indicating, beads, mastic sealing; ironmongery and the like all as detailed on the drawing 8920(32)001 and in accordance with the Restoration Specification:	1	Nr		
F	Provide and fix new 1000 x 2470mm high overall external solid door and fanlight over; including Accoya timber door and frame, double glazing as indicating, beads, mastic sealing; ironmongery and the like all as detailed on the drawing 8920(32)002 and in accordance with the Restoration Specification:	1	Nr		
G	Include for making good all round following the installation of the new window	1	Nr		
H	Carry out repairs to existing door all as indicated on drawing 8920(32)004 and in accordance with the Restoration Specification: (i) Carefully remove existing fanlight glazing and replace with new double glazing all as indicated. (ii) Carefully remove existing door; carried out timber rot repairs as indicated on the drawing and refix door on completion	1 1	itm itm		
		To Collection		£	

				Section Nr.2 - Shopfront Schedule of Work £	
		<b>Roller Shutter</b>			
A		Carefully breakout existing masonry to form opening to receive roller shutter housing; extend finishes and make good all work disturbed on completion of the roller shutter installation; all as indicated on drawing 8920(30)004 and in accordance with the Restoration Specification.			
B		Provide and fix new tube and link Aluminium electrically operated roller shutter. To suit new shopfront and door as follows: - Shopfront window size 3000 x 2300mm high - Shopfront window size 1350 x 2300mm high - Shopfront door opening size 890 x 2570mm high	1 1 1	Nr Nr Nr	
		<b>Internal Door</b>			
C		Carefully remove existing 960 x 1960mm high overall internal glazed door, frame and architrave; prepare opening to receive new.	1	Nr	
D		Provide and fix new 900 x 1920mm high overall internal glazed door; including Accoya timber door, frame and architraves, double glazing as indicating, beads, mastic sealing; ironmongery and the like all as detailed on the drawing 8920(32)003 and in accordance with the Restoration Specification:	1	Nr	
		<b>Internal Window Cills</b>			
E		Remove existing cill and provide new cill all as indicated on the drawings and in accordance with the Restoration Specification: (i) To shopfronts as drawing 8920(30)002; including all associated softwood frames and supports - 1830mm long; L shape on plan - 3530mm long; L shape on plan (ii) To box sash windows; 410mm long; as drawing 8920(31)001 (iii) To casement windows; 410mm long; as drawing 8920(31)002	1 1 1 1	Nr Nr Nr Nr	
		<b>Rainwater Goods</b>			
F		Carefully remove existing rainwater goods and prepare to receive new. (i) Gutter (ii) Down pipe (iii) Hopper head	5 6 1	m m nr	
To Collection					£

			Section Nr.2 - Shopfront		Schedule of Work
					£
A	<b>Rainwater Goods (Contd)</b>				
	Provide and fix new Alumasc heritage cast aluminium rainwater goods; all as detailed on drawings 8290(47)001 & 002 and in accordance with the Restoration Specification				
	(i) gutter; fixed on brackets to existing building	5	m		
	(ii) Outlet	1	Nr		
	(iii) Stop ends	2	Nr		
	(iv) Connection down pipe as detailed on drawing 001	1	Nr		
	(v) Connection down pipe through parapet as detailed on drawing 002	1	Nr		
	(vi) Down pipes; fixed on brackets to existing building with hardwood bobbins	6	m		
	(vii) Rainwater Hopper; as detailed on drawing 001	1	Nr		
	(viii) Rainwater Hopper; as detailed on drawing 001	1	Nr		
	(ix) Down pipe outlet	1	Nr		
To Collection					£

[illegible]



[illegible]

**SECTION NR.3**

**ABD CENTRE**

			Section Nr.3 - ABD Centre General £	
	<p style="text-align: center;"><b><u>GENERAL</u></b></p> <p>The following is a Schedule of Works for the proposed shopfront works. All works are detailed on the drawings, specifications and schedule of works prepared by the Architect and listed in Appendix A</p> <p>The Contractor is to include for all works associated with carrying out the works as detailed on the drawings / specifications / schedules of work and all associated costs should be included in each individual work item.</p>			
A	The works are to be carried out as detailed on the drawings, specifications and other associated documents included in Appendix A. The Contractor is to allow for all costs in carrying out the works, including all associated temporary works, protection and the like and removal/making good on completion	itm		
B	The following is to be used as the basis to agree the specific works to the ABD Centre to be carried out under a separate Contract with the building owner.	itm		
C	The Contractor is to include in the space provide on the General Summary a specific preliminaries allowance base on Section Nr.1 for the ABD works as indicated in Section Nr.3; to be carried out under a single contract during year 1 (i.e. prior to March 2022)	itm		
D	A full breakdown of the preliminaries required above is to be included with the Tender Return	itm		
F	The Contractor is to allow with in each items all suitable allowances for making good all work disturbed during the course of the works.	itm		
G	<b>The Contractor is to list</b> all work items here, not included elsewhere in the schedule, that he considers necessary to complete the works:-	itm		
<p><b><u>GENERAL</u></b> <b><u>Carried to Summary of Section Nr.3</u></b></p>			£	

				Section Nr.3 - ABD Centre	
				Schedule of Work	
				£	
<b><u>SCHEDULE OF WORKS</u></b>					
<b>Windows Ground Floor</b>					
A	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG01)		itm		
B	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG02)		itm		
C	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG03)		itm		
D	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG04)		itm		
E	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG05)		itm		
F	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG06)		itm		
G	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG07)		itm		
H	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG08)		itm		
J	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG09)		itm		
K	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG10)		itm		
L	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WG10 and in accordance with new window specification. (WG11)		itm		
M	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WG10 and in accordance with new window specification. (WG12)		itm		
To Collection				£	

					Section Nr.3 - ABD Centre Schedule of Work £	
		<b>Windows Ground Floor (Contd)</b>				
A		Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WG10 and in accordance with new window specification. (WG13)		itm		
B		Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG14)		itm		
C		Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WG15)		itm		
D		Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Replace timber panel used for extract vent with glass to match the existing, retaining extract vent in the same position. Touch up paintwork where required as a result of easing. (WG16)		itm		
		<b>Windows First Floor</b>				
E		Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WGOS, to include leaded upper sash with coloured glass and in accordance with new window specification. (WF01)		itm		
F		Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WGOS, to include leaded upper sash with coloured glass and in accordance with new window specification. (WF02)		itm		
G		Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WGOS, to include leaded upper sash with coloured glass and in accordance with new window specification. (WF03)		itm		
H		Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WGOS, to include leaded upper sash with coloured glass and in accordance with new window specification. (WF04)		itm		
J		Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WGOS, to include leaded upper sash with coloured glass and in accordance with new window specification. (WF05)		itm		
K		Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF06)		itm		
To Collection					£	

					Section Nr.3 - ABD Centre Schedule of Work £	
		<b>Windows First Floor (Contd)</b>				
A	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF07)		itm			
B	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF08)		itm			
C	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF09)		itm			
D	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF10)		itm			
E	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF11)		itm			
F	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF12)		itm			
G	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF13)		itm			
H	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF14)		itm			
J	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF15)		itm			
K	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF16)		itm			
L	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF17)		itm			
M	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WF18)		itm			
To Collection					£	

				Section Nr.3 - ABD Centre Schedule of Work £	
		<b>Windows Second Floor</b>			
A	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS01)		itm		
B	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS02)		itm		
C	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS03)		itm		
D	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS04)		itm		
E	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS05)		itm		
F	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS06)		itm		
G	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS07)		itm		
H	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS08)		itm		
J	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS09)		itm		
K	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WS19, to include leaded upper sash with coloured glass and in accordance with new window specification. WS10)		itm		
L	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WS19, to include leaded upper sash with coloured glass and in accordance with new window specification. WS11)		itm		
M	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WS19, to include leaded upper sash with coloured glass and in accordance with new window specification. WS12)		itm		
To Collection				£	

					Section Nr.3 - ABD Centre Schedule of Work £	
<b>Windows Second Floor (Contd)</b>						
A	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WS19, to include leaded upper sash with coloured glass and in accordance with new window specification. WS13)			itm		
B	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WS19, to include leaded upper sash with coloured glass and in accordance with new window specification. WS14)			itm		
C	Replace existing window with a double glazed timber vertical sliding sash window to match the profiles and sightlines of WS19, to include leaded upper sash with coloured glass and in accordance with new window specification. WS15)			itm		
D	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS16)			itm		
E	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS17)			itm		
F	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS18)			itm		
G	Existing timber window to be eased to ensure it is fully operable, to include rebalancing. Touch up paintwork where required as a result of easing. (WS19)			itm		
<b>Doors</b>						
H	Existing timber door to be eased to ensure it is fully operable. Touch up paintwork where required as a result of easing. Replace existing timber louvres with clear double glazed unit to incorporate signage. Allow the PC Sum of £500 for the signage element. (DG01)			itm		
J	Replace existing timber door with new timber door in existing frame and to include the upgrading of the existing access control system. Allow PC Sum of £2000 for the supply of the door. (DG02)			itm		
K	Allow a provisional sum of £1500 for the supply and installation of the access control system. (DG02)			itm		1,500.00
To Collection					£	



				Section Nr.3 - ABD Centre Schedule of Work £	
	A	<b>Other Works</b>  Undertake works to the tree noted above to remove overhang from the AB&D Centre property and to open up views of the building from the northern approach into Bacup. Exact extent to be agreed and based on arboriculturalist advice. Allow provisional sum of £1500		itm	1,500.00
		To Collection		£	

[illegible]

[illegible]

## **GENERAL SUMMARY**

			General Summary	
				£
<b>ROSSENDALE BOROUGH COUNCIL</b>  <b>BACUP HAZ</b>  <b>GENERAL SUMMARY</b>				
<b>SHOP FRONTS</b>			<b>Page</b>	
SECTION NR.1 - PRELIMINARIES/GENERAL CONDITIONS			1/45	
SECTION NR.2 - SCHEDULE OF WORK			2/9	
			£	
Number of Proposed Properties				x 22
Sub Total A			£	
<p>The above price is based on all work being carried out during the 1st year (i.e. upto and including March 2022). It is most likely that the works will be spread over a 3 year period and this schedule of rates is to remain the basis for negotiation. Please provide suitable percentage uplift to be applied to the Schedule of rates for any of the works be carried in subsequent years. Percentage is to be applied to SubTotal A and added into the Shop Front Total</p>				
Year 2 (April 2022 - March 2023)			%	
Year 3 (April 2023 - March 2024)			%	
Total - Shop Fronts				
<b>ABD CENTRE</b>				
SECTION NR.1 - PRELIMINARIES/GENERAL CONDITIONS			1/45	
SECTION NR.2 - SCHEDULE OF WORK			3/9	
Total - ABD Centre				
<b>OVERALL</b>				
TOTAL - SHOP FRONTS				
TOTAL - ABD CENTRE				
<b><u>TOTAL CARRIED TO FORM OF TENDER</u></b>			£	

## APPENDICES

## **Appendix A**

### **Schedule of Tender Drawings (A11:110)**

**ROSSENDALE BOROUGH COUNCIL**

**BACUP HAZ – SHOPFRONT PROJECT**

**SCHEDULE OF TENDER DRAWINGS (A11:110)**

**Buttress (Architect)**

<b>Drawing Nr.</b>	<b>Rev.</b>	<b>Description</b>
8920(30) 001	B	Typical Shopfront Door Details
002	B	Typical Shopfront Elevation
003	B	Typical Shopfront Plan
004	A	Typical Shopfront Shuttering - Surround Details
005	B	Typical Shopfront Surrounds Details
006	B	Typical Shopfront Window Details
8920(31) 001	-	Box Sash Window - Double Glazed
002	-	Box Sash Window Type - Single Glazed
003	-	Box Sash Window - Ultra Thin Double Glazed
004	-	Casement Window - Double Glazed
005	-	Casement Window - Single Glazed
006	-	Casement Window - Ultra Thin Double Glazed
8920(32) 001	-	Replacement Timber External Door with Glazed Panel
002	-	Replacement Solid Ext Timber Door
003	-	Replacement Internal Door-Glazed
004	-	Repair Ext Door
8920(47) 001	-	Replacement Rainwater Goods - Cast Aluminium
002	-	Replacement Rainwater Goods - Stone

Bacup Shopfront HSHAZ Restoration Specification