



**RICHARD CROOKS**  
PARTNERSHIP

# Refurbishment of No. 3 The Green, Horsforth

T1

Preliminaries & General Conditions

Tender

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21-02-2023

RIBA 

AABC

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# A10

## Project particulars

### Clauses

#### 110 The Project

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1. Name: Refurbishment of No. 3 The Green, Horsforth.
2. Nature: Town Council Offices
3. Location: No. 3, The Green, Horsforth, Leeds, LS18 4RH.
4. Timescale for construction work: TBA

#### 120 Employer (client)

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1. Name: Horsforth Town Council
2. Address: Mechanics Institute, Town St, Horsforth, Leeds LS18 5BL
3. Contact: Becky Crabtree  
Clerk to Horsforth Town Council
4. Telephone: 0113 258 0988
5. E-mail: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

#### 130 Principal contractor (CDM)

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1. Name: To be appointed

#### 140 Architect/ contract administrator

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1. Name: Richard Crooks Partnership
2. Address: 14. Calverley Lane, Horsforth, Leeds, LS18 4DZ
3. Contact: Mr. T. Crooks
4. Telephone: 0113 281 8080
5. Email: [Info@rcparchitects.net](mailto:Info@rcparchitects.net)

#### 150 CDM Principal designer

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1. Name: TCA Building Consultancy Ltd.
2. Address: 7 Moorland Road, Hathersage, Hope Valley, Derbyshire, S32 1BH
3. Contact: c/o Crooks Architecture

#### 200 Structural Engineer

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1. Name: Brian Jones Structural Design  
Structural Engineering Consultant
2. Contact: Mr. Brian Jones
3. Address: Croft House, 84 Long Lane, Harden, Bingley, West Yorkshire, BD16 1BU
4. Telephone: 07 973 798340
5. Email: [ab\\_jones50@hotmail.com](mailto:ab_jones50@hotmail.com)

Ω End of Section

# A11

## Tender and contract documents

### Clauses

#### 110 Tender drawings

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1. The tender drawings are: 98218/01 Survey Drawings  
98218/02 Detailed Ground Floor Plan as Proposed  
98218/03 Detailed First Floor Plan as Proposed  
98218/04 Basement Floor Plan and Attic Floor Plan as Proposed  
98218/05 Site Location Plan and Site Block Plan as Proposed  
98218/06 South/North Elevations and Section A-A  
98218/07 Building Regulations Notes 1 of 2  
98218/08 Building Regulations Notes 2 of 2  
98218/09 Ground Floor Plan - Proposed Services  
98218/10 First Floor Plan - Proposed Services
2. Other Tender Documents: Written Architect's Specifications  
Structural Engineer's Designs

#### 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 Pre-construction information is described in these preliminaries, in Section A34 and in the pre-construction information pack. 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:** The site comprises the building of No. 3 The Green, the garden space to the front (South) and the yard to the rear (North). The extent of the site is shown on Architect's drawing 98218/05.

Immediately to the West of the site is Church Road and "The Green" 9the lower end of Town Street is immediately to the South.

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

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1. **Description:** The existing building, No. 3 is a former office building, adjoining the Horsforth Museum to the East, and comprises a Victorian semi-detached property of coursed natural sandstone, blue slate roof, single glazed timber sash windows and timber doors. The adjacent museum is of the same design and style. The two properties share a garden space to the front (South) They are also connected by a door at first floor.

To the rear of the property is a small courtyard shared by No. 3, the Museum and the stable block. On its North side is a converted former stable block, now used for educational activities and as a meeting room.

##### 140 Existing utilities and services

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1. **Drawings:** (Information shown is indicative only): Existing services information is generally not shown. However the incoming gas and electric supplies and meters are shown on drawing 98218/04..
2. **Other information:** Relevant services plans from the Statutory Undertakers are included within the Pre-construction Information, but reveal little information relevant to the works.
3. **Gas:**  
The existing gas supply is believed to enter the property in the South-West corner. The meter is in the cellar.
4. **Water:**  
The location of the incoming water supply pipe is unknown.
5. **Electricity:**  
The location of the incoming electricity supply is in the South-West corner of the cellar where the meter is to be found.
6. **Telecommunications:**  
Existing incoming telecommunications locations are generally visible above ground.
7. **Internal:**  
The locations of the known internal existing services are not marked on the drawings as they are all to be stripped out. Any electrical and water supplies are to be isolated, made safe and drained down (where relevant), prior to undertaking any works.

##### 170 Site investigation

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1. **Report:** A Refurbishment and Demolition Asbestos Survey has been undertaken at the property and is attached to the tender documents.

A copy of the recent electrical inspection certificate is also included in the tender documents..

## **200 Access to the site**

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1. **Description:** Pedestrian access to the front door is achieved via the gate in the South boundary. There is no vehicle access to the site from this direction.

Access to the rear of the building and site for vehicles and pedestrians is via an entry point off Church Road to the West side of the site.

2. **Limitations:** The contractor is to pay attention to the limited parking and turning facilities on the site and the close proximity of the main road and pedestrian crossing island.
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

## **210 Parking**

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1. **Restrictions on parking of the Contractor's and employees' vehicles:** Limited parking is available to the rear courtyard. All other vehicles must be parked in the main Council-owned car park across the road.

## **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:** The surrounding properties are all generally private residential.

## **240 Health and safety hazards**

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1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
  - 1.1. **Unknown location of below ground services:** See services plans and "as existing" drawings for all known services locations information.
  - 1.2. **Possible presence of hair within lime plasters :** Monitor during works.
  - 1.3. **Unknown construction behind remaining finishes:** Carry out investigations early on. Previous Investigation Works are outlined on "as existing" drawings.
  - 1.4. **Possible presence of lead-based paints:** Contractor is to allow for testing paintwork prior to works to ensure it does not contain lead.
  - 1.5. **Hidden pits and trenches and uneven surfaces to the surrounding site.:** Protect all dangerous falls/pits/trenches prior to commencement.
  - 1.6. **Unknown load-bearing capacity of the vaults:** The load-bearing capacity of the existing vaulted cellar. When carrying out structural alterations, temporary works support should be integrated in the cellars to provide supplementary support to the vaults.
  - 1.7. **Low handrail heights:** The staircase handrails are below current required heights and therefore do not offer full protection from falling. The Contractor should assess the need to add supplementary guarding.
  - 1.8. **Fragile glass:** It is understood that the external windows are single glazed and not toughened or safety glass. Adequate protection should be installed until they are replaced.
  - 1.9. **Church Road:** The limited access and sightlines into and out of the site should be factored into all planning of the project.
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:** Access for internal inspection must be by prior arrangement with the Architect.

Ω End of Section

## A13

### Description of the work

#### Clauses

#### 120 The works

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1. **Description:** The works include the refurbishment, upgrading and repair of No. 3 The Green, for Horsforth Town Council. The works include internal rearrangements to create to large meeting rooms, smaller offices, kitchen and WC facilities and improved accessibility, such as a platform lift and compliant ramp. Works of repair and upgrading are also proposed to the exterior fabric.

**Tenderers should include for all works shown on the drawings and described in the specification. Any works described in the specification but not shown on the drawings, or vice versa, must be included within the tender.**

Ω End of Section



## A20

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

## Clauses

### JCT minor works building contract with contractor's design

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- The contract: JCT Minor Works Building Contract with Contractor's Design 2016 (MWD) 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: The scope of the Works is described at A13/120.
- Architect/ Contract Administrator: See clause A10/140.

### Second - Contractor's designed portion

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- The Works include the design and construction of
  - Any scaffolding and safety decks by the Contractor.
  - Design of the modifications to the Electrical/Lighting/Power/Telecommunications installation indicatively shown on the Architect's drawings.
  - Design of the modifications to the Heating, Plumbing, Extraction, Ventilation & Hot Water installation, indicatively shown on the Architect's drawings.
  - Design and installation of all temporary works, including support structures.
  - Design, specification, supply and installation of the fire detection, alarm and safety equipment/signage/lighting installation.
- The proposals for the above (excluding scaffolding) are set out indicatively on the Architect's drawings, but should be scrutinised by the Contractor and his relevant Subcontractors, when preparing their designs.

### Third - 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.

### Fourth - Priced documents

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

## Articles

### 3 - Architect/ Contract Administrator

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

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

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

## Contract particulars

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### Fifth Recital and Schedule 2 - Base date

- **Base date:** To be agreed.

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

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

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### Sixth Recital - CDM Regulations

- The project is not notifiable.
- It is not expected that more than 20 workers will be present on site at any one time, or that it is to exceed 500 person days. The Contractor is to include for complying fully with his obligations under the Regulations which remain in force regardless of the notification status of the Works.

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### Seventh Recital - Framework agreement

- **Framework agreement:** Does not apply

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### Eighth Recital and Schedule 3 - Supplemental provisions

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 does not apply.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 applies.

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### Article 7 - Arbitration

- Article 7 and Schedule 1 apply.

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### Clause 2.3 - Commencement and Completion

- **Works commencement date:** The Works may be commenced on a date to be agreed and shall be completed by the end of the Contract Period. The Contractor is to offer a Contract Period with his tender.
- **Date for Completion:** TBA

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### Clause 2.9 - Liquidated damages

- At the rate of £250.00 per calendar week or pro-rata thereto.

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### Clause 2.11 - Rectification period

- Period: 12 Months from the date of practical completion.

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### Clause 4.3 - Interim payments

- **Interim Valuation Dates**
  - The first Interim Valuation Date is: TBA
  - 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

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#### **Clause 4.3 and 4.8 - Fluctuations provision**

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- The following fluctuations provision applies: No fluctuations provision applies

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#### **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.

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#### **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: £10,000,000

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

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- Clause 5.4B applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: 15%

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#### **Clause 7.2 - Adjudication**

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- The Adjudicator is: To be appointed
- Nominating body: Royal Institute of British Architects

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#### **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 British Architects.

### **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**

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#### **Execution**

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- The contract: Will be executed under hand.

### **Contract guarantee bond - No Amendments**

## 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: The JCT "Tendering 2017" Practice Note..
2. **Arithmetical errors:** Where an arithmetical error is identified "Alternative 2" is dominant is dominant.

#### 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 20 weeks.
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. **Completeness of Information:** Ensure that contents of all cells in Schedule of Works spreadsheet are visible and therefore included in the price.
5. **Formulae:** Ensure all spreadsheet formulae are correct upon submission.
6. **Submit:** **Must be submitted with the 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.

## **520 Design documents**

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1. **Scope:** Include the following in the Contractor's Proposals:
  - 1.1. **Design drawings:** Schematic plans for all Contractor's Design Portion works.
  - 1.2. **Technical information:** Proposed materials, specifications, supporting calculations and products.
2. **Submit:** As requested.

## **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.

## **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:** Within one week of request.

## **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.

**Subletting/ supply - No Amendments**

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

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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

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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.

### 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. **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.
2. **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.
3. **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.

4. **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.
5. **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.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **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.
13. **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 except with regard to other specialist consultant designs.

## **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**

### **440 Dimensions**

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

### **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:** Schematic layout drawings, supporting calculations, products proposed and materials/workmanship.  
Evidence of Professional Indemnity Insurance for the design work.
  - 4.1. **Format:** Pdf
5. **Submit:** Within one week of request.

### 620 As-built drawings and information

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1. **Contractor designed work:** Provide drawings/ information:
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

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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: twenty four hours seven days a week.

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.

#### 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:** Relates to claims or series of claims arising out of one event
  - 1.2. **Period of insurance for these purposes:** one year
2. **Amount of indemnity required:** £ 250,000.
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:** six 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.
  - 6.1. **Format:** Pdf

#### 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 two copies.

### 245 Start of work on site

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

### 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 month
3. **Location:** On Site
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):** Architect

### 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

---

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**

---

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**

---

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**

---

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.

##### **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.

##### **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.

## **Samples/ approvals**

### **210 Samples**

---

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**

---

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.

### **340 Critical dimensions**

---

1. **Critical dimensions:** Set out and construct the Works to ensure compliance with the tolerances stated.

Drainage must be meticulously set out to achieve design falls; there is no scope for loss of gradient.

2. Location: Detailed on drawings P/01 & P/02.

## 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.

### 435 Electrical installation certificate

---

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

### 445 Service runs

---

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

### 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

---

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 Architect.
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

---

1. Common hazards: Not listed. Control by good management and site practice.
2. Significant hazards: The designers have reviewed their designs and assessed them for risk and where possible aim to mitigate or minimise that risk. Any remaining risks, requiring management, are listed here:
  - 2.1. Hazard: **Lifting heavy concrete lintels/steels**
    - 2.1.1. Precautions assumed: Lifting equipment to be provided to assist in unloading and transportation across site.
    - 2.1.2. Specification reference: 4.0
    - 2.1.3. Drawing reference: 98218/02 & 98218/03
  - 2.2. Hazard: **Open excavations**
    - 2.2.1. Precautions assumed: Contractor to cover up as soon as completed and whenever site is left unattended. Heras fencing around work.
    - 2.2.2. Specification reference: 2.0
    - 2.2.3. Drawing reference: 98218/02
  - 2.3. Hazard: **Concrete deliveries**
    - 2.3.1. Precautions assumed: Banks person to manage vehicle and traffic during delivery. Contractor to temporarily close footpath from road to site during delivery. Manage public pedestrians during delivery.
    - 2.3.2. Specification reference: 3.0
    - 2.3.3. Drawing reference: 98218/02 & 98218/03
  - 2.4. Hazard: **Lifting large/heavy materials/block & cutting**
    - 2.4.1. Precautions assumed: Provide adequate lifting equipment and hoist. Blocks cut only by workers trained to use appropriate tools. Dampen down beforehand to mitigate dust.
    - 2.4.2. Specification reference: 3.0
    - 2.4.3. Drawing reference: All tender drawings.
  - 2.5. Hazard: **Formation of new doorways/openings - unsupported masonry**
    - 2.5.1. Precautions assumed: Ensure wall is propped before forming opening and remains so until new masonry is loadbearing.  
  
Support vaults beneath.
    - 2.5.2. Drawing reference: 98218/02 & 98218/03
  - 2.6. Hazard: **Working with electricity**
    - 2.6.1. Precautions assumed: Only use appropriately trained tradespeople and establish electrical lines and locations prior to undertaking work.
    - 2.6.2. Specification reference: 12.0
    - 2.6.3. Drawing reference: 98218/09 & 98218/10
  - 2.7. Hazard: **Working with soil drainage and water**
    - 2.7.1. Precautions assumed: Ensure adequate hygiene facilities; avoid working in enclosed spaces and wash down prior to undertaking work.
    - 2.7.2. Specification reference: 11.0
    - 2.7.3. Drawing reference: 98218/09 & 98218/10
  - 2.8. Hazard: **Asbestos**

- 2.8.1. **Precautions assumed:** Ensure all asbestos is removed prior to commencement on site by a Certified Asbestos Contractor and air testing has been undertaken.

### 130 Product hazards

---

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:** Are listed here.
  - 3.1. **Hazard: Working with lime**
    - 3.1.1. **Precautions assumed:** Appropriate PPE and ensure masons are trained in the use of lime. Ensure eye-wash and other hygiene facilities are available on site.
  - 3.2. **Hazard: Working with stone & cutting**
    - 3.2.1. **Precautions assumed:** Appropriate PPE and ensure masons are trained in the use of lime. Ensure eye-wash and other hygiene facilities are available on site.
  - 3.3. **Hazard: Paints & Waxes**
    - 3.3.1. **Precautions assumed:** Appropriate PPE and ensure masons are trained in the use of lime. Ensure eye-wash and other hygiene facilities are available on site. Keep spaces well ventilated

### 140 Construction phase health and safety plan

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1. **Submission:** Present to the Employer/ Client no later than 4 weeks before commencement on site.
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.

### 160 Stability

---

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.

### 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. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

### 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**

---

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**

---

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.

### **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**

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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 microorganisms are within acceptable levels.

### **430 Waste**

---

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.

2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

## 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.

### 560 Existing features

---

1. **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, graves, windows, paved areas and other site features, which are to remain in position during execution of the Works.

### 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.

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## **580 Building interiors**

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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.

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## **600 Existing furniture, fittings and equipment**

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

---

## **600 Existing furniture, fittings and equipment**

---

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.
2. **Extent:** Before work in each room starts, all items will be removed, other than the following:
  - 2.1. Skirtings.
  - 2.2. Mouldings
  - 2.3. Architraves (some to be removed and refitted)
  - 2.4. Balustrade
  - 2.5. Boiler

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## **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**

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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. The provisions of the **Construction Management Plan** in full.
  - 1.2. The need to execute the works in sequential phases, as set out in Schedule of Works, to suit available funds.
  - 1.3. The building will be out of use during the works however the museum and stable block will remain in use.

Ω End of Section

## A36 Facilities/ temporary work/ services

### Generally

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

---

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:** The stable across the courtyard from No. 3 may be used for prescheduled site meetings.

#### 230 Temporary site compound/accommodation

---

1. **Accommodation made available by the Employer:** The whole of No. 3 will be available for use by the contractor, who is encouraged to consider using one of the pre existing spaces to set up his "mess space".

The stable, across the courtyard will also be available most of the time. There will be times when this space is required for use by the Council during the day, which the contractor will be notified of at least 3 days in advance and expected to vacate. The space should be cleaned, tidied and made available for these times. The contractor should also include for making the space available for use by the Council for all evenings.

- 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. **Available services and facilities:** Storage, water, heating and electricity. Mess facilities.

#### 230 Temporary accommodation

---

1. **Proposals for temporary accommodation and storage for the Works:** Submit four weeks prior to starting on site.
2. **Details to be included:** Type of accommodation and storage, its siting and the programme for site installation and removal.

#### 230 Temporary accommodation

---

1. **Facilities:** Sanitary accommodation will be provided for the duration of the Contract as follows:
  - 1.1. In the stable block..

### Temporary works

#### 320 Temporary works

---

1. **Employer's specific requirements:** Provide: Support structures to the existing structure during formation of new openings and to the underside of the vaults..



### **340 Name boards/ advertisements**

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1. Name boards/ advertisements: Permitted, subject to Architect's approval.

## **Services and facilities**

### **410 Lighting**

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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: Inside the No. 3.
  - 1.3. Phase: Three
  - 1.4. 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: Mains
  - 1.3. Location of supply point: Unknown - determine at commencement.
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

### **520 Use of permanent heating system**

---

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.

### **550 Thermometers**

---

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**

---

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: 6
  - 1.2. High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 6.
  - 1.3. Eye protection to BS EN 166.
  - 1.4. 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

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1. **Responsibility:** The Contractor
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. **Format:** Pdf
4. **Number of copies:** 1
5. **Delivery to:** Architect by (date) 4 weeks after Practical Completion.

### 115 The Health and Safety File

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1. **Responsibility:** the contractor
2. **Content:** Obtain and provide the following information: .....
  - a brief description of the work carried out;
  - any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
  - key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
  - hazardous materials used (e.g. lead paints and special coatings);
  - information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
  - health and safety information about equipment provided for cleaning or maintaining the structure;
  - the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
  - information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).
4. **Format:** Pdf.
5. **Delivery to:** The Architect By (date): Practical Completion.

### 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.

Ω End of Section