

National Oceanography Centre

Roof Refurbishment

Preliminaries

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00-05-10 Project Definition

101 Project description

- **Project reference:** QS25909
- **Project title:** NOC Southampton Reroofing
- **Project description:** Roof Refurbishment Works - National Oceanography Centre (NOC)

00-05-15 Works Terminology

110 Terminology

- **Meaning:** Terms, derived terms and synonyms used are as defined in this section or in the appropriate referenced document.

210 Description terminology

- **Attendance:** Includes
The use of the Main Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant;
The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;
The provision of water;
The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;
The use of standing mess rooms, sanitary accommodation and welfare facilities and
The provision of all Health and Safety facilities and all Fire Safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the Joint Fire Code.
Additional requirements should be described as 'Special attendance'.
- **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
- **Client:** The party to the Contract for whom the goods, work or services are provided. Includes Client (in consultancy contracts and CDM Regulations), the Client, Building owner or Purchaser (in construction contracts), the Developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements - which may be defined terms in certain standard contract forms
- **Construction Work:** Permanent work together with temporary work.
- **Contractor:** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes Main Contractor, Prime Contractor, Supplier, Service provider, Builder, Subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
- **Contractor's choice:** Selection delegated to the Contractor, but liability to remain with the specifier.
- **Contractor's design:** Design to be carried out or completed by the Contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
- **Cost:** The amount paid or given by one party to another in exchange for goods, work or services.
- **Designer:** A person carrying out design on a project.
- **Deviation:** Difference between a specified dimension or position and the actual dimension or position.

- **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.
- **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
- **Existing:** Items retained in place to receive new work.
- **Fastener:** Device for mechanically attaching something to something else.
- **Manufacturer and Product reference:** Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.
Product reference – the proprietary brand name and/ or identifier by which the particular product, component or system is described.
References are as specified in the manufacturer’s technical literature current on the date specified.
- **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
- **Permanent Work:** Work to be constructed and completed in accordance with the Contract.
- **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work or services.
- **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the Works.
- **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.
- **Schedule of rates:** The subdivision of product and execution prices by a pre-determined unit basis.
- **Schedule of Work/ Work Schedule:** The subdivision of work items by a pre-determined classification. Can form the basis of a pricing document where Bills of Quantities are not used.
- **Schematic:** A drawing of a system showing components, products, systems and their interconnections.
- **Site equipment:** The Contractor’s apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works and the remedying of defects.
Includes Appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.
Excludes: Temporary work, Client’s products and equipment or anything intended to form or forming part of the permanent Works.
- **Specification:** Written description of requirements.
- **System:** Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
- **Temporary work:** Incidental work to undertaken during construction but not intended to form part of the completed work.

310 Activity terminology

- **Advise:** See 'Communicate'.
- **Agree:** See 'Communicate'.
- **Approve:** Record conformance of work to specified criteria by giving formal or official sanction.
- **Communicate:** Includes advise, inform, agree, confirm, notify, seek or obtain information, consent or instructions, or make arrangements.
- **Confirm:** See 'Communicate'.
- **Ease:** Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
- **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
- **Give notice:** Communicate in writing to the person administering the Contract at the address listed therein.
- **Inform:** See 'Communicate'.
- **Keep for recycling:** As 'keep for use' but relates to a naturally occurring material rather than a manufactured product.
- **Keep for reuse:** Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Client or Purchaser, or for use in the Works as instructed.
- **Make good:** Execute local remedial work to designated work. Make secure, sound and neat.
- **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.
- **Notify:** See 'Communicate'.
- **Roof Plate Number:** The Plates numbers are referenced by floor, running between two adjacent nodes
- **Quote:** Use 'Estimate'.
- **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
- **Refix:** Fix previously removed products.
- **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.
Removal of an item excludes removal and disposing of associated pipework, wiring, ductwork or other services.
Removal of a system includes this work.
- **Remediate:** Action or measures taken to lessen, clean-up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.

- **Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and replacement.
- **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.
- **Reuse:** Recover components to be fixed or used in the project or other buildings without the requirement for recycling.
- **Submit:** Deliver an item in a specified format to a specified person within a specified timeframe.
- **Submit proposals:** Submit information in response to specified requirements.
- **Supply and fix:** Supply of products, components or systems to be fixed, together with their fixing.

00-05-70 Project Location

110 Project location

- **Details:** National Oceanography Centre
- **Address:**
 - **Street:** European Way
 - **City:** Southampton
 - **Post code:** SO14 3ZH

130 Existing buildings on, or adjacent to the site

- **Details:** Refer to the drawings provided in the tender for information regarding the existing site.

The site is a working building and will be fully operational during the course of these works and the Contractor shall ensure that unrestricted and safe access is afforded at all times to employees and members of the public using the building.

It is essential that the Contractor visits the site and satisfies themselves with any potential issues they may encounter regarding access and egress, any restrictions to working methods and site layout. No claims for additional monies shall be entertained for a Contractors deficient understanding of the Site.

The Contractor is to ascertain whether his construction activity will affect adjacent buildings and their operations and is to allow in his price and programming for carrying out the work so as to cause the minimum disturbance to the occupants and make due allowance within his tender for any special requirements.

The Contractor shall ensure that no damage to the existing buildings is caused during the process of these works.

150 Surrounding land and building uses

- **Surrounding land uses or activities:** The Contractor must visit the sites to adequately understand the surrounding land, the current building use and access restrictions.

The Contractor is to take all necessary precautions to ensure that the safety of staff and members of public when using the surrounding buildings is not compromised.

Unrestricted access shall be maintained for vehicle and goods access to the NOC building.

The Contractor shall include for any costs which may be incurred for phasing or sequence of working in order to maintain access to surrounding buildings and car parking areas.

The Contractor is to take all necessary precautions to ensure the safety of personnel using the surrounding site and buildings is not compromised.

170 Access

- **Details:** Access is via European Way, via the main building entrance. No temporary access road is deemed required. Please refer to the Project Scope Information

It is essential that the Contractor visits the site and satisfies themselves with any potential issues he may encounter regarding access and egress, any restrictions to working methods and site layout. No claims for additional monies shall be entertained for a Contractor's deficient understanding of the Site.

Access road is shared with the building, which includes staff vehicles and deliveries. Consideration must be given to the access / parking requirements when phasing the works to ensure minimal disruption to deliveries, pedestrian and vehicle access to surrounding premises.

Where access is restricted, prior negotiation and arrangements with the Project Manager and Client must be undertaken and if necessary alternative provisions and arrangements made at the Contractors expense.

Access to the Site can be arranged with NOC.

The Contractor is to provide warning notices of the following:

- To the public notifying the construction site entrance and the movement of vehicles.
- Standard construction site safety signage at the site entrance/exit.
- Signage directing construction traffic to the dedicated site entrance.

The notices are to be clearly visible and legible to pedestrians, cyclists and motorists and should be maintained throughout the duration of the project.

The Contractor is to ascertain any limitations on access that may be imposed by the Local Authority or Police, and comply with all traffic regulations, including any weight limits and restricted width that may be in place with the surrounding bridges accessing the site.

The Contractor is responsible for maintaining access and means of escape from all fire exits, firepaths and emergency access routes throughout the contract period. This is to include provision of alternative access routes as necessary. High quality finishes and signage is to be included.

Temporary protected fire escape routes for the use of the general public and the contractor's own employees are to be provided where necessary and shall be in the same specification as

hoardings detailed elsewhere in these Preliminaries. They shall include all notices, signs and lighting as required by the Project Manager and Fire Officers.

The Contractor is solely responsible for making good any damage to the offsite highways and pavements caused by himself or his operatives.

00-10-70 Works Contract Content

110 Preparatory work by others

- **Details:** Not applicable

120 The Works

- **Details:** The works are identified in the Project Scope Information.

160 Products provided by, or on behalf of Client

- **General:** Details of products to be fixed by the Contractor are given in the work sections. Use for no other purpose than the Works.
- **Handling:** Accept delivery, check against receipts and take into appropriate storage.
- **Surplus products:** Keep safe and obtain instructions.

190 Work by Local Authority

- **Details:** Not applicable

200 Work by statutory undertakers

- **Details:** Not applicable

210 Advance procurement

- **Details:** Not applicable

250 Other contract work

- **Details:** Not applicable

300 Provisional sum for defined work

- **Details:** A firm cost will be developed with the Contractor under the PCSA.

310 Provisional sum for undefined work

- **Details:** Not applicable

320 Prime Cost sum

- **Details:** Not applicable

00-40-70 Works Contract Establishment

ACCESS

110 Access to the site

- **Details:** The Contractor should be aware of possible delays in gaining access to NOC Southampton due to congestion during peak times and rail movements in the port area. The Contractor is to note the restriction on entry times for material deliveries detailed in the tender information and the limitation of parking spaces at NOCS and the Contractor is required to contain all of their staff or site parking within the compound indicated which is likely to be a maximum of 4 car parking spaces. The Contractor should consider providing minibus/coaches for their staff to reduce the number of vehicles entering NOCS.

The normal route to site is along Central Road and then European Way.

- **Limitations:** Refer to the full list of constraints to parking, working hours, restrictions, NOC policy, constraints and procedures listed in the Project Scope Information, Pre-Construction and Site Information

120 Use of the site

- **General:** Do not use the site for any purpose other than carrying out the contract work.
- **Limitations:** Refer to the full list of constraints to parking, working hours, restrictions, NOC policy, constraints and procedures listed in the Project Scope Information, Pre-Construction and Site Information

145 Traffic and vehicles

- **Limitations:** Adequately maintain roads and footpaths within and adjacent to the sites and keep clear of mud and debris. Any damage to roads and footpaths caused by the sites traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. The contractor is to bear any costs arising. Please refer to the tender documents for further information.

150 Storage, accommodation, mechanical plant, temporary works and services

- **Position:** Submit proposed details of intended siting. Refer to Stride Drawing 151742-STL-XX-ZZ-SP-A-4080-0001 P1 for intended location of site accommodation.
- **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.
- **Details:** Before commencing erection of these facilities, the Contractor will submit to NOC suitable scaled drawings for approval showing as a minimum;
 - A layout of the area showing the location of the buildings, welfare facilities, storage and workshops;
 - Connection points to existing services with method statements;
 - Proposals for any site boundary fencing;
 - Site Signage in accordance with the H&S requirements;

- Firefighting measures for Fire Safety Inspector approval

On completion of the main construction works the Contractor will be responsible for the disconnection and pot ending of services and the removal of all buildings/facilities and the reinstatement of the area to the condition in which it was provided.

If required, the Contractor shall request telephone and internet services requirements through British Telecom who will facilitate the service provision. Initial and reoccurring costs will be the responsibility of the Contractor.

The Contractor will provide an indication of the power and water requirements for the project duration.

GENERAL INFORMATION

160 Cash flow forecast

Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based on the programme for the Works.

180 Site Waste Management Plan

Development: The person responsible for developing the plan will be the Contractor.

Refer to Project Scope Information for detailed requirements

Content: Refer to Project Scope Information for detailed requirements

190 Environmental policy

Client's Environmental Policy:

Availability: Refer to the Tender Documents

Project Environmental Management System:

General: Develop a CEMP (Construction Environmental Management Plan) in accordance with the requirements outlined in the Project Scope Information.

210 Considerate Constructors Scheme

Registration: Before starting work, register with the Considerate Constructors Scheme and pay the appropriate fee.

Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.

- Tel. 01920 485959.

- Fax. 01920 485958.

- Free phone 0800 7831423

- Web. www.ccscheme.org.uk

- E mail. enquiries@ccscheme.org.uk

Standard:

- Minimum compliance level:** Comply with the Scheme's Code of Considerate Practice

220 Constructing Better Health Scheme

Membership: Register and provide evidence of registration

Address: Constructing Better Health, B&CE Building, Manor Royal

Crawley, West Sussex

RH10 9QP

Tel: 0845 873 7726

Email: info@cbhscheme.co.uk

Website: www.cbhscheme.co.uk

225 Freight Vehicle safety requirements

Vehicle equipment (minimum): Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.

Side under run guards.

Drivers: Trained on vulnerable road user safety through an approved course.

Hold a current valid Certificate of Competence.

Have a valid driving licence and be legally able to drive the vehicle.

Registration Scheme membership: Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS).

235 Condition Survey

Details: Prior to the start of works, the Contractor shall carry out a survey, including photographic records, of the whole site and adjacent features including the access routes and roof voids. The Contractor shall agree survey records with NOC.

PROGRAMME

250 Programme

Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works in accordance with the Project Scope Information and Tender Requirements

Include:

Information: Design, production information and proposals provided by the Contractor, subcontractors or suppliers, including inspection and checking.

Dates: Earliest start and finish dates for each activity and identification of critical activities.

Planning: Planning and mobilization by the Contractor.

Engineering services: Running in, adjustment, commissioning and testing of engineering services and installations.

Instructions: Work resulting from instructions issued in regard to the expenditure of provisional sums.

Concurrent work: Work by or on behalf of the Client and concurrent with the contract. The nature and scope of which, the relationship with preceding and following work and relevant limitations are suitably defined in the Contract Documents.

Exclusions: Work which is not well defined: where and to the extent that the programme implications for this work are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.

Further information: Submission of programme will not relieve the Contractor of responsibility to advise of the need for further drawings or details or instructions in accordance with the contract.

Number of copies: Two

Submittal date: Refer to Project Scope Information for compliance

260 Revised Programme

Format and content: Compatible with master programme.

Revised programme interval: Described in the Contract data part one.

Submit: Two copies.

270 Submission of programme

Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

280 Commencement of work

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

HEALTH AND SAFETY INFORMATION

300 Health and Safety information

Content: Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.

Include: Refer to Tender information

Policy document: A copy of the Contractor's health and safety policy documents, including risk assessment procedures.

Records: Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.

Training: Records of training and training policy.

Personnel: The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

Submittal date: With tender, refer to UKSBS documents

320 Outline Construction Phase Health and Safety Plan

Content:

Risk assessment: Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.

Management system: Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.

Selection: Proposed procedure for ensuring competency of other contractors, the self employed and designers.

Communication: Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.

Emergency: Procedures including those for fire prevention and escape.

Records: Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.

Personnel: Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.

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

Other: Refer to Project Scope Information Section 11

330 Health and safety hazards

Hazards: Refer to Tender Documents and Pre-Construction Information

Limitations: The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.

Information: The accuracy and sufficiency of this information provided about existing hazards is not guaranteed by the Client/Purchaser or their representative. Ascertain if additional information is required to ensure the safety of persons and the Works.

Training: Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

340 Preconstruction information

Availability: Integral with the project specification, including but not restricted to the following:

Description of project.

Client's consideration and management requirements.

Environmental restrictions and on-site risks.

Significant design and construction hazards.
The Health and Safety File.

350 Execution hazards

Common hazards: Not listed. Control by good management and site practice.

Significant hazards: Refer to Tender Documents and Pre-Construction Information

360 Product hazards

Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Guidance Notes: Environmental Hygiene (EH): Workplace exposure limits. Containing the list of workplace exposure limits for use with the Control of Substances Hazardous to Health Regulations 2002 (as amended).

Common hazards: Not listed. Control by good management and site practice.

Significant hazards: Refer to Scope and Pre-Construction Information

370 Construction phase health and safety plan

Delivery to the Client: Present to the Client (copied to the PM) not less than two weeks before the proposed date for start of construction work a Construction Phase Plan

Confirmation: Do not start construction work until written confirmation is received that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan and the Preconstruction information.

MANAGEMENT AND STAFF

400 Management and staff – Contract minimum requirement

Details: The Contractor is to allow for all management and staff that are required, or may reasonably be inferred as being, to carry out the works as indicated and defined in the Scope Information (Refer to Section 8 of the Project Scope). Pay all costs, charges or disbursements connected with same.

TEMPORARY ACCOMMODATION

430 Temporary accommodation – Contract minimum requirement

Details: The Contractor is to allow for all site accommodation he requires or defined in the Scope Information. The office accommodation is to include a meeting room (heated/cooled to 21 degrees Celsius). This should also include the provision of a private Supervisor's Office containing 1no desk; 2no office chairs; and internet access as detailed in Section 10 of the Project Scope Information. The Contractor will be responsible for making their own arrangements for telephone and internet connection with British Telecom, but this will need to be co-ordinated through NOC. The Contractor will be required to pay all costs, charges or disbursements connected with same including rates as may be applicable

440 Temporary Accommodation - use and location

Restrictions:

Positioning: Refer to the Project Scope Information with reference to storage of materials and fuel

460 Temporary accommodation made available

Accommodation made available by the Client: The following may be used for the duration of the Contract without charge provided that:

It is used solely for the purposes of carrying out the Works.

The use to which it is put does not involve undue risk of damage.

Temporary adaptations are approved by or on behalf of the Client before being carried out.

It is vacated on completion of the Works or determination of the Contract.

When vacated, its condition is at least equivalent to its condition at the start of the Contract.

Details: Large meetings (e.g. design team meetings, or quarterly contract meetings) can be held on the NOC premises, if available at the time. These must be booked through the NOC project management office.

480 Parking

Requirement: Provide and maintain exclusively for use by Client/ Purchaser and their representatives and consultants.

Details: The availability of parking for the Contractor's private vehicles is very limited in and around the areas affected by the work. The Contractor must use their designated yard area for day-to-day parking. Contractors' visitors (for example architects) may use the NOCS guest parking. For this, all vehicles will require base vehicle passes issued by NOCS reception and applied for 3 days in advance. A maximum of 3 works vehicles will be allowed at any one time in the visitor's car park, so the Contractor is encouraged to use public transport or arrange for mini-buses where necessary

TEMPORARY SERVICES

500 Temporary Services – contract minimum requirement

Details: The contractor shall allow for all costs necessary to comply with the requirements set out in these preliminaries along with all other requirements as included in other sections of the Specifications. It is deemed that all requirements are included within the Contractor preliminaries allowances

510 Water

Supply: The existing mains may be used for the Works as follows:

Metering:

Water will be provided by NOC for the Contractor's offices free of charge. The Contractor will be responsible for making the connections to the water and sewerage system and installing

relevant metering. The Contractor's proposed connections will need to be agreed and approved in advance by NOC. Water will also be provided for any on-site batching required.

520 Water restrictions

Emergency legislation: If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.

Suitability: Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.

530 Gas

Supply: The Client's mains may be used for the Works as follows:

Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

540 Lighting and power

Supply: Power will be provided by NOC for the Contractor's offices free of charge. The Contractor will be responsible for making the connections to the power and installing relevant metering. The Contractor's proposed connections will need to be agreed and approved in advance by NOC. Power will also be provided for any on-site batching required. Generators will not be permitted on the scaffold.

550 Telephones

Temporary on site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay charges. This will need to be co-ordinated through NOC.

Responses: Make arrangements (e.g. call divers) to ensure that incoming calls are answered promptly.

580 E-mail and internet facility

General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated connection, for the use of the Contractor, Subcontractors and other members of the project team.

Use on behalf of Client: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Client.

585 Photocopier

General: Provide reasonable access to and limited free use of an on-site photocopier, which may be located in the Contractor's own site offices.

590 Meter readings

Charges for service supplies: Where to be apportioned ensure that:

Meter readings are taken by relevant authority at possession and/ or completion as appropriate. Copies of readings are supplied to interested parties.

TEMPORARY SECURITY

600 Security – contract minimum requirement

Details: Heras fencing will be required to the contractor site compound. The site is a live campus, therefore no manned security of the site is required. Scaffold and temporary works must be inaccessible to the general public, locked and tamper proof, scaffold to be alarmed.

Access to NOCS is controlled and subject to security constraints. As per the NOC Control of Contractors Policy and the NOC Permits policies, outlined within the Site Information document, all contractors visiting or working on site will be required to undertake an induction and hold a security permit in order to access and work on the premises.

It is the Contractor's responsibility to initiate the above procedures as soon as practicable. Any breach of security will result in NOC confiscating a person's pass and thereby refusing further entry.

The Contractor must also complete the NOC Health and Safety Questionnaire, as part of the Tender return package. This Questionnaire is included within the Site Information.

The contractor shall allow for all costs necessary to comply with the requirements set out in these preliminaries along with all other requirements as included the Scope Information.

TEMPORARY SAFETY AND CONTROL

630 Safety and environmental protection – contract minimum requirement

Details: The contractor shall allow for all costs necessary to comply with the requirements set out in these preliminaries along with all other requirements as included in the tender documents. It is deemed that all requirements are included within the final Contractor preliminaries allowances at the end of the PCSA stage.

Specific Ecology Requirement: An Ecology Assessment was carried out during Work Stage 3 and additional information including the Ecology Report and HRA Screening Letter are included within the Site Information. The report outlines the following mitigation and enhancement measures: The Contractor shall implement a Construction Environmental Management Plan (CEMP). Vegetation clearance and roof strip shall take place outside of the breeding bird season. Where clearance/roof works are required within the March-August breeding bird period, then the vegetation/affected roofs shall be subject to a nesting bird check by a suitably qualified ecologist within 48 hours of the proposed clearance time/works commencing (including scaffold erection). Inspection from the Nodes will give complete coverage of all roof areas enabling a smooth transition from one work area to another and give confidence that the forthcoming works will not

impact on breeding birds. Habitat reinstatement shall include native species or of those with known value to wildlife e.g. selected from the RHS Perfect for Pollinators list . This will improve the foraging potential of the application sites for birds. Two bird nest boxes targeting generalist species shall be installed on suitably mature retained trees to improve nesting opportunities for birds on the application site.

At all times the Contractor shall respond in a timely manner to any requests for information or further details from the Client.

The Contractor shall allow for all of the costs of working within the NOCS boundary including but not necessarily limited to:

- Design development and liaison with the Client;
- Providing all of the necessary information to support the ecology process;
- Fencing of the working area;
- On site ecologist during all site clearance works;
- Ecological support during the period of construction;
- Reinstatement and restoration of the working area;
- Removal and treatment of invasive species, if necessary by hand;
- Measures to prevent the spread of invasive species;
- Removal of all invasive species; and
- Measures to prevent and manage recolonization of the site by invasive species during the Contract period.

The Contractor shall allow sufficient time in their programme for the HRA process to be completed.

The Contractor shall include within the key personnel the ecologist that they propose to use to provide advice on the ecology process and undertake any necessary support during the design and construction works. See section 8.1.2.2 of the Project Scope for the requirements for the Appointed Ecologist.

Not limited to the above, the contractor shall allow for all costs necessary to comply with the requirements set out in these preliminaries along with all other requirements as included in the tender documents. It is deemed that all requirements are included within the final Contractor preliminaries allowances at the end of the PCSA stage.

650 Temporary protection to existing trees and vegetation

Trees and vegetation:

Requirement: Provide protection before starting work in accordance with any request for compliance from the Environmental Manager and Ecologist.

Positions: Not applicable

Protective barriers and physical protection: Relevant measures to [BS 5837](#).

Design details of protection: Not applicable

Areas of structural landscaping to be protected from construction operations:

Requirement: Protect from effects of construction operations.

Positions: Not applicable

Integrity of protection: Maintain for the duration of the Works.

Completion: Remove on completion of the Works and make good disturbed areas.

TEMPORARY CONTROL AND PROTECTION

670 Control and protection – contract minimum requirement

Details: The Contractor shall provide temporary hoarding, fencing, gates, guardrails and gantries as necessary for the execution of the Works, protection of the public, NOC personnel and others, and protection of the site roads, and hardstanding areas. This must be done without the need to break the ground.

The Contractor shall provide all temporary roads, footpaths, walkways, crossings and hardstanding's required for the execution of the Works.

Specific reference should be given to constraints surrounding working in a live environments, including installation of necessary crash decks, membranes and protection.

The Works must be carried out in a live environment without a full decant of the NOCS and UoS personnel from the building. The Contractor will detail in accordance with the requirements of the project scope how they will safely carry out the Works above the occupied spaces, which will contain sensitive equipment, as well as personnel. Some areas will require additional protection measures, and these include the IT server room and heavily trafficked areas such as the library hallway and areas where roof windows are present. The Contractor will detail in accordance with the project scope how they will install protection to these areas. Details of these specific areas are covered in the appended Work Stage 2 report and site information but must be subject to the Contractors assessment and the areas identified must not be considered exhaustive.

Subject to an agreed methodology during the PCSA period, the estimated preliminaries cost should include but not be limited to:-

- Temporary Roof Scaffold to be allowed across full extent of roof sequentially
- Access Permits and internal double boarded crash decks with membrane and associated works to ceilings to the following rooms in accordance with the Heat Map
 - Server Room 234/08
 - Library 124/01 and Corridor above rooflights
- Fully finished hoarding, fencing, guard rails and gantries and temporary access routes to segregate construction activities from campus activities across the site

- Heras fencing to be allowed to the contractor site compound and Quayside Elevation
- Protection of site roads and hardstanding's without breaking the ground
- NOC will complete the decant of the following rooms, 026/02-04 – Pulse Tube; 016/04 Occupational Health; 086/03 Post Grad Lounge;
 - Contractor to undertake condition survey of each vacated room. Any defect discovered caused by the contractor's works to be made good.

If decant is required then this will in no way constitute 'take over'.

Long Term Maintenance works that may involve using roof voids, and any other NOC works will not at any time constitute 'take over'.

The contractor shall allow for all costs necessary to comply with the requirements set out in these preliminaries along with all other requirements as included in other sections of the Tender Documents.

MECHANICAL PLANT

730 Mechanical plant – contract minimum requirement

Details: The Contractor is to allow for all mechanical plant he requires or defined in the Scope Information. Pay all costs, charges or disbursements connected with same including rates as may be applicable.

TEMPORARY WORKS

760 Temporary works – contract minimum requirement

Details: The Contractor is to allow for all temporary works he requires or defined in the Tender Information. Pay all costs, charges or disbursements connected with same including rates as may be applicable.

790 Name boards and advertisements

General: Obtain approval, including statutory consents, and provide a temporary name board displaying:

Identifying the Contractor's compound and those signs necessary to comply with Health and Safety requirements.

Special requirements: Keep the board free from graffiti and bills, maintain in good order, move, alter and adapt as necessary during the execution of the Works and take down, clear away and make good all work disturbed on completion or when no longer required. Advertising and signage at the Port Gate is not permitted.

800 Temporary shoring

Details: Externally the Contractor is to allow for all necessary hoardings / fencing to the perimeter of the Works to meet the Local Authorities requirements, current legislation, health and safety and security

810 Temporary façade retention system

Details: Comply with The HSE revised guidance notes HSG33 and EN1263 in respect of 'Working at Heights' necessitating the use of nets to prevent falls and/or the latest current legislation in respect of this issue.

820 Thermometers

General: Provide on site and maintain in accurate condition a maximum and minimum thermometer. Measure atmospheric shade temperature in an approved location.

830 Surveying equipment

General: Provide on site and maintain in accurate condition the following:

Equipment: All necessary equipment to complete the works

840 Personal protective equipment

General: Provide for the sole use of other members of the project team, in sizes to be specified, the following:

Safety helmets:

Standard: To BS EN 397, neither damaged nor time expired.

Number required: 10

High visibility waistcoats:

Standard: To BS EN ISO 20471, Class 2.

Number required: 10

Safety boots:

Standard: To BS EN ISO 20345, with steel insole and toecap.

Number of pairs required: 10

Disposable respirators:

Standard: To BS EN 149.FFP1S.

Eye protection:

Standard: To BS EN 166.

Ear protection:

Standard: Muffs to BS EN 352-1, plugs to BS EN 352-2.

Hand protection:

Standard: To BS EN 388, 407, 420 or 511 as appropriate.

00-50-70 Works Contract Management

GENERALLY

SUPERVISION, COOPERATION AND COORDINATION

130 Supervision

Requirement: The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination. Refer to the Scope Information (Section 8) for further information on key personnel and resource required for the project.

Evidence: Submit, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.

Replacement of supervisory personnel: Give maximum possible notice before changing supervisory personnel.

140 Coordination of engineering services

Suitability: Site organization staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.

Evidence: Submit on request, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.

PROGRESS

160 Progress meetings

General: Meetings will be held to review progress and other matters arising from administration of the Contract.

Frequency: Every month + ad-hoc stake holder meetings as requested

Venue: On site

Accommodation: Ensure availability at the time of such meetings.

Attendees: To attend all meetings and inform subcontractors and suppliers when their presence is required.

170 Progress report

Requirement: Notwithstanding the Contractor's obligations under the Contract the report must include the following and be issued (both soft and hard copies) 5 days before each meeting. Refer to the Scope Information for further information

Content: " Progress versus programme

" Delays

" Review of the programme for the following month

- " Planned disruptions to services
- " Requirements for external support or assistance
- " Schedule of milestones showing those achieved and dates for future milestones
- " Change Schedule with value of change to date (Configuration Control)
- " Schedule of early warnings and compensation events
- " Issues Log.
- " Schedule of Requests for Information showing outstanding items
- " Quality assurance report and validation of works against Proof of Compliance Plan
- " Site Waste Management Report including details of what waste has been disposed off-site and what has been recycled
- " Health and Safety Report including, accident frequency rates (AFR) for the preceding month and the cumulative AFR for the project since commencement on site. The Contractor must use the NOC accident form. See NOC Policies and Procedures within the Site Information document for details.
- " Environmental report including, but not limited to:
 - o Summary of environmental inspections/surveys undertaken
 - o CEMP implementation;
 - o Environmental incidents;
 - o Monitoring against water, fuel and energy consumption; and
 - o Waste returns and monitoring against waste targets as part of the SWMP.
- " Resources on site.
- " Availability of materials.
- " Lessons Identified Log.

Progress statement: Detailing matters materially affecting the regular progress of the Works with reference to the master programme. On the Thursday of each week, the Contractor will provide a programme of the works he considers will be carried out in the following week and the week after to provide NOC with as much advance information as possible.

180 Contractor's progress meetings

General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

185 Site Records

Requirements: Refer to Scope Information for Site Record requirements

190 Photographs

Number of locations: Sufficient to evidence monthly progress and record the condition survey.

OPERATION

200 Client's representatives inspections

Access: Provide at reasonable times.

Inspections: Agree dates and times several days in advance, to enable affected parties to be present.

Safety: Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require compliance of the Client and Client's representatives when visiting the site.

Provide: Protective clothing and/ or equipment site for the Client, the Client's representatives and other visitors to the site.

210 Removal or replacement of existing work

Extent and location: Agree before commencement.

Execution: Carry out in ways that minimize the extent of work.

220 Ownership of materials

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

230 Measurement

Covered work: Give reasonable notice to the Quantity Surveyor before covering up work which the Quantity Surveyor requires to be measured.

240 Service runs

General: Provide adequate space and support for services, including unobstructed routes and fixings.

Ducts, chases and holes: Form during construction rather than cut in situ.

Coordination with other works: Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.

260 Security

Protection: Safeguard the site, the Works, products, materials, and existing buildings affected by the Works from damage and theft.

Access: Take reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

280 Stability

Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.

Design loads: Obtain details, support as necessary and prevent overloading.

290 Occupied premises

Extent: Existing buildings will be occupied and/ or used during the Contract.

Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

300 Access control

Controlled areas: Access to NOC in Southampton is controlled and subject to security constraints.

As per the NOC Control of Contractors Policy and the NOC Permits policies, outlined within the Site Information, all contractors visiting or working on site will be required to undertake an induction and hold a security permit in order to access and work on the premises.

It is the Contractor's responsibility to initiate the above procedures as soon as practicable.

Any breach of security will result in NOC confiscating a person's pass and thereby refusing further entry.

The Contractor must also complete the NOC Health and Safety Questionnaire, as part of the Tender return package. This Questionnaire is included within the Site Information.

310 Occupier's rules and regulations

Occupier's rules and regulations: Comply in accordance with NOC Procedures and Policies identified in the Tender Information

Details:

Arrangements for inspection: Shall be arranged with the Project Manager

330 Working precautions and restrictions

Hazardous areas:

Description: Refer to Tender Documents

Permit to work:

Area: Refer to Tender Documents

PROTECTION FROM

370 Explosives

Use: Not permitted.

380 Noise - consent by Local Authority

Consent: Granted by the Local Authority under Part III of the [Control of Pollution Act](#) relating to the Works providing the following are met.

390 Noise and vibration

Noise control: In accordance with [BS: Code of practice for noise and vibration control on construction and open sites. Noise](#),

Noise levels from the Works: In accordance with planning requirement.

Refer to Tender Information

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

Restrictions: Obtain consent before using percussion tools and other noisy appliances.

Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

Other Requirements: Disturbance to staff, students, visitors or other users of the building is a major concern. The Contractor shall submit details of the measures necessary to limit or mitigate noise for approval by NOC. This shall include:

- Method, timing and sequence for taking waste materials to ground level (See Clause 800 Site Constraints)
- Out of hours working or working to recognised constraints.
- Use of screw fixings instead of nails.
- Acoustically damped, plant and equipment.

400 Pollution

Prevention: Protect the site, the Works and the general environment including the atmosphere, land, and water courses against pollution.

Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

420 Pesticides

Use: Not permitted.

430 Nuisance

Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

440 Asbestos containing materials

Requirement: Report immediately suspected materials discovered during execution of the Works. Do not disturb and agree methods for safe removal or encapsulation.

450 Fire prevention

Requirement: Prevent personal injury or death, and damage to the Works or other property from fire.

Standard: Comply with 'Fire prevention on construction sites' - the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation.

460 Smoking on site

Smoking on site: Smoking, including E-Cigarettes, is not permitted anywhere on the NOC site. This includes all car parks and other outdoor areas. Smoking is only permitted within the designated smoking areas.

470 Burning on site

Burning on site: Not permitted.

480 Moisture

Wetness or dampness: Prevent, where this may cause damage to the Works.

Drying out: Control humidity and the application of heat to prevent:

Blistering and failure of adhesion.

Damage due to trapped moisture.

Excessive movement.

500 Infected timber and contaminated materials

Removal: Where instructed to remove material affected by fungal and/or insect attack from the building, minimize the risk of infecting other parts of the building.

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.

510 Waste

Includes: Rubbish, debris, spoil, containers and surplus material.

Requirement: Keep the site and Works clean and tidy. Remove rubbish, dirt and residues before closing voids and cavities in the construction.

Waste: Remove frequently and dispose off site in a safe and competent manner as approved and directed by the Waste Regulation Authority.

Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.

Documentation: Retain waste transfer documentation on site.

520 Electromagnetic interference

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

530 Laser equipment

Construction laser equipment: Install, use and store in accordance with [BS EN 60825-1](#) and the manufacturer's instructions.

Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.

Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

540 Powder actuated fixing systems

Use: Not permitted.

550 Invasive species

General: Prevent the introduction or spread of species (e.g. plants or animals) that may adversely affect the site and the Works economically, environmentally or ecologically.

Requirement: Report immediately suspected invasive species discovered during execution of the Works. Do not disturb and agree methods for safe eradication or encapsulation.

580 Existing services

Confirmation: Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.

Identification: Before starting work, check and mark positions of mains and services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services: Comply with service authority's or statutory undertaker's recommendations.

Adequately protect, and prevent damage to services.

Do not interfere with their operation without consent of service authorities, statutory undertakers or other owners.

Identifying services:

Below ground: Use signboards, giving type and depth.

Overhead: Use headroom markers.

Damage to services:

Action: Immediately give notice and notify appropriate service authority or statutory undertaker.

Repair: Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.

Liability: Measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's or statutory undertakers recommendations.

590 Roads and footpaths

Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

Damage: Make good if caused by site traffic, or otherwise consequent upon the Works, to the satisfaction of the Client, Local Authority or other owner.

600 Existing topsoil and subsoil

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.

Protection: Submit proposals.

Submittal date: Before starting work.

610 Retained trees, shrubs and grassed areas

Protection: Preserve and prevent damage.

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.

620 Retained trees

Protected area: Unless agreed otherwise, do not 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.

Roots: Do not sever if exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.

Ground levels: Do not change within an area 3m beyond branch spread.

630 Existing features

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.

Special requirements: Condition survey to be undertaken in advance of the site works commencing.

640 Existing work

Protection: Prevent damage to existing work, structures or other property during the execution of the Works.

Removal: Minimum amount necessary.

Replacement work: To match existing.

650 Building interiors

Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the execution of the Works.

660 Existing furniture, fittings and equipment

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

Removal by Client:

Timing: Before work starts in relevant areas.

700 Design constraints

Details: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

730 Adjoining property

Permission: Obtain as necessary from owners if required to erect scaffolding on, or otherwise use, adjoining property.

740 Adjoining property restrictions

Precautions: Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.

Damage: Bear cost of repairing damage arising from execution of the Works.

750 Existing structures

Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

Supports:

Standards: In accordance with [BS 5975](#) and [BS EN 12812](#).

Requirements: Provide and maintain incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, which may be endangered or affected by the Works.

Do not remove until new work is strong enough to support existing structure.

Prevent overstressing of completed work when removing supports.

Adjacent structures: Monitor and immediately report excessive movement.

760 Materials for recycling or reuse

Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.

Storage: Stack neatly and protect until required by the Client or for use in the Works as instructed.

780 Use or disposal of materials

Specific limitations: The contractor is to ensure that any contaminated materials are disposed of at a licensed tip and in accordance with the recognised provisions for removal and disposal.

790 Working hours and Deliveries

Specific limitations:

The Contractor is permitted to work from 08.00hrs to 18.00hrs Monday to Friday. Any out of normal hours working including weekends, shall be agreed with NOC at least 14 days in advance. For any out of hours access, the Associated British Ports (ABP) must also be notified by the Contractor, 14 days in advance.

The Contractor shall ensure that sufficient persons are employed to enable compliance with EU Working Time Regulations.

Working outside normal hours will only be permitted with prior permission from NOC. The Contractor shall bear the costs of overtime, shift and night time allowances.

The Contractor should note that the availability of the NOC Personnel is not guaranteed outside their normal working hours (Monday to Friday 0800 – 1700 hours) and this constraint should be taken into account by the Contractor when developing their tender programme.

Deliveries to be kept between 08.00hrs to 18.00hrs Monday to Friday. Deliveries to be agreed by ABP security and NOC security, deliveries and waste removal to be agreed during the PCSA.

800 NOC Site Constraints

University Term Time

The University of Southampton are a major occupier of the building and whilst a tenant, they have a considerable vested interest in this asset as it attracts new students to the city. Considerations shall be made to teaching spaces ensuring that noise is limited as outlined in the Project Scope. The UoS Term Time is appended at Appendix B of the Project Scope. Work can take place during university term time outside of exam periods however stakeholder engagement is absolutely vital.

Exam Periods and Library

Works shall be avoided near to or directly above Teaching Lab 234/15 and Lecture Rooms on Plate 166 during exam periods which are referred to in the UOS Term Time appendix included in the tender documents. The library is heavily used during the one month leading up to and including the exams periods and is open at weekends. The library will not be able to be accessed during the one month prior and during the exam periods. The three months following the summer term are the most accessible for the library.

Open Days

Open days take place during the year where between 1,500 and 4,000 visitors on site are hosted by NOC. These take place at least twice a year. It is unlikely that construction will be able to take place during open days.

Visit Days

There are visit days for prospective students on Saturdays during February and March, which is subject to change. It is unlikely that construction will be able to take place during visit days.

Ocean Business Event

Ocean Business is an event held every two years. Attendees are invited from every inhabited continent and the event can have between 5-10,000 people on site. Specific details are in Appendix C. No construction works will be able to take place during the event opening times, however during the event site set up and dismantle (which will comprise several weeks of preparation to construct marques and stalls around the quay/dockside), NOC are prepared to work with the contractor to permit them to carry on their works if it's agreeable to both parties (i.e. working on a plate not adjacent to the quay side for example). Contractual arrangements for access to the whole quayside will prioritise the ocean business event over all other access arrangements.

The next Ocean Business event is due to take place from mid-March to the end of April 2021.

Other conferences and events

The conference schedule changes regularly and an indicative outline of what is currently scheduled for major events is as follows:

- 07 July 2020 – 09 July 2020 – Location: Innovation Centre – ICUA Tours
- 09 July 2020 – Location: 104/13 Seminar Room – EDT Go4Set Graduation
- 31 July 2020 – 31 August 2020 – Location Quayside – Mayflower 400 event
- 03 August 2020 – 22 August 2020 – Location: Quayside – Mayflower 400 event
- 05 October 2020 – 08 October 2020 – Location: Quayside – Harbour Masters event
- 26 October 2020 – 20 November 2020 – Location: Quayside – MATS2020
- 11 December 2020 – Location: Cafeteria – NOC Staff Event
- 14 June 2021 – 18 June 2021 – Location: 104/13 Seminar Room and 104/20 Lecture Hall

NOC has an events team and for alterations to this indicative schedule and for future events the contractor will need to liaise with NOC. NOC are prepared to work with the contractor to permit them to carry on their works if it's agreeable to both parties.

Hazardous and harmful materials

Considerations shall be made when working above or near to areas where hazardous or harmful materials are stored. The NOC Significant Hazards List is appended to the Site Information and lists the locations where hazardous or harmful materials may be present.

Quayside operations

Considerations shall be made when working on the south side of the building. Works shall not impact upon Quayside operations; all works need to include liaison with the National Marine Federation logistics teams. A method statement must be produced and approved by NOC prior to starting any works on the Quayside. The Contractor must comply with the requirements of ABP for working within the Port, refer to the NOC policies and procedures appendix in the Site Information.

Method and sequence of work restrictions

Details: Refer to the drawings and specifications included within the tender documents.

Subject to an agreed methodology during the PCSA period, the estimated preliminaries cost should include but not limited to:-

- Temporary Roof Scaffold to be allowed across full extent of roof sequentially
- Access Permits and internal double boarded crash decks with membrane and associated works to ceilings to the following rooms in accordance with the Project Scope, Site Information and Heat Map
 - Server Room 234/08
 - Library 124/01 and Corridor above rooflights
- Fully finished hoarding, fencing, guard rails and gantries and temporary access routes to segregate construction activities from campus activities across the site
- Heras fencing to be allowed to the contractor site compound and Quayside Elevation
- Protection of site roads and hardstanding's without breaking the ground
- NOC will complete the decant of the following rooms,
 - 026/02-04 – Pulse Tube;
 - 016/04 Occupational Health;
 - 086/03 Post Grad Lounge;
 - Contractor to undertake condition survey of each vacated room. Any defect discovered caused by the contractor's works to be made good.

Specific limitations: The contractor should programme the works to ensure that there is minimal disruption to the users of the building.

Waste chutes for removal of roof tiles and debris will not be permitted in order to minimise disruption to staff and students. Alternative options will need to be explored for removal of redundant roof finishes such as use of goods hoists.

NOC Policies and Procedures

The Contractor shall carry out their works in accordance with the NOC Policies and Procedures outlined within the Site Information document. These include but are not limited to:

Control of Contractors

- Guidance for Consultants
- Estates Contractors Health, Safety and Environment Questionnaire
- Contractors Health & Safety Environmental Appraisal
- Procedure for NOC Estates Staff Employing Contractors
- NOC Estates Contractors Insurance Variation Request Form
- Contractor Checklist
- Code of Safe Practice for Estates Contractors
- Waste and Cleaning Standards for Contractors

General Procedures

- ABP Working Procedure
- APB Dock Gate Procedure for Mobile Cranes
- APB Mobile Crane Request Form

NOC Health & Safety

- NERC Health & Safety Procedure
- NOC Southampton Asbestos Control Statement
- NOC Accident & Incident Report Form
- Control of Asbestos
- NOC Asbestos Register
- Calorifier Services Schematic

NOC Permits

- General Meda Access Permit
- Hot Works Permit
- Fume Cupboard Permit
- Fume Hood Permit
- NOC Estates General Meda Permit
- Procedure for NOC Estates Hot Works Permit

Operational Policies

- NOC Environmental Policy
- NOC Portable Appliance Testing Policy

- NOC Parking Policy
- NOC Emergency Procedures

Confidentiality and publicity

No advertisements will be permitted at the Port Gate. A suitable name board identifying the Contractor's compound and those signs necessary to comply with Health and Safety requirements are acceptable.

00-60-70 Works Contract Verification

STANDARDS OF PRODUCTS AND EXECUTIONS

110 Substitute products

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.

Compliance: Substitutions accepted will be subject to verification requirements detailed in the specification.

120 Substitution of products

Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.

Reasons: Submit reasons and relevant information for the proposed substitution.

Information to be submitted: Manufacturer and product reference.

Cost.

Availability.

Relevant standards.

Performance.

Function.

Compatibility of accessories.

Proposed revisions to drawings and specification.

Compatibility with adjacent work.

Appearance.

Copy of warranty or guarantee.

Alterations to adjacent work: If needed, advise scope, nature and cost.

Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

130 Equivalent products

Inadvertent omission: Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the Project Manager and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents.

Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide revised drawings, specification and manufacturer's guarantees as required by Project Manager.

140 Substitution of standards

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 recognized in the UK.

Ordering: Submit notification of all such substitutions before ordering.

Documentary evidence: Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

DOCUMENTS AND INFORMATION

150 Currency of documents

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

160 Incomplete documentation

Products and executions: Where and to the extent that products or executions are not fully documented, they are to be as follows.

Requirements:

Standard: Of a kind and quality appropriate to the nature and character of that part of the Works where they will be used.

- b. **Suitability:** Suitable for the purposes stated or reasonably to be inferred from the project documents.

Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from obligations or liabilities under the Contract.

190 Environmental assessment information

Scheme type:

Assessment Information:

Scope and content:

Format:

Submit: Within one week of request.

220 Technical information

Retain: Available on site for reference by supervisory personnel.

Information: Manufacturer's current information and relevant British Standards, relating to products to be used in the Works.

230 Compliance

Compliance: Retain on site evidence that the proprietary product specified has been supplied.

Submit: Evidence of compliance with performance specifications, including test reports indicating properties tested, pass or fail criteria, test methods and procedures, test results, identity of testing agency, test dates and times, identities of witnesses and analysis of results.

PRODUCTS AND EXECUTION

240 Workmanship skills

Operatives: Appropriately skilled and experienced for the type and quality of work.

Registration: With Construction Skills Certification Scheme.

Evidence: Operatives must produce evidence of skills and qualifications when requested.

250 Quality of products

Generally: New.

Supply: Each product from the same source or manufacturer.

Quantity: Whole quantity of each product required to complete the Works of a consistent kind, size, quality and overall appearance.

Tolerances: Where critical, measure a sufficient quantity to determine compliance.

Deterioration: Prevent, order in suitable quantities to a programme and use in appropriate sequence.

Recycling: Proposals for recycled products may be considered.

260 Quality of execution

Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.

Colour batching: Do not use different colour batches where they can be seen together.

Dimensions: Check on-site.

Finished work: Not defective, damaged, disfigured, dirty, faulty, or out of tolerance.

Appearance: Adjust joints open to view so they are even and regular.

270 Inspections

Standard: Inspection, or other action, of products or executions must not be taken as approval unless confirmed in writing including the following:

Date of inspection.

Part of the work inspected.

Respects or characteristics which are approved.

Extent and purpose of the approval.

Associated conditions.

280 Related work

Details: Provide trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is approximately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive new work.

Preparatory work: Ensure necessary preparatory work has been carried out.

290 Manufacturer's recommendations and instructions

General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to Tender.

Submit: Details of changes to recommendations or instructions.

Execution: Use ancillary products and accessories supplied or recommended by main product manufacturer.

Products: Comply with limitations, recommendations and requirements of relevant valid certificates.

300 Water for the Works

Mains supply: Clean and uncontaminated.

Suitability: Do not use until evidence is provided.

Testing: Required to [BS EN 1008](#) if instructed

SAMPLES AND APPROVALS

330 Samples

Products or executions: Comply with specification requirements and in respect of the stated or implied characteristics:

To an express approval.

To match a sample expressly approved as a standard for the purpose.

340 Approval of products

Programme: Undertake or arrange submissions, samples, inspections and tests to suit the Works programme.

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.

Retain: Complying sample in good, clean condition on site. Remove when no longer required.

350 Approval of execution

Programme: Undertake or arrange submissions, samples, inspections and tests to suit the Works programme.

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.

Retain: Complying sample in good, clean condition on site. Remove when no longer required.

ACCURACY AND SETTING OUT GENERALLY

380 Setting out

General: Submit details of methods and equipment to be used in setting out the Works.

Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.

Completion of setting out: Give notice before commencing construction.

400 Critical dimensions

Critical dimensions: Set out and construct the Works in accordance with the critical dimensions and tolerances stated.

Details: Not applicable

410 Setting out records

Record drawings: Include details of grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

SERVICES GENERALLY

430 Services regulations

Services: New and existing services must comply with the Byelaws or Regulations of the relevant Statutory Authority.

440 Water regulations and byelaws notification

Requirements: Notify Water Undertaker of work carried out to or which affects new or existing services. Submit required plans, diagrams and details.

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.

450 Water regulations and byelaws Contractor's certificate

Content:

Installation: Describe the new installation and/ or the work carried out to an existing installation, including the address.

Statement: Confirm that the installation complies with the relevant Water Regulations or Bylaws.

Inspection: Provide the Contractor's name and address, the name and signature of the individual responsible for checking compliance and the date on which the installation was checked.

Submit: Certificate on completion of the work, include a copy to the Water Undertaker.

460 Electrical installation certificate

Certification: The original certificate is to be lodged in the Building Manual at the completion of relevant electrical work.

470 Gas, oil and solid fuel appliance installation certificate

Content:

Installation: Describe the new installation and/ or the work carried out to an existing installation including the address.

Safety: Include special recommendations or instructions for the safe use and operation of appliances and flues.

Statement: Confirm that the installation complies with the appropriate safety, installation and use regulations.

Inspection: Provide the Contractor's name and address, the date on which the installation was checked and the name, qualifications and signature of the competent person responsible for checking compliance.

Submit: Before the completion date stated in the contract.

480 Mechanical and electrical services

Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.

Confirmation: Provide a Building Regulations notice, signed by a suitably qualified person, to Building Control that systems have been commissioned in accordance with approved procedures.

Records: A copy to be lodged in the Building Manual.

500 Continuity of thermal insulation

Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to the Specification.

Content: Address of premises, the Contractor's name and address, the name, qualification and signature of a competent person responsible for checking compliance and the date on which the installation was checked.

Submit: Before completion of the Works.

Copy: Include in the Building Manual.

520 Energy performance certificate

Not applicable:

QUALITY CONTROL

540 Proposals for rectification of non-compliant products and executions

Non-compliant items: Submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.

Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution: Submit proposals

Submittal date: As soon as possible after discovery of items which are or appear to be non-compliant.

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

550 Measures to establish acceptability

General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures will be at the expense of the Contractor and will not be considered as grounds for revision of the completion date.

560 Quality control

Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.

Records: Maintain full records, keep copies on site for inspection, and submit copies on request.

Content of records:

Identifications: Of each element, item, batch or lot including location in the Works.

Inspections, tests and approvals: Purpose and dates.

Description: Nature and extent of nonconforming work found.

Corrective action: Details of work carried out.

Other information: The Contractor must submit detail Inspection Testing Plan for the client approval prior to start any work.

DAYWORK

600 Daywork

Labour, plant and materials definitions: As described in 'Definition of Prime Cost of Daywork carried out under a Building Contract' published by the RICS and the Construction Confederation.

Percentage additions to cover overheads, incidental costs and profit:

Labour (before completion): Not applicable

Labour (after completion): Not applicable

Plant (before completion): Not applicable

Plant (after completion): Not applicable

Materials (before completion): Not applicable

Materials (after completion): Not applicable

630 Daywork vouchers

Notice: Give reasonable notice to person countersigning daywork vouchers before starting work to be recorded.

Information requirements:

Details: Include a full description of the work undertaken time spent on individual tasks.

Reference: To the instruction under which the work is authorized.

Signature: Sign by Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.

00-70-70 Works Contract Administration

USE OF DOCUMENTS

100 Freedom of information

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](#).

Received requests: Obtain instruction before proceeding.

Do not supply information to those who are not project participants without express written permission.

Confidentiality: Maintain at all times.

110 Drawings

Definitions: [Building Applications Guide: Design framework for building services. 4th edition](#) A design framework for building services. Design activities and drawing definitions.

CAD data: In accordance with [BS 1192](#).

120 Cross references

Accuracy: Check remainder of the annotation or item description against the terminology used in the cited section or clause.

Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the Specification will apply.

Relevant clauses: Clauses in the cited specification section dealing with general matters, ancillary products and execution also apply.

Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

130 Referenced documents - conflicts

Precedence: Specification prevails over referenced documents.

140 Dimensions

Dimensions: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the Project Manager any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings..

150 Rules of measurement

Method of measurement: NRM

DOCUMENTS PROVIDED BY CONTRACTOR, SUBCONTRACTORS AND SUPPLIERS

260 Priced Activity Schedule

Submittal date: During the PCSA Period

350 Programme

First programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemise any work which is excluded. The programme shall include all items as identified and requested in the Tender Information

Submittal date: Refer to Tender Documents for compliance

380 Method statements

Method statements: Prepare describing how and when the following procedures are to be carried out.

Procedures: Refer to Tender Documents for Compliance

Submittal date: Refer to Tender Documents for compliance

400 Alternative method proposals

General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction and installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.

Alternative method proposals: Include a complete and precise statement of the effects on cost and programme.

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.

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.

Submittal date: Refer to Tender Documents for compliance

410 Alternative time proposals

General: Not permitted under the 1st stage tender return, contractor programme is to be developed on 84 weeks.

440 Quality control resource statement

Resources: Describe the proposed organization and resources to control the quality of the Works, including the work of subcontractors.

QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.

Submittal date: Refer to Tender Documents for compliance

450 Health and safety information

Content: Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.

Include:

Policy document: A copy of the Contractor's health and safety policy documents, including risk assessment procedures.

Records: Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.

Training: Records of training and training policy.

Personnel: The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

Submittal date: Refer to Tender Documents for compliance

470 Outline construction phase health and safety plan

Content:

Risk assessment: Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.

Management system: Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.

Selection: Proposed procedure for ensuring competency of other contractors, the self employed and designers.

Communication: Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.

Emergency: Procedures including those for fire prevention and escape.

Records: Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.

Personnel: Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.

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

480 Health and safety file information

Information: Availability for inspection: The Health and Safety File for the site/ building shall be kept on site and may be seen by appointment during normal office hours at any time.

510 Environmental targets - report

Generally: Completion of Construction Environmental Management Plan (CEMP) in accordance with the Tender Documents

640 'Listed' domestic subcontractors

General: Certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons. Not applicable

INFORMATION

730 Notification of compensation event

Content: Notwithstanding the Contractor's obligations under the Contract written notice must also be given of other causes which apply concurrently.

740 Quotations for proposed instructions or compensation events

Include:

Cost breakdown: A detailed breakdown of cost, including allowance for direct loss and expense.

Resources: Details of additional resources required.

Programme: Details of adjustments to be made to the programme for the Works.

Other: Other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

750 Design and production information

Master programme: Refer to Tender Documents for compliance

Contractor's changes: Support request for substitution or change to the Client's requirements with relevant information.

Client's amendments: If considered to involve a change to the Client's requirements which has not already been acknowledged, notify without delay (maximum period 7 days) and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed

780 Contractor's design information

General: Complete the design and detailing of parts of the Works as specified.

Provide:

Production information: Based on the drawings, specification and other information.

Liaison: Ensure coordination of the work with related building elements and services.

Master programme: Make reasonable allowance for completing design and production information, submission (including for CDM purposes), comment, inspection, amendment, resubmission and reinspection.

Submittal date: Refer to Tender Documents

800 Insurance

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

830 Climatic conditions - records

Climatic conditions: Record accurately and retain.

Information:

Air temperatures: Daily maximum and minimum, including overnight.

Delay records: Due to adverse weather, include description of the weather, types of work affected and number of hours lost.

840 Ownership of products

Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.

Evidence: When requested, provide evidence of freedom of reservation of title.

860 Labour and equipment returns

Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.

Include:

Labour: The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or services, including those employed by subcontractors.

Equipment: The number, type and capacity of mechanical, electrical and power operated equipment employed in connection with the Works or service.

880 Defects in existing work report

Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.

Documented remedial work: Do not execute work which may hinder access to defective products or executions, or be rendered abortive by the remedial work.

890 Tests and inspection schedule

Timing: Agree and record dates and times of tests and inspections to enable affected parties to be represented.

Confirmation: Provide one working day prior to each test or inspection. If sample or test is not ready, agree a new date and time.

Records: Submit a copy of test certificates and retain copies on site.

920 Maintenance instructions and guarantees

Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

Information location: In Building Manual.

Emergency call out services:

Telephone numbers: Provide for use after completion.

00-80-70 Works Contract Completion

NOTIFICATION

100 Notice of completion

Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

Associated work: Ensure necessary access, services and facilities are complete.

Period of notice (minimum): Refer to Tender Documents

140 Early take over

Parts of the works: Take over as completed, provided necessary access, services, and other associated facilities are also complete.

150 Completion in sections or in parts

General: Where it is proposed to take over a Section or part of the Works and such Section or part will, after its Completion, depend for its adequate functioning on work located elsewhere on the site, complete such other work in time to permit such take over to occur.

Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

COMPLETION WORK

170 Work before completion

General: Make good damage consequent upon the Works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.

Cleaning: Clean the Works thoroughly inside and out, including accessible ducts and voids. Remove splashes, deposits, efflorescence, rubbish and surplus materials.

Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.

COSHH dated data sheets: Obtain for materials used for cleaning and ensure they are used only as recommended by their manufacturers.

Minor faults: As required

180 Security at completion

General: Leave the Works secure with, where appropriate, accesses closed and locked.

Keys: Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

190 Rectification and defects

Notice: Give reasonable notice for access to the various parts of the Works.

Access arrangements: Arrange access with the Project Manager. Refer to Scope Information for Requirements

Completion: Give notice when remedial works have been completed.

200 Highway and sewer adoption

Adoption: Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104.

Details: Work for adoption must be:

Completion: To the satisfaction of the Relevant Authority before the certificate stating the Works are complete is issued.

Defects liability and rectification period: Subject to a Defects Liability/ Rectification Period of 12 months (see 00-20-70 Works Contract).

Maintenance: Undertake during the Defects Liability or Rectification Period to the satisfaction of the relevant Authority, including:

Making good of damage due to reasonable wear and tear occurring during the Period.

Clean at the end of the Period.

INFORMATION

240 The Building Manual

Purpose: The Building Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It must provide an overview of the main design principles and describe key components and systems within the finished Works to enable proper understanding, efficient and safe operation and maintenance.

Scope:

Part 1: General.

Part 2: Fabric.

Part 3: Services.

Part 4: The Health and Safety File

Part 5: Building User Guide.

Responsibility for production: The Building Manual is to be produced by the contractor

Information provided by others: Not applicable

Compilation: Prepare all information for Contractor designed or performance specified work including as-built drawings. Obtain or prepare all other information to be included in the Manual.

Reviewing the Manual: Prepare and circulate a complete draft. Amend in the light of any comments and recirculate. Do not proceed with production of the final copies until authorized.

Final copies of the Manual:

Number of copies: 2

Format: PDF

Latest date for submission: Submission no later than 2 weeks prior to Practical Completion

As-built/ record drawings and schedules:

Number of copies: 2

Format: PDF

250 The Health and Safety File

Responsibility for production: The Contractor

Content: Obtain and provide the following information: The Principal Contractor must provide the Principal Designer with any information in the Principal Contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.

Format: Refer to Tender Documents

260 Content of the Building Manual part 1: General

Content: Obtain and provide the following, including all relevant details not included in other parts of the Manual:

Index: List the constituent parts of the Manual, together with their location in the document.

The Works: Description of the buildings and facilities.

Ownership and tenancy, where relevant.

Health and Safety information – other than that specifically required by the [Construction \(design and management\) regulations](#)

The Contract: Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.

Overall design criteria.

Environmental performance requirements.

Relevant authorities, consents and approvals.

Third party certification, such as those made by 'competent' persons in accordance with the Building Regulations.

Operational requirements and constraints of a general nature: Maintenance contracts and contractors.

Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors, location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.

Emergency procedures and contact details in case of emergency.

Other specific requirements.

Timescale for completion: No later than 2 weeks prior to Practical Completion

270 Content of the Building Manual Part 2: Building fabric

Content: Obtain and Provide the following, including all relevant details not included in other parts of the Manual:

Detailed design criteria: Including:

Floor and roof loadings

Durability of individual components and elements

Loading restrictions

Insulation values

Fire ratings

Other relevant performance requirements

Construction of the building: A detailed description of methods and materials used.

As-built drawings recording the construction, together with an index.

Information and guidance concerning repair, renovation or demolition/ deconstruction.

Periodic building maintenance guide chart: Provide for all significant items of work

Inspection reports:

Manufacturer's instructions index,: Include relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.

Fixtures, fittings and components schedule and index:

Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors: Obtain from manufacturers, suppliers and subcontractors.

Test certificates and reports required in the specification: Obtain, including:

Air permeability.

Resistance to passage of sound.

Continuity of insulation.

Electricity and Gas safety.

Other specific requirements: Not Applicable

Timescale for completion: No later than 2 weeks prior to Practical Completion

280 Content of the Building Manual Part 3: Building services

Content: Obtain and Provide the following, including all relevant details not included in other parts of the Manual:

Detailed design criteria and description of the systems, including: Including:

Services capacity, loadings and restrictions.

Services instructions.

Services log sheets.

Manufacturers' instruction manuals and leaflets index.

Fixtures, fittings and component schedule index.

Detailed description of methods and materials used:

As-built/ record drawings: For each system recording the construction, together with an index, including:

Diagrammatic drawings indicating principal items of plant, equipment and fittings.

Record drawings showing overall installation.

Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.

Identification of services – a legend for colour coded services.

Product details: Including for each item of plant and equipment:

Name, address and contact details of the manufacturer.

Catalogue number or reference.

Manufacturer's technical literature, including detailed operating and maintenance instructions.

Information and guidance concerning dismantling, repair, renovation or decommissioning.

Operation: A description of the operation of each system, including:

Starting up, operation and shutting down.

Control sequences.

Procedures for seasonal changeover.

Procedures for diagnostics, troubleshooting and faultfinding.

Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors: Obtain from manufacturers, suppliers and subcontractors.

Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including: List for each item of plant, equipment, valves, etc. used in the installations, including:

Electrical circuit tests.

Corrosion tests.

Type tests.

Work tests.

Start and commissioning tests.

Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.

Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.

Lubrication: Schedules of all lubricated items.

Consumables: A list of all consumable items and their source.

Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.

Emergency procedures: For all systems, significant items of plant and equipment.

Annual maintenance summary chart:

Other specific requirements: Not applicable

Timescale for completion: No later than 2 weeks prior to Practical Completion

290 Content of the Building Manual Part 4: the Health and Safety File

Content: Obtain and provide the following, including all relevant details not included in other parts of the Manual, including:

Residual hazards and how they have been dealt with.

Hazardous materials used.

Information regarding the removal or dismantling of installed plant and equipment.

Health and safety information about equipment provided for cleaning or maintaining the structure.

The nature, location and markings of significant services.

Information and as-built drawings of the structure, its plant and equipment.

All other details required as referenced in the Scope Information

Information prepared by others: Not applicable

Timescale for completion: No later than 2 weeks prior to Practical Completion

Submit to: Principal Designer

300 Content of the Building Manual Part 5: the Building User Guide

Content: Obtain and provide the following:

- Building services information.
- Emergency information.
- Energy and environmental strategy.
- Water use.
- Transport facilities.
- Materials and waste policy.
- Re-fit/ re-arrangement considerations.
- Reporting provision.
- Training.
- Links and references.

Other specific requirements: Not applicable

Timescale for completion: No later than 2 weeks prior to Practical Completion

320 Presentation of Building Manual

Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled

Selected drawings: Where these are needed to illustrate or locate items mentioned in the Manual: if larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

As-built/ record drawings: The main sets may form annexes to the Manual.

340 Information for commissioning of services

General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.

The Contractor shall provide notice of testing and commissioning of services in line with the requirements outlined in the scope information

Submittal date: At commencement of commissioning.

350 Training

Objective: Before completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.

Time Allowance (minimum): Include for not less than 2 operating days for this purpose.

390 Maintenance service

Scope: Provide a comprehensive maintenance service. Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items.

Plant and equipment to be maintained: Not applicable

400 Schedule for spare parts

General: Before Completion, submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.

Content: Include in the priced schedule for:

Manufacturers' current prices, including packaging and delivery to site.

Checking receipts, marking and numbering in accordance with the schedule of spare parts.

Referencing to the plant and equipment list in Part 3 of the Building Manual.

Painting, greasing, etc. and packing to prevent deterioration during storage.

Latest date for submission: No later than 2 weeks prior to Practical Completion

410 Tools and consumables

General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.

Quantity: Two complete sets.

Consumables: Supply a complete list of all consumables necessary for the operation.

Submittal date: At completion.

420 Government Soft Landings

General: The Contractor shall ensure that the needs of key stakeholders including end-users and facility maintenance are considered and incorporated in the development of options and design development throughout their involvement in the project.

The Contractor shall work with the NOC to identify targets and to establish the systems and processes through which required outcomes functionality & effectiveness, cost and environment shall be measured under the Post Occupancy Evaluation (POE).

The Contractor shall not be required to have active participation in the POE beyond the Defects Period.

440 Handover Environmental Management Plan

General: Contractor to undertake a Handover Environmental Management Plan

Requirements: Refer to Project Scope