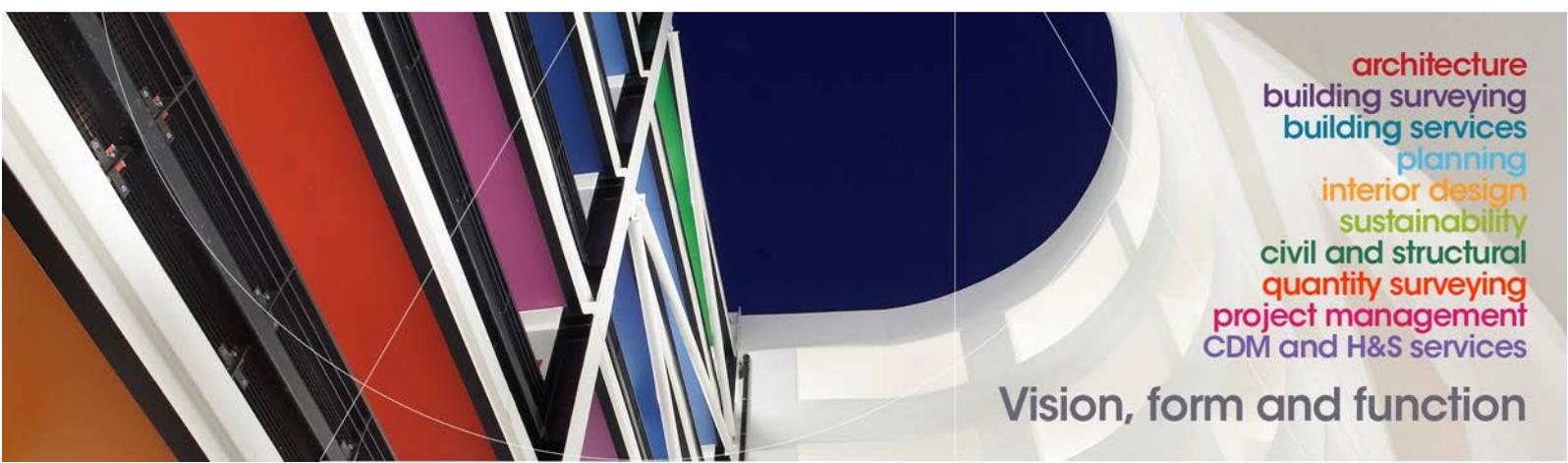


**Chantry Centre,  
Chantry Way, Billericay, Essex, CM11 2BB  
The Billericay Town Council  
Job No. 600682**

**Specification – Enabling Works**

Author: Danny Lawson  
Checked by: Christopher Mabbutt  
Date: April 2018  
Status: D2



architecture  
building surveying  
building services  
planning  
interior design  
sustainability  
civil and structural  
quantity surveying  
project management  
CDM and H&S services

**Vision, form and function**

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- 1.0 Preliminaries
- 2.0 Workmanship & Materials
- 3.0 Schedule of Building Works
- 4.0 Dayworks
- 5.0 General Summary

## **Appendices**

- A Drawings
- B R&D Survey



## **1.0 PRELIMINARIES**

Specification: Chantry Centre, Billericay Town Council, Essex CM12 9BX  
Project Title: Reconstruction  
Section 1.00 Preliminaries - Enabling Works  
Job No: 600682 - Date: April 2018



600682  
Chantry Centre

# Custom Report

10/04/2018



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Specification: Chantry Centre, Billericay Town Council, Essex CM12 9BX  
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Section 1.00 Preliminaries - Enabling Works  
Job No: 600682 - Date: April 2018



600682  
Chantry Centre

# Project Management

10/04/2018



## 00-05-15 Works Terminology

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### 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.
- **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.
- **Employer:** The party to the Contract for whom the goods, work or services are provided. Includes Client (in consultancy contracts and CDM Regulations), the Employer, 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
- **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, Employer’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.

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**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 Employer 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'.
- **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.

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## 00-05-20 Project Participants

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### Management and delivery roles

#### 120 Client / Employer

- **Name:** Billericay Town Council
- **Address:** Billericay Town Council, The Loft Crown Yard, High Street, Billericay, Essex, CN12 9BX
- **Telephone:** 01277 625732
- **Email address:** townclerk@billericaytowncouncil.gov.uk

#### 130 Contract Administrator

- **Name:** Ingleton Wood LLP
- **Address:** 10 Lake Meadows Business Park, Woodbrook Cresecent, Billericay, CM12 0EQ
- **Telephone:** 01277 637800
- **Email address:** danny.lawson@ingletonwood.co.uk

#### 145 Engineer

- **Name:** Ingleton Wood LLP
- **Address:** 10 Lake Meadows Business Park, Woodbrook Cresecent, Billericay, CM12 0EQ
- **Telephone:** 01277 637800

### Statutory roles

#### 205 Principal Designer

- **Name:** Ingleton Wood LLP
- **Address:** 10 Lake Meadows Business Park, Woodbrook Cresecent, Billericay, CM12 0EQ
- **Contact:** Danny Lawson
- **Telephone:** 01277 637800
- **Email address:** danny.lawson@ingletonwood.co.uk

#### 210 Principal Contractor

- **Name:** TBC
- **Address:** TBC
- **Contact:** TBC

### Design roles

#### 300 Quantity surveyor

- **Name:** Ingleton Wood LLP



- **Address:** 10 Lake Meadows Buisness Park, Woodbrook Cresecent, Billericay, CM12 0EQ
- **Telephone:** 01277 637800
- **Email address:** danny.lawson@ingletonwood.co.uk

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## 00-05-70 Project Location

### 110 Project location

- **Details:** BTC Chantry Centre
- **Address:**
  - **Street:** Chantry Way
  - **City:** Billericay
  - **Post code:** CM11 2BB

### 130 Existing buildings on, or adjacent to the site

- **Details:** The site is located within a conservation area. Neighbouring trees located over land.

### 150 Surrounding land and building uses

- **Surrounding land uses or activities:** Residential and commercial premises.

### 170 Access

- **Details:** Main Access via the High Street, Limited access via Chantry Way.
- **Limitations:** Restricted width, Access roads to remain in use at all times

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## 00-10-70 Works Contract Content

### 120 The Works

- **Details:** Demolition of the existing Chantry Centre including ACMs.

### 130 Work by others concurrent with the Contract

- **Details:** To be defined.
- **Timescale:** To be defined.

### 170 Nominated or named subcontract

- **Title:** Removal of Asbestos
- **Description of work:** Asbestos identification, removal and disposal of ACMs.
- **Subcontractor:** Kadec
- **Subcontractor's production information:** RAMS
- **Notice required to commence on site:** As required by the principal contractor.

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## 00-20-70 Works contract

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### JCT Intermediate Building Contract with contractor's design (ICD)

- **The Contract:** JCT Intermediate Building Contract with contractor's design, 2016 Edition.
- **Requirement:** Allow for the obligations, liabilities and services described.

### The Recitals

#### The Works (First Recital)

- **The Works comprise:** Enabling works including demolition of the Chantry Centre and asbestos removal.
- **Location of the works:** Billericay Town Chantry Centre, Chantry Way, Billericay Essex, CM11 2BB.

#### Contractor's designed portion (Second Recital)

- **The Works include the design and construction of:** Demolition Methodology including asbestos removal

#### Contract drawings (Third Recital)

- **Contract drawings:** As per the appended document register.

#### Pricing by the Contractor (Fifth Recital - (A))

- **Pricing by the Contractor:** Option A will apply and option B will be deleted.
- **Priced document:** Specification.
- **Priced Activity Schedule:** The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will be deleted.

#### Information release schedule (Ninth Recital)

- **The Ninth Recital:** Will be deleted.

#### Division of the Works into sections (Eleventh Recital)

- **The Eleventh Recital:** Will be deleted.

### Articles

#### Architect/ Contract Administrator (Article 3)

- **Architect/ Contract Administrator:** Ingleton Wood LLP, 10 Lake Meadows Business Park, Woodbrook Crescent, Billericay, CM12 0EQ

#### Quantity Surveyor (Article 4)

- **Quantity surveyor:** Ingleton Wood LLP, 10 Lake Meadows Business Park, Woodbrook Crescent, Billericay, CM12 0EQ



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<p><b>Principal Designer (Article 5)</b></p> <ul style="list-style-type: none"> <li><b>Principal Designer:</b> Ingleton Wood LLP, 10 Lake Meadows Business Park, Woodbrook Crescent, Billericay, CM12 0EQ</li> </ul>		
<p><b>Principal Contractor (Article 6)</b></p> <ul style="list-style-type: none"> <li><b>Principal Contractor:</b> TBC</li> </ul>		
<p><b>Legal proceedings (Article 9)</b></p> <ul style="list-style-type: none"> <li><b>Amendments:</b> None.</li> </ul>		
<p><b>Contract particulars</b></p>		
<p><b>Employer's Requirements (Fourth Recital)</b></p> <ul style="list-style-type: none"> <li><b>Employer's Requirements:</b> As per the specification.</li> </ul>		
<p><b>Contractor's Proposals (Sixth Recital)</b></p> <ul style="list-style-type: none"> <li><b>Contractor's Proposals:</b> Required.</li> <li><b>Specific Requirements:</b> Recycling of demolition and excavated materials.</li> </ul>		
<p><b>CDP Analysis (Sixth Recital)</b></p> <ul style="list-style-type: none"> <li><b>CDP Analysis:</b> Required.</li> </ul>		
<p><b>Construction industry scheme (CIS) (Eighth Recital and clause 4.6)</b></p> <ul style="list-style-type: none"> <li><b>Employer at the Base Date:</b> Is not a 'contractor' for the purposes of the CIS.</li> </ul>		
<p><b>CDM Regulations (Tenth Recital)</b></p> <ul style="list-style-type: none"> <li><b>The project:</b> Is notifiable.</li> </ul>		
<p><b>Supplemental provisions (Thirteenth Recital and Schedule 5)</b></p> <ul style="list-style-type: none"> <li><b>Collaborative working:</b> Supplemental provision 1 applies.</li> <li><b>Health and safety:</b> Supplemental provision 2 applies.</li> <li><b>Cost savings and value improvements:</b> Supplemental provision 3 does not apply.</li> <li><b>Sustainable development and environmental considerations:</b> Supplemental provision 4 applies.</li> <li><b>Performance indicators and monitoring:</b> Supplemental provision 5 does not apply.</li> <li><b>Notification and negotiation of disputes:</b> Supplemental provision 6 applies.</li> <li><b>Where Supplemental Provision 6 applies:</b> <ul style="list-style-type: none"> <li><b>Employer's nominee:</b> TBA</li> <li><b>Contractor's nominee:</b> Submit with tender.</li> <li><b>Replacement nominees:</b> As each party may notify to the other from time to time.</li> </ul> </li> </ul>		
<p><b>Arbitration (Article 8)</b></p> <ul style="list-style-type: none"> <li><b>Article 8 and clauses 9.3 to 9.8:</b> Apply.</li> </ul>		



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<p><b>Base Date (Clause 1.1)</b></p> <ul style="list-style-type: none"> <li>• <b>Base date:</b> 02nd May 2018</li> </ul>		
<p><b>Date for completion of the Works (Clause 1.1)</b></p> <ul style="list-style-type: none"> <li>• <b>Date for completion of the Works:</b> TBC - 10th August 2018</li> </ul>		
<p><b>Addresses for service of notices (Clause 1.7)</b></p> <ul style="list-style-type: none"> <li>• <b>Employer:</b> <ul style="list-style-type: none"> <li>- <b>Address:</b> Billericay Town Council, The Loft Crown Yard, High Street, Billericay, Essex, CN12 9BX</li> <li>- <b>E-mail:</b> townclerk@billericaytowncouncil.gov.uk</li> </ul> </li> <li>• <b>Contractor:</b> <ul style="list-style-type: none"> <li>- <b>Address:</b> TBC</li> </ul> </li> </ul>		
<p><b>Date of possession of the site (Clause 2.4)</b></p> <ul style="list-style-type: none"> <li>• <b>Date of Possession of the site:</b> TBC - 18th June 2018</li> </ul>		
<p><b>Deferment of possession of the site (Clause 2.5)</b></p> <ul style="list-style-type: none"> <li>• <b>Clause 2.5:</b> Applies.</li> <li>• <b>Period of deferment (maximum):</b> 6 (six) weeks</li> </ul>		
<p><b>Liquidated Damages (Clause 2.23.2)</b></p> <ul style="list-style-type: none"> <li>• <b>Damages:</b> <ul style="list-style-type: none"> <li>- <b>Rate:</b> £650 per week or part there to.</li> </ul> </li> </ul>		
<p><b>Rectification period (Clause 2.30)</b></p> <ul style="list-style-type: none"> <li>• <b>Period:</b> Twelve months from the date of practical completion of the Works.</li> </ul>		
<p><b>Contractor's designed portion (Clause 2.34.3)</b></p> <ul style="list-style-type: none"> <li>• <b>Limit of Contractor's liability for loss of use:</b> Unlimited.</li> </ul>		
<p><b>Fluctuations provision (Clause 4.3 and 4.9)</b></p> <ul style="list-style-type: none"> <li>• <b>Fluctuations Provision:</b> No Fluctuations Provision applies.</li> </ul>		
<p><b>Advance payment and advance payment bond (Clause 4.7)</b></p> <ul style="list-style-type: none"> <li>• <b>Advance payment:</b> Clause 4.6 does not apply.</li> </ul>		
<p><b>Interim payments – Interim valuation dates (Clause 4.8.1)</b></p> <ul style="list-style-type: none"> <li>• <b>The first Interim Valuation Date:</b> four weeks from the possession of the site</li> <li>• <b>Subsequent dates:</b> The same date in each month or the nearest Business Day in that month.</li> </ul>		



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<p><b>Interim payments percentages of value (Clause 4.9.1)</b></p> <ul style="list-style-type: none"> <li>• <b>Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is: 95%</b></li> <li>• <b>Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is: 97.5%</b></li> </ul>		
<p><b>Listed items – uniquely identified (Clause 4.10.4)</b></p> <ul style="list-style-type: none"> <li>• <b>Listed items - uniquely identified:</b> This entry in the Contract Particulars will be deleted.</li> </ul>		
<p><b>Listed items – not uniquely identified (Clause 4.10.5)</b></p> <ul style="list-style-type: none"> <li>• <b>Listed items - not uniquely identified:</b> This entry in the Contract Particulars will be deleted.</li> </ul>		
<p><b>Contractor's Public Liability insurance – injury to persons or property (Clause 6.4.1)</b></p> <ul style="list-style-type: none"> <li>• <b>Insurance cover (for any one occurrence or series of occurrences arising out of one event):</b> £10,000,000.00 (Ten Million)</li> </ul>		
<p><b>Insurance - liability of Employer (Clause 6.5.1)</b></p> <ul style="list-style-type: none"> <li>• <b>Insurance:</b> May be required.</li> <li>• <b>Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event:</b> To be defined.</li> </ul>		
<p><b>Works insurance – insurance options (Clause 6.7 and Schedule 1)</b></p> <ul style="list-style-type: none"> <li>• <b>Schedule 1:</b> Insurance option A applies.</li> <li>• <b>Percentage to cover professional fees:</b> 15%</li> <li>• <b>Where Insurance Option A applies and cover is to be provided under the Contractor's annual policy, the annual renewal date:</b> TBC</li> </ul>		
<p><b>Terrorism cover (Clause 6.10 and Schedule 1)</b></p> <ul style="list-style-type: none"> <li>• <b>Details of cover:</b> Pool Re Cover is required.</li> </ul>		
<p><b>Joint Fire Code (Clause 6.15)</b></p> <ul style="list-style-type: none"> <li>• <b>The Joint Fire Code:</b> Applies.</li> <li>• <b>State whether the insurer under Schedule 1, Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project':</b> No and To be checked/ obtained from the Contractor.</li> </ul>		
<p><b>Contractor's Design Portion – Professional Indemnity Insurance (Clause 6.19)</b></p> <ul style="list-style-type: none"> <li>• <b>Level of cover:</b> <ul style="list-style-type: none"> <li>- <b>Indemnity required:</b> Relates to claims or series of claims arising out of one event.</li> <li>- <b>Amount:</b> £10,000,000.00 (Ten Million)</li> </ul> </li> <li>• <b>Cover for pollution and contamination claims:</b> Included.</li> <li>• <b>CDP Professional Indemnity Insurance:</b> <ul style="list-style-type: none"> <li>- <b>Expiry of required period:</b> 12 (Twelve) years</li> </ul> </li> </ul>		



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<p><b>Period of suspension (termination by Contractor) (Clause 8.9.2)</b></p> <ul style="list-style-type: none"> <li><b>Period of suspension:</b> 2 months.</li> </ul>		
<p><b>Period of suspension (termination by either Party) (Clauses 8.11.1.1 to 8.11.1.5)</b></p> <ul style="list-style-type: none"> <li><b>Period of suspension:</b> 2 months.</li> </ul>		
<p><b>Adjudication (Clause 9.2.1)</b></p> <ul style="list-style-type: none"> <li><b>The Adjudicator:</b> To be appointed by Nominating body.</li> <li><b>Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established):</b> The Royal Institution of Chartered Surveyors.</li> </ul>		
<p><b>Arbitration (Clause 9.4.1)</b></p> <ul style="list-style-type: none"> <li><b>Appointor of Arbitrator (and of any replacement):</b> President or a Vice President of the Royal Institution of Chartered Surveyors.</li> </ul>		
<p><b>Conditions</b></p>		
<p><b>Section 1 (Definitions and Interpretation)</b></p>		
<p><b>Applicable law (Condition 1.12)</b></p> <ul style="list-style-type: none"> <li><b>Amendments:</b> None.</li> </ul>		
<p><b>Section 2 (Carrying out the Works)</b></p>		
<p><b>Section 3 (Control of the Works)</b></p>		
<p><b>Named subcontractors (Condition 3.7)</b></p> <ul style="list-style-type: none"> <li><b>General:</b> The work listed below and described in the Contract Documents is to be executed by the following persons named as subcontractors as provided in Intermediate Building Contract clause 3.7. (For each such person a completed Form of Tender and Agreement ICSUB/NAM, together with the Numbered Documents referred to therein, is included with the Main Contract tender documents).</li> <li><b>Work to be executed:</b> Identification, removal and disposal of Asbestos Containing Materials (ACMs).</li> <li><b>Named person:</b> Kadec Asbestos Management                  Dragon Enterprise Centre                  28 Stephenson Road                  Leigh on sea                  Essex                  SS9 5LY</li> </ul>		





## 00-30-70 Works Contract Procurement

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### 110 Compliance with Tender rules

- **Compliance:** Failure to comply may result in Tenders being rejected at the sole discretion of the Employer.
- **Costs:** No liability is accepted for costs incurred in the preparation of a Tender.

### 130 Tenders to be invited

- **Number of tenders to be invited (maximum):** 4.

### 160 The Invitation to Tender

- **Form:** Hard copy and email
- **Location of Tender documents:** To be issued to Ingleton Wood LLP.

### 165 Tender acceptance

- **Tender acceptance period:** Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 6 months from the date for return of Tender.
- **Assurance:** Nothing contained in this Document or its application should be inferred to guarantee that a Tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

### 170 The Tender documents

- **The Tender documents:** As described in the Project Definition section.
- **Number of hardcopy documents provided:** 1.

### 180 Tender queries

- **Notification requirements:** Give Notice in writing to the Contract Administrator/Architect as soon as possible and not less than twelve working days before the date for return of Tenders.

### 190 Tender instructions

- **Qualifications:** Do not amend or alter documents without written instruction.
- **Confidentiality:** Do not reveal details of parts of the Tender or supporting documents (except for the necessary purposes of preparing that Tender) without the Employer's express written permission.

### 210 Pricing

- **Pricing:** Price and extend each item individually as instructed. Do not group items together.
- **Currency:** Pounds sterling.

### 220 Site visit

- **Nature of the site:** Ascertain before Tendering, including access thereto and local conditions and restrictions likely to affect the execution of the Work.
- **Arrangements for visit:** To be arranged via the Employer.



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<b>320 Error resolution</b>		
<ul style="list-style-type: none"><li><b>Arithmetic and technical errors:</b> The Tenderer will be given an opportunity to confirm an offer or amend it to correct genuine errors. If correction means that the Tender is no longer eligible for acceptance under the selected assessment criteria, then it will be disqualified from that process.</li></ul>		
<b>340 Post-Tender negotiations</b>		
<ul style="list-style-type: none"><li><b>Negotiations:</b> May be required.</li><li><b>Details:</b> Where all the Tenders received exceed the Employer's budget for the Works.</li></ul>		
<b>410 Notification to Tenderers</b>		
<ul style="list-style-type: none"><li><b>Notification method:</b> Formal letter to all Contractors who are unsuccessful.</li></ul>		



# 00-40-70 Works Contract Establishment

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## ACCESS

### 110 Access to the site

- **Details:** Main access via the High Street and limited access via Chantry Way.
- **Limitations:** Widths, size and weight. Access to neighbouring buildings to be kept in use at all times.

### 120 Use of the site

- **General:** Do not use the site for any purpose other than carrying out the contract work.

### 145 Traffic and vehicles

- **Limitations:** Access to be maintained at all times. Restricted widths to the site exist.

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

- **Position:** Submit proposed details of intended siting.
- **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

## 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.
- **Content:** Identity of proposed Principal Contractor.  
 Location of the site.  
 Description of the project.  
 Estimated project cost.  
 Types and quantities of waste that will be generated.  
 Resource management options for these wastes including proposals for minimization, reuse and/or recycling.  
 The use of appropriate and licensed waste management contractors.  
 Record keeping procedures.  
 Waste auditing protocols.
- **Submittal date:** Prior to commencing works, updated throughout

### 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:** Very good.

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**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).
- **Submittal date:** Before starting work.

**PROGRAMME**

**250 Programme**

- **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the Works.
- **Include:**
  - **Information:** Design, production information and proposals provided by the Contractor, subcontractors or suppliers, including inspection and checking.
- **Planning:** Planning and mobilization by the Contractor.
- **Dates:** Earliest start and finish dates for each activity and identification of critical activities.
- **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 Employer 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 that is not well defined: where and to the extent that the programme implications for this are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- **Number of copies:** Two copies.
- **Submittal date:** Prior to commencement of works and continually updated.



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<p><b>280 Commencement of work</b></p> <ul style="list-style-type: none"> <li>• <b>Notice:</b> Before the proposed date for commencement of work on site give minimum notice of two weeks.</li> </ul>		
<p><b>HEALTH AND SAFETY INFORMATION</b></p>		
<p><b>300 Health and Safety information</b></p> <ul style="list-style-type: none"> <li>• <b>Content:</b> 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.</li> <li>• <b>Include:</b> To be defined.</li> <li>• <b>Policy document:</b> A copy of the Contractor's health and safety policy documents, including risk assessment procedures.                             <ul style="list-style-type: none"> <li>- <b>Records:</b> Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.</li> <li>- <b>Training:</b> Records of training and training policy.</li> <li>- <b>Personnel:</b> The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.</li> </ul> </li> <li>• <b>Submittal date:</b> Within one week of request.</li> </ul>		
<p><b>320 Outline Construction Phase Health and Safety Plan</b></p> <ul style="list-style-type: none"> <li>• <b>Content:</b> <ul style="list-style-type: none"> <li>- <b>Risk assessment:</b> 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.</li> <li>- <b>Management system:</b> 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.</li> <li>- <b>Selection:</b> Proposed procedure for ensuring competency of other contractors, the self employed and designers.</li> <li>- <b>Communication:</b> Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.</li> <li>- <b>Emergency:</b> Procedures including those for fire prevention and escape.</li> <li>- <b>Records:</b> Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.</li> <li>- <b>Personnel:</b> 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.</li> <li>- <b>Monitoring:</b> Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.</li> </ul> </li> <li>• <b>Submittal date:</b> Prior to commencement of works.</li> </ul>		



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<p><b>330 Health and safety hazards</b></p> <ul style="list-style-type: none"> <li>• <b>Hazards:</b> ACMs, Occupied Neighbouring Buildings, Close proximity to High Street.</li> <li>• <b>Limitations:</b> The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.</li> <li>• <b>Information:</b> The accuracy and sufficiency of this information provided about existing hazards is not guaranteed by the Employer/Purchaser or their representative. Ascertain if additional information is required to ensure the safety of persons and the Works.</li> <li>• <b>Training:</b> Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.</li> </ul>		
<p><b>340 Preconstruction information</b></p> <ul style="list-style-type: none"> <li>• <b>Availability:</b> 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.</li> </ul>		
<p><b>350 Execution hazards</b></p> <ul style="list-style-type: none"> <li>• <b>Common hazards:</b> Not listed. Control by good management and site practice.</li> <li>• <b>Significant hazards:</b> Asbestos Containing Materials &amp; Close proximity to high street.</li> </ul>		
<p><b>370 Construction phase health and safety plan</b></p> <ul style="list-style-type: none"> <li>• <b>Delivery to the Client:</b> No later than two weeks before commencement on site.</li> <li>• <b>Confirmation:</b> 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.</li> <li>• <b>Content:</b> Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan and the Preconstruction information.</li> </ul>		
<p><b>TEMPORARY SERVICES</b></p>		
<p><b>500 Temporary Services – contract minimum requirement</b></p> <ul style="list-style-type: none"> <li>• <b>Details:</b> Allow for compliance with Contract obligations.</li> </ul>		
<p><b>510 Water</b></p> <ul style="list-style-type: none"> <li>• <b>Supply:</b> The Employer's mains may be used for the Works as follows:</li> <li>• <b>Metering:</b> Metered by the Contractor and charged to the Contractor.</li> <li>• <b>Conditions and restrictions:</b> Reasonable use for the purposes of carrying out the works only.</li> <li>• <b>Continuity:</b> No liability will be accepted for the consequences of failure or restriction in supply.</li> </ul>		



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<p><b>520 Water restrictions</b></p> <ul style="list-style-type: none"> <li>• <b>Emergency legislation:</b> If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.</li> <li>• <b>Suitability:</b> Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.</li> </ul>		
<p><b>540 Lighting and power</b></p> <ul style="list-style-type: none"> <li>• <b>Supply:</b> Electric power from the Employer's mains may be used for the Works as follows:</li> <li>• <b>Metering:</b> Metered by the Contractor and charged to the Contractor.</li> <li>• <b>Continuity:</b> No liability will be accepted for the consequences of failure or restriction in supply.</li> </ul>		
<p><b>590 Meter readings</b></p> <ul style="list-style-type: none"> <li>• <b>Charges for service supplies:</b> 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.</li> </ul>		
<b>TEMPORARY SECURITY</b>		
<p><b>600 Security – contract minimum requirement</b></p> <ul style="list-style-type: none"> <li>• <b>Details:</b> Allow for compliance with Contract obligations.</li> </ul>		
<b>TEMPORARY SAFETY AND CONTROL</b>		
<p><b>630 Safety and environmental protection – contract minimum requirement</b></p> <ul style="list-style-type: none"> <li>• <b>Details:</b> Allow for compliance with Contract obligations.</li> </ul>		
<p><b>650 Temporary protection to existing trees and vegetation</b></p> <ul style="list-style-type: none"> <li>• <b>Trees and vegetation:</b> <ul style="list-style-type: none"> <li>- <b>Requirement:</b> Provide protection before starting work.</li> <li>- <b>Positions:</b> To all trees on site.</li> <li>- <b>Protective barriers and physical protection:</b> Relevant measures to BS 5837.</li> </ul> </li> <li>• <b>Areas of structural landscaping to be protected from construction operations:</b> <ul style="list-style-type: none"> <li>- <b>Requirement:</b> Protect from effects of construction operations.</li> </ul> </li> <li>• <b>Integrity of protection:</b> Maintain for the duration of the Works.</li> <li>• <b>Completion:</b> Remove on completion of the Works and make good disturbed areas.</li> </ul>		
<p><b>670 Control and protection – contract minimum requirement</b></p> <ul style="list-style-type: none"> <li>• <b>Details:</b> Allow for compliance with Contract obligations.</li> </ul>		



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<p><b>790 Name boards and advertisements</b></p> <ul style="list-style-type: none"> <li>• <b>Name boards and advertisements:</b> Not permitted.</li> </ul>		
<p><b>840 Personal protective equipment</b></p> <ul style="list-style-type: none"> <li>• <b>General:</b> Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified, the following:</li> <li>• <b>Safety helmets:</b> Provide.                             <ul style="list-style-type: none"> <li>- <b>Standard:</b> To BS EN 397, neither damaged nor time expired.</li> </ul> </li> <li>• <b>High visibility waistcoats:</b> Provide.                             <ul style="list-style-type: none"> <li>- <b>Standard:</b> To BS EN ISO 20471, Class 2.</li> </ul> </li> <li>• <b>Safety boots:</b> Provide.                             <ul style="list-style-type: none"> <li>- <b>Standard:</b> To BS EN ISO 20345, with steel insole and toecap.</li> </ul> </li> </ul>		



## 00-50-70 Works Contract Management

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### 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.
- **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

#### 150 Monitoring

- **Progress:**
  - **Records:** Record on a copy of the programme kept on site.
  - **Delays:** Minimize. Take appropriate action to recover lost time.
  - **Corrective action:** Where progress falls below target, Submit proposals.
  - **Submittal date:** As soon as possible.
  - **Completion forecast:** Submit on the last working day of each week.

#### 160 Progress meetings

- **General:** Meetings will be held to review progress and other matters arising from administration of the Contract.
- **Frequency:** Every two weeks or as deemed necessary by the CA.
- **Venue:** TBC
- **Accommodation:** Ensure availability at the time of such meetings.



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<p><b>170 Progress report</b></p> <ul style="list-style-type: none"> <li>• <b>Submittal date:</b> At least three business days before the site meeting.</li> <li>• <b>Requirement:</b> Notwithstanding the Contractor's obligations under the Contract the report must include the following.</li> <li>• <b>Content:</b> To be defined.</li> <li>• <b>Progress statement:</b> Detailing matters materially affecting the regular progress of the Works with reference to the master programme.</li> <li>• <b>Progress reports:</b> Subcontractors and suppliers.                             <ul style="list-style-type: none"> <li>- <b>Information:</b> Requirements for further drawings or details or instructions to fulfil obligations under the Conditions of Contract.</li> </ul> </li> </ul>		
<p><b>180 Contractor's progress meetings</b></p> <ul style="list-style-type: none"> <li>• <b>General:</b> Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.</li> </ul>		
<p><b>OPERATION</b></p>		
<p><b>200 Employer's representatives inspections</b></p> <ul style="list-style-type: none"> <li>• <b>Access:</b> Provide at reasonable times.</li> <li>• <b>Inspections:</b> Agree dates and times several days in advance, to enable affected parties to be present.</li> <li>• <b>Safety:</b> Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require compliance of the Employer and Employer's representatives when visiting the site.</li> <li>• <b>Provide:</b> Protective clothing and/ or equipment site for the Employer, the Employer's representatives and other visitors to the site.</li> </ul>		
<p><b>210 Removal or replacement of existing work</b></p> <ul style="list-style-type: none"> <li>• <b>Extent and location:</b> Agree before commencement.</li> <li>• <b>Execution:</b> Carry out in ways that minimize the extent of work.</li> </ul>		
<p><b>220 Ownership of materials</b></p> <ul style="list-style-type: none"> <li>• <b>Alteration or clearance work:</b> Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</li> </ul>		
<p><b>230 Measurement</b></p> <ul style="list-style-type: none"> <li>• <b>Covered work:</b> Give notice before covering work required to be measured.</li> </ul>		
<p><b>240 Service runs</b></p> <ul style="list-style-type: none"> <li>• <b>General:</b> Provide adequate space and support for services, including unobstructed routes and fixings.</li> <li>• <b>Ducts, chases and holes:</b> Form during construction rather than cut in situ.</li> <li>• <b>Coordination with other works:</b> Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.</li> </ul>		



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<p><b>260 Security</b></p> <ul style="list-style-type: none"> <li>• <b>Protection:</b> Safeguard the site, the Works, products, materials, and existing buildings affected by the Works from damage and theft.</li> <li>• <b>Access:</b> Take reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.</li> </ul>		
<p><b>280 Stability</b></p> <ul style="list-style-type: none"> <li>• <b>Responsibility:</b> Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.</li> <li>• <b>Design loads:</b> Obtain details, support as necessary and prevent overloading.</li> </ul>		
<p><b>370 Explosives</b></p> <ul style="list-style-type: none"> <li>• <b>Use:</b> Not permitted.</li> </ul>		
<p><b>380 Noise - consent by Local Authority</b></p> <ul style="list-style-type: none"> <li>• <b>Consent:</b> Granted by the Local Authority under Part III of the Control of Pollution Act relating to the Works providing the following are met.</li> </ul>		
<p><b>390 Noise and vibration</b></p> <ul style="list-style-type: none"> <li>• <b>Noise control:</b> In accordance with BS: Code of practice for noise and vibration control on construction and open sites. Noise,</li> <li>• <b>Noise levels from the Works:</b> To be restricted to reduce the nuisance to neighbouring properties.</li> <li>• <b>Measurement area:</b> The site boundary.</li> <li>• <b>Equipment:</b> Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.</li> <li>• <b>Restrictions:</b> 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.</li> </ul>		
<p><b>400 Pollution</b></p> <ul style="list-style-type: none"> <li>• <b>Prevention:</b> Protect the site, the Works and the general environment including the atmosphere, land, and water courses against pollution.</li> <li>• <b>Contamination:</b> If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.</li> </ul>		
<p><b>430 Nuisance</b></p> <ul style="list-style-type: none"> <li>• <b>Duty:</b> Prevent nuisance from smoke, dust, rubbish, vermin and other causes.</li> <li>• <b>Surface water:</b> Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.</li> </ul>		
<p><b>440 Asbestos containing materials</b></p> <ul style="list-style-type: none"> <li>• <b>Requirement:</b> Report immediately suspected materials discovered during execution of the Works. Do not disturb and agree methods for safe removal or encapsulation.</li> </ul>		



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<p><b>445 Antiquities</b></p> <ul style="list-style-type: none"> <li>• <b>Requirement:</b> Report immediately fossils, antiquities and other objects of interest or value discovered during execution of the Works.</li> <li>• <b>Preservation:</b> Keep objects in the exact position and condition in which they were found.</li> </ul>		
<p><b>450 Fire prevention</b></p> <ul style="list-style-type: none"> <li>• <b>Requirement:</b> Prevent personal injury or death, and damage to the Works or other property from fire.</li> <li>• <b>Standard:</b> Comply with 'Fire prevention on construction sites' - the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation.</li> </ul>		
<p><b>460 Smoking on site</b></p> <ul style="list-style-type: none"> <li>• <b>Smoking on site:</b> Not permitted.</li> </ul>		
<p><b>470 Burning on site</b></p> <ul style="list-style-type: none"> <li>• <b>Burning on site:</b> Not permitted.</li> </ul>		
<p><b>480 Moisture</b></p> <ul style="list-style-type: none"> <li>• <b>Wetness or dampness:</b> Prevent, where this may cause damage to the Works.</li> <li>• <b>Drying out:</b> Control humidity and the application of heat to prevent: Blistering and failure of adhesion. Damage due to trapped moisture. Excessive movement.</li> </ul>		
<p><b>500 Infected timber and contaminated materials</b></p> <ul style="list-style-type: none"> <li>• <b>Removal:</b> 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.</li> <li>• <b>Testing:</b> 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.</li> </ul>		
<p><b>510 Waste</b></p> <ul style="list-style-type: none"> <li>• <b>Includes:</b> Rubbish, debris, spoil, containers and surplus material.</li> <li>• <b>Requirement:</b> Keep the site and Works clean and tidy. Remove rubbish, dirt and residues before closing voids and cavities in the construction.</li> <li>• <b>Waste:</b> Remove frequently and dispose off site in a safe and competent manner as approved and directed by the Waste Regulation Authority.</li> <li>• <b>Recyclable material:</b> Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.</li> <li>• <b>Documentation:</b> Retain waste transfer documentation on site.</li> </ul>		
<p><b>520 Electromagnetic interference</b></p> <ul style="list-style-type: none"> <li>• <b>Duty:</b> Prevent excessive electromagnetic disturbance to apparatus outside the site.</li> </ul>		



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<p><b>540 Powder actuated fixing systems</b></p> <ul style="list-style-type: none"> <li>• <b>Use:</b> Not permitted.</li> </ul>		
<p><b>550 Invasive species</b></p> <ul style="list-style-type: none"> <li>• <b>General:</b> 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.</li> <li>• <b>Requirement:</b> Report immediately suspected invasive species discovered during execution of the Works. Do not disturb and agree methods for safe eradication or encapsulation.</li> </ul>		
<p><b>580 Existing services</b></p> <ul style="list-style-type: none"> <li>• <b>Confirmation:</b> Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.</li> <li>• <b>Identification:</b> 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.</li> <li>• <b>Work adjacent to services:</b> 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.</li> <li>• <b>Identifying services:</b> <ul style="list-style-type: none"> <li>- <b>Below ground:</b> Use signboards, giving type and depth.</li> </ul> </li> <li>• <b>Overhead:</b> Use headroom markers.</li> <li>• <b>Damage to services:</b> <ul style="list-style-type: none"> <li>- <b>Action:</b> Immediately give notice and notify appropriate service authority or statutory undertaker.</li> <li>- <b>Repair:</b> Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.</li> </ul> </li> <li>• <b>Liability:</b> Measures taken to deal with an emergency will not affect the extent of the Contractor's liability.</li> <li>• <b>Marker tapes or protective covers:</b> Replace, if disturbed during site operations, to service authority's or statutory undertakers recommendations.</li> </ul>		
<p><b>590 Roads and footpaths</b></p> <ul style="list-style-type: none"> <li>• <b>Duty:</b> Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.</li> <li>• <b>Damage:</b> Make good if caused by site traffic, or otherwise consequent upon the Works, to the satisfaction of the Employer, Local Authority or other owner.</li> </ul>		
<p><b>600 Existing topsoil and subsoil</b></p> <ul style="list-style-type: none"> <li>• <b>Duty:</b> 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.</li> <li>• <b>Protection:</b> Submit proposals.</li> <li>• <b>Submittal date:</b> Before starting work.</li> </ul>		



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<p><b>610 Retained trees, shrubs and grassed areas</b></p> <ul style="list-style-type: none"> <li>• <b>Protection:</b> Preserve and prevent damage.</li> <li>• <b>Replacement:</b> 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.</li> </ul>		
<p><b>620 Retained trees</b></p> <ul style="list-style-type: none"> <li>• <b>Protected area:</b> 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.</li> <li>• <b>Roots:</b> Do not sever if exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.</li> <li>• <b>Ground levels:</b> Do not change within an area 3m beyond branch spread.</li> </ul>		
<p><b>630 Existing features</b></p> <ul style="list-style-type: none"> <li>• <b>Protection:</b> 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.</li> </ul>		
<p><b>640 Existing work</b></p> <ul style="list-style-type: none"> <li>• <b>Protection:</b> Prevent damage to existing work, structures or other property during the execution of the Works.</li> <li>• <b>Removal:</b> Minimum amount necessary.</li> <li>• <b>Replacement work:</b> To match existing.</li> </ul>		
<p><b>650 Building interiors</b></p> <ul style="list-style-type: none"> <li>• <b>Protection:</b> Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the execution of the Works.</li> </ul>		
<p><b>660 Existing furniture, fittings and equipment</b></p> <ul style="list-style-type: none"> <li>• <b>Protection:</b> Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.</li> <li>• <b>Removal by Employer:</b> <ul style="list-style-type: none"> <li>- <b>Timing:</b> Before work starts in relevant areas.</li> </ul> </li> </ul>		
<p><b>680 Especially valuable or vulnerable items</b></p> <ul style="list-style-type: none"> <li>• <b>Protection:</b> Ensure provision and maintenance of special protective measures to prevent damage.</li> <li>• <b>Method statement:</b> Submit within one week of request describing special protection to be provided.</li> </ul>		
<b>METHOD AND SEQUENCE</b>		



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<p><b>730 Adjoining property</b></p> <ul style="list-style-type: none"> <li>• <b>Agreement:</b> Access to and/ or use of the following is to be agreed with adjacent owners by the Contractor.</li> <li>• <b>Permission:</b> Obtain as necessary from other owners if required to erect scaffolding on, or otherwise use, adjoining property.</li> </ul>		
<p><b>740 Adjoining property restrictions</b></p> <ul style="list-style-type: none"> <li>• <b>Precautions:</b> Prevent trespass of work people and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.</li> <li>• <b>Damage:</b> Bear cost of repairing damage arising from execution of the Works.</li> </ul>		
<p><b>750 Existing structures</b></p> <ul style="list-style-type: none"> <li>• <b>Duty:</b> Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.</li> <li>• <b>Supports:</b> <ul style="list-style-type: none"> <li>- <b>Standards:</b> In accordance with BS 5975 and BS EN 12812.</li> <li>- <b>Requirements:</b> 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 over-stressing of completed work when removing supports.</li> </ul> </li> <li>• <b>Adjacent structures:</b> Monitor and immediately report excessive movement.</li> </ul>		
<p><b>760 Materials for recycling or reuse</b></p> <ul style="list-style-type: none"> <li>• <b>Duty:</b> Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.</li> <li>• <b>Storage:</b> Stack neatly and protect until required by the Employer or for use in the Works as instructed.</li> </ul>		
<p><b>780 Use or disposal of materials</b></p> <ul style="list-style-type: none"> <li>• <b>Specific limitations:</b> Remove all from site.</li> </ul>		
<p><b>790 Working hours</b></p> <ul style="list-style-type: none"> <li>• <b>Specific limitations:</b> As per the specification, reduce nuisance to neighbouring properties.</li> </ul>		



# 00-70-70 Works Contract Administration

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## 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:** Do not scale.

### 160 Measured quantities

- **Measured quantities:** When ordering products and constructing the Works, the accuracy and sufficiency of the measured quantities is not guaranteed.
- **Precedence:** The Specification and drawings shall override the measured quantities.

## DOCUMENT AND DATA INTERCHANGE

## DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER



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<p><b>230 Additional copies of drawings and documents</b></p> <ul style="list-style-type: none"> <li>• <b>Additional copies:</b> Issued on request and charged to the Contractor.</li> </ul> <p><b>DOCUMENTS PROVIDED BY CONTRACTOR, SUBCONTRACTORS AND SUPPLIERS</b></p>		
<p><b>350 Programme</b></p> <ul style="list-style-type: none"> <li>• <b>Programme of work:</b> Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.</li> <li>• <b>Submittal date:</b> Within one week of request.</li> </ul>		
<p><b>380 Method statements</b></p> <ul style="list-style-type: none"> <li>• <b>Method statements:</b> Prepare describing how and when the following procedures are to be carried out.</li> <li>• <b>Procedures:</b> Asbestos removal and demolition.</li> <li>• <b>Submittal date:</b> Within one week of request.</li> </ul>		
<p><b>400 Alternative method proposals</b></p> <ul style="list-style-type: none"> <li>• <b>General:</b> 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.</li> <li>• <b>Alternative method proposals:</b> Include a complete and precise statement of the effects on cost and programme.</li> <li>• <b>Safety method statement:</b> 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.</li> <li>• <b>Full technical data:</b> Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.</li> <li>• <b>Submittal date:</b> Within one week of request.</li> </ul>		
<p><b>410 Alternative time proposals</b></p> <ul style="list-style-type: none"> <li>• <b>General:</b> In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the Contract, an alternative proposal based upon a different date or period may be submitted.</li> <li>• <b>Date for Completion:</b> If any such proposal is accepted, the date for completion or period inserted in the Contract will be the date stated in or determined from the alternative proposal.</li> </ul>		
<p><b>420 Design documents</b></p> <ul style="list-style-type: none"> <li>• <b>Scope:</b> Include the following in the Contractor's Proposals.</li> <li>• <b>Design drawings:</b> As per the appended document register.</li> <li>• <b>Submittal date:</b> With the tender.</li> </ul>		



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<p><b>450 Health and safety information</b></p> <ul style="list-style-type: none"> <li>• <b>Content:</b> 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.</li> <li>• <b>Include:</b> <ul style="list-style-type: none"> <li>- <b>Policy document:</b> A copy of the Contractor's health and safety policy documents, including risk assessment procedures.</li> <li>- <b>Records:</b> Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.</li> <li>- <b>Training:</b> Records of training and training policy.</li> <li>- <b>Personnel:</b> The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.</li> </ul> </li> <li>• <b>Submittal date:</b> Within one week of request.</li> </ul>		
<p><b>470 Outline construction phase health and safety plan</b></p> <ul style="list-style-type: none"> <li>• <b>Content:</b> <ul style="list-style-type: none"> <li>- <b>Risk assessment:</b> 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.</li> <li>- <b>Management system:</b> 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.</li> <li>- <b>Selection:</b> Proposed procedure for ensuring competency of other contractors, the self employed and designers.</li> <li>- <b>Communication:</b> Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.</li> <li>- <b>Emergency:</b> Procedures including those for fire prevention and escape.</li> <li>- <b>Records:</b> Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.</li> <li>- <b>Personnel:</b> 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.</li> <li>- <b>Monitoring:</b> Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.</li> </ul> </li> <li>• <b>Submittal date:</b> Within one week of request.</li> </ul>		
<p><b>INFORMATION</b></p>		
<p><b>740 Proposed instructions</b></p> <ul style="list-style-type: none"> <li>• <b>Estimates:</b> If a proposed instruction requests an estimate of cost, submit without delay and in any case within five days.</li> <li>• <b>Include:</b></li> </ul>		



- **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.

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**750 Design and production information**

- **Master programme:** Make reasonable allowance for completing design and production information, submission (including for CDM purposes), comment, inspection, amendment, resubmission and reinspection.
- **Design and production information:** Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- **Contractor's changes:** Support request for substitution or variation to the Employer's requirements with relevant information.
- **Employer's amendments:** If considered to involve a variation to the Employer's requirements, which has not already been acknowledged as a variation, 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.

**760 Named subcontractors: Design and production information**

- **General:** Certain Subcontractors are or will be required to provide design and production information during the Contract.
- **Master programme:** Make reasonable allowance for completing design and production information, checking, submission (including for CDM purposes), comment, inspection, amendment, resubmission and reinspection.
- **Information from Subcontractors:**
  - **Programme:** Obtain in time to meet the programme and in accordance with NAM/T where applicable.
- **Examination:** Check dimensions are correct, account is taken of related work, and construction is practicable. Note comments on copies of the design and production information then submit to CA and subcontractor. Such checking will not relieve the CA or the subcontractors of their respective responsibilities for design, co-ordination and documentation. Ensure that necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- **Final version of information:** Distribute copies to affected subcontractors and others and keep one copy on site.
- **Submittal date:** With the tender.

**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.



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<ul style="list-style-type: none"> <li>• <b>Master programme:</b> Make reasonable allowance for completing design and production information, submission (including for CDM purposes), comment, inspection, amendment, resubmission and reinspection.</li> <li>• <b>Submittal date:</b> Within one week of request.</li> </ul>		
<b>800 Insurance</b>		
<ul style="list-style-type: none"> <li>• <b>Documentary evidence:</b> Before starting work on site submit details and/ or policies and receipts for the insurances required by the Conditions of Contract.</li> </ul>		
<b>820 Insurance claims</b>		
<ul style="list-style-type: none"> <li>• <b>Notice:</b> If an event occurs which may give rise to a claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person administering the contract on behalf of the Employer and the Insurers.</li> <li>• <b>Failure to notify:</b> Indemnify the Employer against loss, which may be caused by failure to give such notice.</li> </ul>		
<b>830 Climatic conditions - records</b>		
<ul style="list-style-type: none"> <li>• <b>Climatic conditions:</b> Record accurately and retain.</li> <li>• <b>Information:</b> <ul style="list-style-type: none"> <li>- <b>Air temperatures:</b> Daily maximum and minimum, including overnight.</li> <li>- <b>Delay records:</b> Due to adverse weather, include description of the weather, types of work affected and number of hours lost.</li> </ul> </li> </ul>		
<b>840 Ownership of products</b>		
<ul style="list-style-type: none"> <li>• <b>Ownership:</b> 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.</li> <li>• <b>Evidence:</b> When requested, provide evidence of freedom of reservation of title.</li> </ul>		
<b>850 Listed products stored off site</b>		
<ul style="list-style-type: none"> <li>• <b>Evidence of title:</b> Submit reasonable proof that the property in 'listed items' is vested in the Contractor</li> <li>• <b>Supplier:</b> For products purchased from a supplier include a copy of the contract of sale and a written statement from the supplier that conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to encumbrance or charge.</li> <li>• <b>Subcontractor:</b> For products purchased from a supplier by a subcontractor or manufactured or assembled by a subcontractor, copies of the subcontract with the Subcontractor and a written statement from the Subcontractor confirming that conditions relating to the passing property have been fulfilled and the products are not subject to encumbrance or charge.</li> </ul>		
<b>860 Labour and equipment returns</b>		
<ul style="list-style-type: none"> <li>• <b>Records:</b> Provide for verification at the beginning of each week in respect of each of the previous seven days.</li> <li>• <b>Include:</b> <ul style="list-style-type: none"> <li>- <b>Labour:</b> 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.</li> </ul> </li> </ul>		



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

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**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.



## 00-80-70 Works Contract Completion

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### 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):** Two weeks.

#### 140 Partial possession by Employer

- **General:** If clauses 2.25 to 2.29 of the Condition of Contract are applied ensure necessary access, services and other associated facilities are also complete.

### 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:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

#### 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.
- **Completion:** Give notice when remedial works have been completed.

### INFORMATION



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<p><b>240 The Building Manual</b></p> <ul style="list-style-type: none"> <li>• <b>Purpose:</b> 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.</li> <li>• <b>Scope:</b> <ul style="list-style-type: none"> <li>- <b>Part 1:</b> General.</li> <li>- <b>Part 2:</b> Fabric.</li> <li>- <b>Part 3:</b> Services.</li> <li>- <b>Part 4:</b> The Health and Safety File</li> <li>- <b>Part 5:</b> Building User Guide.</li> </ul> </li> <li>• <b>Responsibility for production:</b> The Contractor</li> <li>• <b>Date required:</b> Completion</li> <li>• <b>Compilation:</b> 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.</li> <li>• <b>Reviewing the Manual:</b> 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.</li> </ul>		
<p><b>250 The Health and Safety File</b></p> <ul style="list-style-type: none"> <li>• <b>Responsibility for production:</b> The Principal Designer.</li> <li>• <b>Content:</b> Covered within the specification</li> </ul>		
<p><b>260 Content of the Building Manual part 1: General</b></p> <ul style="list-style-type: none"> <li>• <b>Content:</b> Obtain and provide the following, including all relevant details not included in other parts of the Manual:</li> <li>• <b>Index:</b> List the constituent parts of the Manual, together with their location in the document.</li> <li>• <b>The Works:</b> 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</li> <li>• <b>The Contract:</b> 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.</li> <li>• <b>Operational requirements and constraints of a general nature:</b> 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.</li> <li>• <b>Timescale for completion:</b> Prior to practical completion being achieved.</li> </ul>		



**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.
  - **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 fault-finding.
  - **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.

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- **Timescale for completion:** Prior to achieving practical completion.

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**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.
- **Information prepared by others:** To be included.
- **Timescale for completion:** Prior to achieving practical completion.
- **Submit to:** Principal Designer

**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.
- **Submittal date:** At commencement of commissioning.

Specification: Chantry Centre, Billericay Town Council, Essex CM12 9BX  
Project Title: Reconstruction  
Section 1.00 Preliminaries - Enabling Works  
Job No: 600682 - Date: April 2018



600682  
Chantry Centre

# Financial Summary

10/04/2018



## Financial Summary

Financial Summary	£
<b>Total £</b>	

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date \_\_\_\_\_



## **2.0 WORKMANSHIP & MATERIALS**

## **SECTION 2.00 MATERIALS & WORKMANSHIP**

### **C20 DEMOLITION**

#### **GENERAL**

##### **Cross-Reference**

General: Read with A90 General technical requirements.

#### **EXECUTION**

##### **Report and Method Statement**

Content: Cover relevant matters under CDM as outlined in Health and Safety Executive publications.

L144 Construction

(Design and Management) Regulations 2007 Approved Code of Practice' and 'Health and Safety in Construction' HS(G) 150, and as follows:

- Condition survey of structures including neighbouring properties, boundaries, etc. Also including the presence, or anticipated presence, of protected species (bats, barn owls, breeding birds, and others listed in any relevant biodiversity plan).
- Deconstruction and/ or demolition methods of the structures.
- Site waste management plan, if applicable.
- Considerations arising from adoption of the Demolition Protocol, if applicable.
- Removal, transportation and disposal methods of toxic or hazardous materials, including gypsum-based products and
- asbestos-containing materials that do not require a licence for removal (e.g. certain types of textured coatings).
- Type and location of adjoining or surrounding premises which may be adversely affected by the work.
- Identification and location of services above and below ground.
- Storage and protection of reclaimed materials for use either on or off site.

##### **Bench Marks**

Unrecorded bench marks and other survey information: Give notice when found. Do not move or destroy.

##### **Services Regulations**

Work carried out to or which affects new or existing services: Carry out in accordance with Byelaws or Regulations of the relevant Statutory Authority.

## **Location and Marking of Services**

Standard: in accordance with National Joint Utilities Group (NJUG) Volume 1 'Guidelines on the positioning and colour coding of underground utilities' apparatus'.

## **Drains in Use**

Drains, manholes, inspection chambers, gullies, vent pipes and fittings still in use: Protect. Keep free of debris and spillages.

Damage: Make good damage arising from demolition work. Leave clean and in working order at completion.

## **Bypass Connections**

Services to occupied areas of the same and adjoining properties: Maintain continuity.

Shutdown: Give 72 hours (minimum) notice to occupiers if shutdown is necessary during changeover.

## **Services which are to Remain**

Damage: Give notice and notify service authority or owner of damage arising from the execution of the works.

Repairs: Complete as directed, and to the satisfaction of the service authority or owner.

## **Workmanship**

Demolition or deconstruction of structures: In accordance with BS 6187.

Site staff responsible for supervision and control of the work: Experienced in assessment of risks involved and methods of demolition or deconstruction to be used.

Operatives: Appropriately skilled and experienced for the type of work and holding, or in training to obtain, relevant CITB Certificates of Competence.

## **Gas or Vapour Risks**

Fire or explosion caused by gas or vapour: Prevent.

## **Dust and Mud**

General: Reduce dust by periodically spraying demolition works with an appropriate wetting agent. Keep neighbouring roads and footpaths clear of mud and debris.

## **Health Hazards**

Health hazards associated with vibration, dangerous fumes and dust arising during demolition: Protect site operatives and general public.

## **Removal of Asbestos-Containing Materials**

Planning and execution: To HSE publications L127 'The Management of asbestos in non-domestic premises' and L143 'Work with materials containing asbestos'.

### **Adjoining Property**

Temporary support and protection: Provide. Maintain and alter as necessary as work progresses.  
Damage: Minimize. Promptly repair.

- Leave no unnecessary or unstable projections.
- Make good to ensure safety, stability, weather protection and security.

Support to foundations: Do not disturb.

Defects exposed or becoming apparent: Give notice.

### **Structures to be Retained**

Parts to be retained: Protect.

Cutting away and stripping out: Minimize. Carry out with care.

Amount of making good: Minimize.

### **Partly Demolished Structures**

General: Leave in stable condition, with adequate temporary support at each stage to prevent uncontrolled collapse. Keep safe outside of working hours.

Temporary works: Prevent debris from overloading.

Unauthorised persons: Prevent access.

### **Dangerous Openings**

General: Illuminate and protect. Keep safe outside of working hours.

### **Unforeseen Hazards**

Unrecorded voids, tanks, chemicals, etc. discovered during demolition: Give notice.

Methods for safe removal, filling etc: Submit.



### **3.0 SCHEDULE OF BUILDING WORKS**



**3.00 BUILDING WORKS**

**3.01 General Requirements**

**3.01.1 The Site and Surroundings**

3.01.1.1 Where a particular manufacturer is specified herein, this is to be the preferred manufacturer selected for that item. The Contractor may propose an alternative manufacturer, in accordance with the specification, for approval by the Contract Administrator (C.A).

Unless approved by the C.A, the specification is to be followed in all instances. The use of asbestos containing materials is strictly prohibited.

All items, without exception, are to be installed in accordance with the manufacturer’s recommendations, unless otherwise advised in writing to the C.A. Material samples are to be provided indicated herein.

All timber is to be sourced from a Forest Standardship Council compliant source and evidence of same is to be provided by the Contractor when requested.

3.01.1.2 All works are deemed to include for the provision and maintenance of scaffolding and access equipment throughout the duration of the works and fully in accordance with current health and safety legislation. Cover up and protect all remaining equipment, furniture, fittings and fixtures where remaining in the areas.

3.01.1.3 Works are deemed to include for disposal of all redundant and surplus waste materials throughout the duration of the works and fully in accordance with current health and safety legislation.

3.01.1.4 The Contractor shall comply in all regard with the site requirements as included herein and as shown upon the contract drawings.

The Contractor is deemed to have visited the building and to have examined the proposed access route to the construction site. Due allowance is to be made in the tender for construction plant and delivery vehicles to be suitably sized as appropriate, taking into account the width and location of access routes and existing ground and overhead obstructions.

3.01.1.5 The Contractor is to include within their tender the cost of fixed solid hoarding to enclose the site, with an access double door large enough for a vehicle. This is to remain after completion for the clients use and ownership.

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To Collection:	

To Collection:



3.01.1.6 The Contractors compound will be an allocated area to the front of the subject building with access via the car park. The compound is restricted to the area of the works as identified upon the site setup drawing provided and access to and from the site must be maintained at all times as this is shared by neighbouring properties. Access for emergency vehicles and buses must also be maintained. Deliveries and contractor’s vehicles must not block the access road to adjoining buildings and should avoid peak times of the town.

Parking for Contractors vehicles shall be within the compound areas as agreed with the Council but must be kept to a minimum.

All external areas made available for the Contractor shall be reinstated at the Contractors expense. Although no grassed areas are expected to be utilised, if used shall be protected and shall be re-seeded upon completion at the Contractor’s expense. Items identified on the site setup plan provided, must be protected as shown and as required.

A skip will be permitted within the Contractors compound in a position to be agreed.

3.01.1.7 A site visit prior to completion of the tender shall be carried out. It will be deemed that all aspects of the site conditions and proposed works as shown within this document and upon the drawings will have been assessed and included within the tender.

3.01.1.8 Technical enquiries shall be referred to Mr. D. Lawson – Ingleton Wood LLP (tel. 01277 637823).

3.01.1.9 This specification is to be read in conjunction with the drawings as scheduled within the Preliminaries and General Conditions of this specification.

3.01.1.10 In the event that discrepancies arise between the specification / schedule of works and the contract drawings, the C.A. is to be notified immediately.

However, it is to be deemed that the Contractors tender is to include all works specified herein and / or shown upon the drawings without exception and allow for all such systems as required to complete the works.

3.01.1.11 The Contractor must, prior to taking possession of any part of the site, access route and neighbouring land that may be traversed as part of the works and must take a photographic schedule of condition of the whole of the site. This schedule must be produced upon the request of the Employer to clarify the condition of the property prior to the date of possession.

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Failure by the Contractor to produce the photographic schedule of condition will mean that the Contractor must make good any disputed areas to the complete satisfaction of the C.A.

The successful Contractor will be expected to submit a fully detailed contract programme to the Contract Administrator within 5 working days of order. This shall show all critical programme dates and activities.

The neighbouring properties and access will remain in occupation during the works and other contractors may be present during the works.

Security of the building both during the works and when unoccupied shall be the responsibility of the Contractor and any loss shall be the Contractors responsibility.

3.01.1.12 An asbestos survey has been undertaken, which is appended to this tender. The survey discovered items that contain asbestos of which the contractor to make full allowance to remove and dispose of by a suitably qualified contractor. Consideration of notice periods should be allowed for within the tender and programme.

A site visit prior to completion of the tender shall be carried out by the Contractor. It will be deemed that all aspects of the site conditions and proposed works as shown and implied within this document and upon the drawings will have been assessed and included within the tender.

Access for the purpose of tendering is to be by prior arrangement with Danny Lawson, Ingleton Wood; Tel: 01277 637823

**3.01.2 Scaffolding and Access Equipment**

3.01.2.1 The Contractor is responsible for and shall design all access arrangements as stated in the preliminaries section of this document.

**The Contractor is to consider access requirements and position of boundaries. It is the responsibility of the Contractor to obtain all necessary licences prior to commencement of works. The cost of such licences is to be borne by the Contractor and is deemed to be included within the tender sum.**

3.01.2.2 The Contractor must carry out his own assessment for the provision of safe access to carry out the works specified required by the Employer and confirm his intentions at tender stage and in the construction phase Health and Safety plan.



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The Contractor must note that at no stage can any emergency escape routes or access roads be blocked or obstructed. The Contractor is to allow for a gate into the site / compound area from the access road as shown on the site setup plan. This gate should be locked and a key provided to the Town Clerk and a second key kept within the Town Council Offices. The Loft

3.01.2.3 The Contractor must visit the site and consider these issues whilst pricing this specification. In the event that the Contractor is of the opinion that additional or alternative measures are required he must clearly identify these measures in his tender submission.

No applications for additional monies will be considered as a result of a failure to appreciate the access implications once the contract has been let.

3.01.2.4 On removal of the scaffolding and protection, the Contractor will be liable for making good all disturbed surfaces.

**3.01.3 Hours of Work and Restrictions**

3.01.3.1 Unless otherwise specified, all work is to be undertaken and completed during normal working hours, 8.00am – 5.00pm Mondays to Fridays and no noisy works before 8.00am. No work shall be completed outside of these hours without the permission of the Employer, Council and Neighbouring Property Owners.

3.01.3.2 Smoking, the use of mobile telephones and the playing of radios or other similar devices is strictly prohibited within the property or site. It is also expected that no smoking or other antisocial behaviour will be undertaken within the immediate vicinity of the Community Centre

The contractor’s tender is deemed to include for the provision of full time site supervision by a competent and experienced person in the contractor’s employment to fully co-ordinate the works.

**3.01.4 Demolition Regulations and General**

3.01.4.1 The schedule of work is given as a guide to undertaking the work at the above site. It is not intended to be comprehensive in its nature and in this respect the contractor’s attention is drawn to the requirements of BS 6187:2011 Code of Practice for Full and Partial Demolition and Section 2.0 of this document

The contractor is to allow for the complete demolition of the existing buildings down to ground floor slab level as scheduled within this section and upon the contract drawings, and for the disposal of all materials off site fully in accordance with the Landfill Tax (Amendment) Regulations 2016 and the Environmental Protection Act 1990 and CDM Regulations 2015.

**To Collection:**



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**3.01.5 Toxic/Hazardous/Contaminated Material Removal**

**3.01.5.1 Asbestos: Removal**

Asbestos removal works are required, all ACMs are required to be removed from site and disposed of appropriately.

If any further asbestos containing materials are found, the CA should be notified immediately. The Contractor is to allow for all necessary programming and for making notices to HSE in regard to the removal works. In all cases, the method of removal shall be of the Contractors choosing and shall comply with HS legislation.

The contractor shall, if required, remove all the asbestos containing materials (ACM's) in accordance with the legislation and as detailed within the report using an approved licensed asbestos removal contractor providing negative pressure working environment decontamination unit and changing facilities for the operatives.

The areas of asbestos to be removed includes but is not limited to:

- Floor finishes (ACM Vinyl Tiles)
- Ceiling finishes (Asbestos Boarding)
- Pipework lagging
- Asbestos Textile Flash guards
- All other areas note on the Asbestos Plan & Report

See report for further items and information, all ACMs must be removed.

A copy of the Asbestos Demolition Survey is attached under the Appendix.

Asbestos removal to be undertaken by: -

**KADEC ASBESTOS MANAGEMENT**  
 KAD Environmental Consultancy Limited trading as KADEC  
 Unit 5 | Brocks Business Park | Hodgson Way | Wickford | Essex |  
 SS11 8YN  
 01702 308438 - 07736 887483 - [kevingraham@kadec.co.uk](mailto:kevingraham@kadec.co.uk)

The contractor shall engage Kadec Ltd as a domestic sub-contractor to plan, advise on and undertake the asbestos works.

All Asbestos Works are to be completed in line with Kadec Ltd.'s Method Statement to undertake the works.

The waste material is to be double wrapped and disposed of in locked containers to a licensed tip.

**To Collection:**



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After removal areas must receive full air testing to below the required minimum safety count.

The employer requires copies of all consignment certificates and air test certificates as work proceeds.

All asbestos based materials are to be removed without exception, unless otherwise identified above.

Asbestos removal works require the statutory notification of the Health and Safety Executive.

The Contractor shall be responsible for notifying The Health & Safety Executive and or any other relevant enforcing authority in accordance with the Asbestos (Licensing) (Amendment) Regulations 1998.

Prior to the undertaking of any works involving asbestos insulation, asbestos coatings or insulating board and in full accordance with the provision of his licence for works with asbestos.

The Contractor shall submit with the ASB 5 form, his method statement in accordance with all points raised within the Control of Asbestos At Work (Amendment) Regulations 1998 to H M Health & Safety executive and give formal notification of the 14-day application.

The Contractor shall produce and have available on site a copy of the ASB 5 Notification form prior to the start of works.

The Contractor is to produce method statements, plan of work (to include min. assessments of exposure levels within works areas, removal techniques, contamination and disposal procedures), and all other requirements as covered under the Control of Asbestos at Work regulations 2002.

**3.01.6 GENERALLY**

3.01.6.1 The works consist of demolition of the Billericay Town Council Chantry Centre Community Building, Chantry Centre, Chantry Way, Billericay, Essex, CM11 2BB.

The building is a single storey hall with a shallow lightweight pitched roof construction and type of modular construction, built some 60 years ago. The building is approximately 22m x 14m with a rear addition of 5m x 4m.

The main construction is of timber framework with a cavity brick extension at the rear, this does not limit the demolition and should include all items as detailed below and from the contractors site survey.

**To Collection:**



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<b>To Collection:</b>	

**3.01.6.2 Access**

The Contractor must, before tendering, visit the site to ascertain the nature of the site and all local conditions and restrictions likely to effect the execution of the works.

The Contractor must not assume that any of the hard or soft surfaces are suitable for transport of any kind. Any damage, indentations, or ruts, formed in the paved, areas caused by the movement of plant or vehicles, is to be made good at the Contractor’s expense to the satisfaction of the Contract Administrator

The site is accessed via the road from the High Street which is restricted in width and has limited access from Chantry Way.

The contractor shall note the position of all inspection covers indicating the location of services either to the works area or the approach to the works area.

All licences are to be obtained by the Contractor prior to commencement. The cost of these and the time required to obtain these are to be included within the tender sum and programme.

**3.01.6.3 Temporary Works**

The Contractor should include for all temporary works, including removal of existing fences, temporary access roads, temporary access surfaces etc and for reinstating all features and surfaces disturbed by the works to match existing in all respects upon completion.

Area/ Perimeter of the site is to be fully protected and hoarded off, with double access gates supplied to the site. These are to remain upon completion for the possession of the Employer post contract.

Permanent Timber Hoarding to be as follows:

- 1200x2400x18mm thick external grade timber plywood sheets (EN636) Class 3. Cut to size where required.
- 100mm x 150mm x 3400mm Posts (Grade C24)
- 3 off 75mm x 100mm Horizontal Rails (Grade C24) @ 1200max'm vertical centres
- Plywood sheets fixed to posts & rails with 4mm screws (50mm lg) @ 300 max centres.
- Posts sunk 1000mm into 400mm square holes & filled with lean mix concrete.
- Top & Bottom Capping Required
- Hoarding Boards to be painted – Colour TBC allow for capping to be a different colour from the main boards.
- Paint System Manufacturer: Dulux Trade, Product/ System:



Weathershield High Gloss. To be applied in accordance with manufacturer data sheet including surface preparation. Minimum 2no. coats. Colour TBC.

- Double Timber access gates to be provided with sliding latches and surface bolts within construction of gate frame.
- Lock & chain to be Abus Granit 37RK/70 Open Shackle Padlock with chain. To supply an additional set of keys (2no).

Warning signs and tape required and to be adequately supported these are to be removed and made good on completion.

**3.02 Demolitions and Alterations**

3.02.1 **Survey before demolition:** Before starting demolition work, undertake a full detailed survey of the building in accordance with the requirement and guidelines of BS 6187:2011.

Take account of any environmental (including biodiversity) requirements set out in the information and site constraints. Survey the structures, site and surrounding area. Submit a report, photographs and written statement giving arrangements for demolition or dismantling. Include any details or other information reasonably required to allow development of the Construction Phase Plan, if applicable. No further costs will be awarded for not taking account of the pre-survey with particular reference to:

- a) The proper and effective management of the stripping out and demolition process.
- b) Maintaining structural stability through the provision of temporary structural support where necessary.
- c) Managing deliberate structural collapse.

The survey will be deemed to include, but not be limited to the following items:-

- a) Features of the site/curtilage
- b) Features of the structure, (with particular reference to the avoidance of unplanned structural collapses and proposed demolition methods) including:-

Roof  
Walls  
Structural framework  
Cladding  
Dangerous structures.

- c) Mains and services
- d) Safe Working spaces and exclusion zone
- e) Asbestos content.
- f) Maintaining stability to Unit 5.

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<b>To Collection:</b>	



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<p>Extreme care is to be taken to ensure that there are no concealed basements, service ducts, cellars or vaults within the building or adjoining area.</p>		
<p>3.02.2 <b>Services Location:</b> The contractor is to locate and mark the positions of known mains services affected by the works.</p>		
<p>3.02.3 <b>Method Statements:</b> Prepare method statements, risk assessments COSSH details for all demolition operations. All work is to be in accordance with the relevant British Standards.</p> <p>Proposed method of demolition, temporary support and stripping out, proposed working practices and safety equipment to be employed.</p> <p>Before demolition works commence, arrange with the appropriate authorities for disconnection of services and removal of fittings and equipment prior to starting demolition.</p>		
<p>3.02.4 <b>Services Isolation:</b> Liaise with all statutory undertakers as required, Isolate, disconnect, cap off and make safe all services connecting to the building.</p>		
<p>3.02.5 <b>Demolition:</b> Carefully dismantle and demolish the building as marked on the drawing allowing to remove all items to take the building down to the foundations. This is to include but not limited to; Superstructure, Above Ground Services, mass concrete ramps/footings and ACMs to provide a level surface. Allowing to dispose and remove from site.</p> <p>Existing Foundations: To be retained.</p>		
<p>3.02.6 <b>Clearing Site:</b> Material Arising from Demolitions may be recycled or reused elsewhere in the project, subject to compliance with the appropriate specification. Submit full details of evidence of compliance and supporting documentation allowing adequate time in programme for verification of compliance.</p> <p>Clearing Away: Clear away remaining debris and leave the site in a tidy condition on completion.</p>		
<p>3.02.7 <b>Existing Foundations</b></p> <p>Following the demolition of the building and materials from site. The foundations are to be exposed to show their full depth in 3no. locations as directed by the CA, and made available for inspection by the engineer and CA as required.</p>		
<p>3.02.8 <b>Extra Over:</b> The Contractor is also to provide a cost as an extra over to be carried forward, for the demolition and removal of all foundations / footings and carting away of the debris which arise.</p>		
<b>To Collection:</b>		



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**3.02.9 Nuisance, Dust and Debris**

The contractor must take all precautions to prevent nuisance to neighbouring properties which includes: noise, dust and debris. Dust and debris will be required to damp down as and when required to ensure that dust is not a nuisance to adjoining occupiers.

There will be no fires permitted on site and all arisings from the demolition are to be removed from site in open trucks/skips appropriately netted or covered.

The contractor is to ensure that no dust/ debris left on the access road, this is to be reviewed on a daily basis by the site foreman, wheel washing facilities are to be provided where deemed necessary.

**3.02.10 General Note**

Allow for all temporary support as necessary and ensure all excavations are kept stable at all times. Keep all excavations free from water by pumping if necessary. Any excess excavations where trenches are dug too deep are to be backfilled with lean mix concrete 1:15.

Give notice if unrecorded foundations, beds, voids, basements, filling, tanks, pipes, cables, drains, manholes, watercourses, ditches, finds of historical interest etc. not shown on the drawings are encountered.

All spoil to be set aside for use during the project and any redundant spoil left at completion to be removed from site by Contractor.

The Contractor is to programme the contract accordingly to allow for the drying time of screeds. No floor finishes are to be laid unless the moisture content of the screed is acceptable to the floor finish manufacturer.

**3.02.11 Completion**

Once works are completed the site is to be left, level, clean, tidy and free from any materials pertaining from the fire. This will be approved by the CA on completion.

Jet wash ground concrete foundations and leave clean.

**To Collection:**



**3.03.1 Handover and Practical Completion**

3.03.1.1 Fully developed handover, certification and marked capped services positions (O&M) manual information shall be submitted to the Contract Administrator.

The contractor is to supply certification of all capping off and removal of services to the satisfaction of the required services / M&E engineer.

Failure to issue the required certification will result in the delay of Practical Completion to the construction contract.

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**To Collection:**



**COLLECTION SECTION 3.00**

- Page 1 / 11
- Page 2 / 11
- Page 3 / 11
- Page 4 / 11
- Page 5 / 11
- Page 6 / 11
- Page 7 / 11
- Page 8 / 11
- Page 9 / 11
- Page 10 / 11
- Page 11 / 11

£	p

**To General Summary:**



## **4.0 DAYWORKS**



#### 4.0 DAYWORKS:

- 4.0.1 Where extra work or variations ordered under the relevant clause of the Conditions of Contract cannot in the opinion of the Contract Administrator properly be valued by measurement the Valuation shall be on a daywork basis as defined below.
- 4.0.2 The Prime Cost of such daywork shall be calculated in accordance with the various sections of 'The Definition of Prime Cost of Daywork Carried Out under a Building Contract' last before issued by the Royal Institution of Chartered Surveyors and the Building Employers Confederation.
- 4.0.3 The Contractor is to state the labour rates he requires calculated as described and insert the percentage additions for overheads and profit he requires on the prime cost sums for materials and plant.
- 4.0.4 Vouchers specifying the times daily spent upon the work, showing the workmen's names and trades, work carried out, plant and materials used shall be delivered for verification to the Contract Administrator not later than the end of the week following that in which the work was executed.
- 4.0.5 *Daywork executed after the Date for Possession and before the date named in the Certificate of Practical Completion for the whole of the works.*
- 4.0.6 Provide the following prime cost sums for:

Tradesmen – hours @ £	20 hrs		
Labourer – hours @ £	20 hrs		
Approved Electrician – hours @ £	20 hrs		
Advanced Plumber/Fitter – hours @ £	20 hrs		
MATERIALS as defined in Schedule Section 4 Item		500	00
Overheads and profit %			
PLANT as defined in Schedule Section 5 Item		500	00
Overheads and profit %			

To General Summary

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## **5.0 GENERAL SUMMARY**



**5.00 GENERAL SUMMARY**

1.00	Preliminaries & General Conditions	£
2.00	Materials and Workmanship	£
3.00	Schedule of Building Works	£
4.00	Dayworks	£
		_____
	<b>TOTAL TO FORM OF TENDER</b>	£
		_____

---

These figures are exclusive of Value Added Tax which will be added at the appropriate rate, where applicable.

**Specification: Chantry Centre, Billericay Town Council, Essex CM12 9BX**  
**Project Title: Enabling Works**  
Job No: 600682 – Date: April 2018



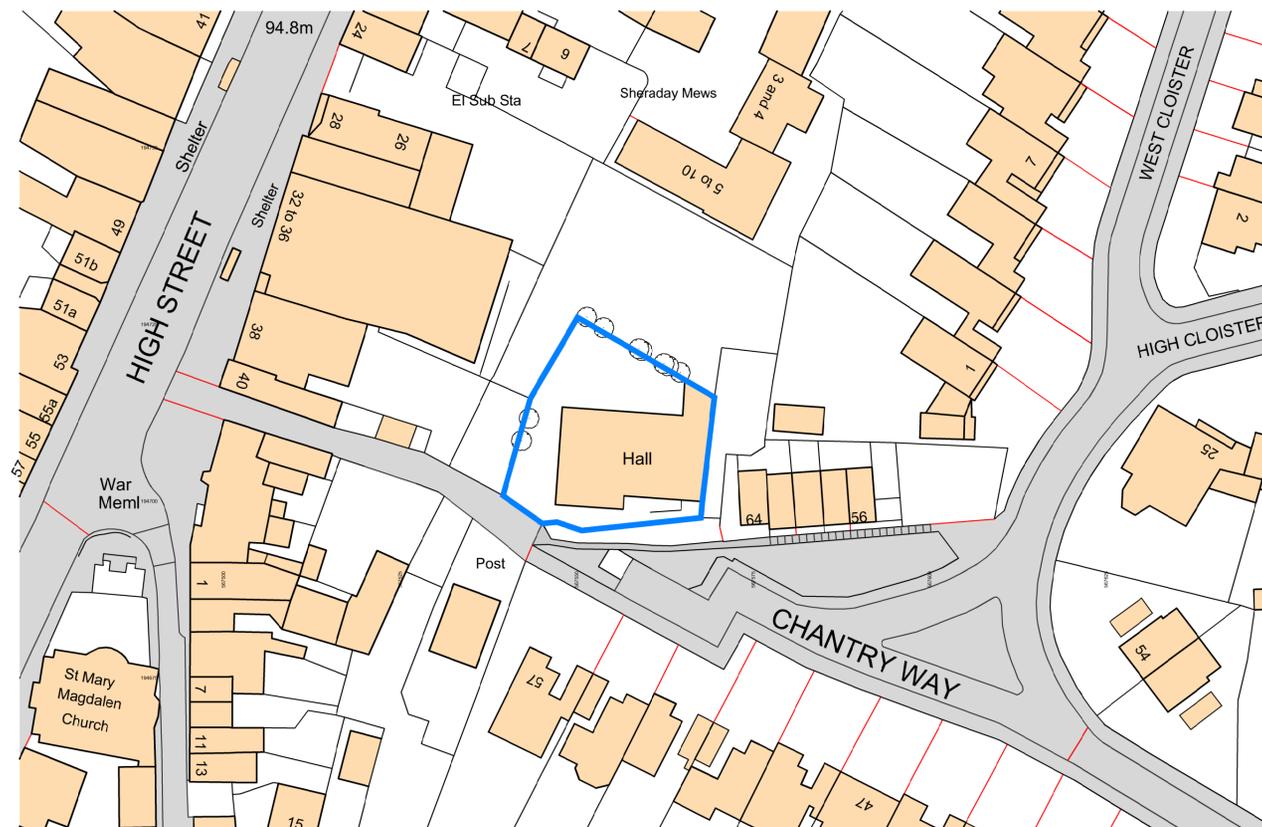
**APPENDIX A:  
DRAWINGS**





0m 10m 20m 30m 40m  
Scale 1:500

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— Site Boundary

PT	03/04/18	DL	CM
Rev	Description	Date	Chk
Project No:	600682	Scale @ A1:	1:500
		Drawn By:	DL

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 www.ingletonwood.co.uk

Vision, form and function  
 Project:  
**Community Building**  
**Chantry Centre**  
**Chantry Way**  
**Billericay, Essex, CM11 2BB**  
 Client:  
**Billericay Town Council**

Title:  
**Block Plan**

Drawing Number:  
**BCHANT - IW - 00 - XX - DR - A - 1001**  
 Status: Purpose of Issue: Revision:  
**S2 Planning P1**

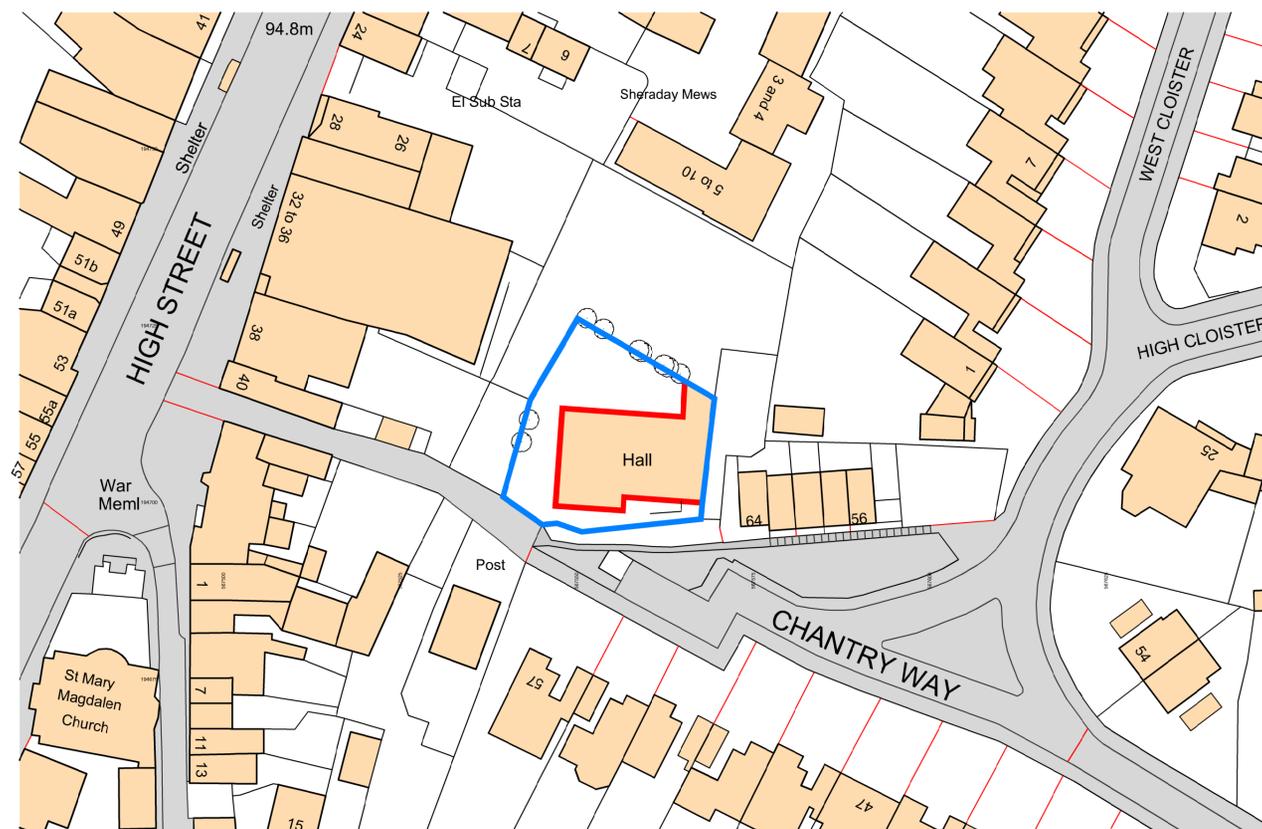


0m 10m 20m 30m 40m



Scale 1:500

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— Site Boundary  
— Planning Boundary

PT	03/04/18	DL	CM
Rev	Description	Date	Chk
Project No:	600682	Scale @ A1:	1:500
		Drawn By:	DL

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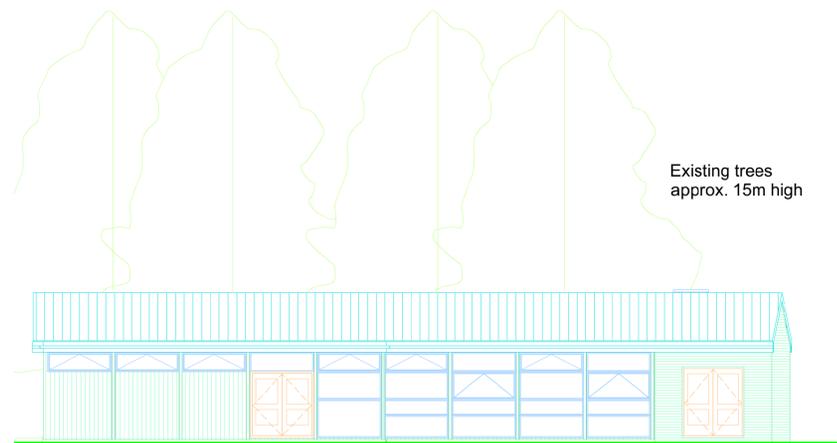
Project:  
**Community Building  
Chantry Centre  
Chantry Way  
Billericay, Essex, CM11 2BB**

Client:  
**Billericay Town Council**

Title:  
**Boundary Plan**

Drawing Number:  
**BCHANT - IW - XX - 00 - DR - A - 1002**

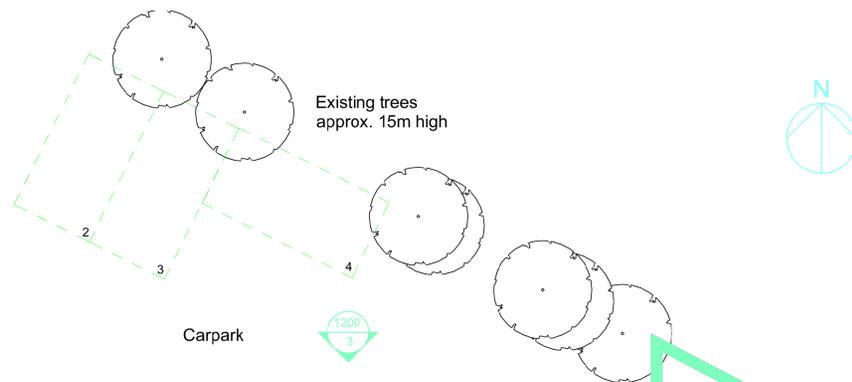
Status:	Purpose of Issue:	Revision:
S2	Planning	P1



South Elevation facing Chantry Way

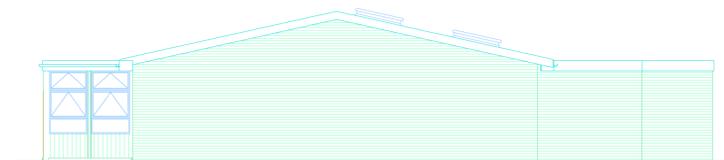


West Elevation

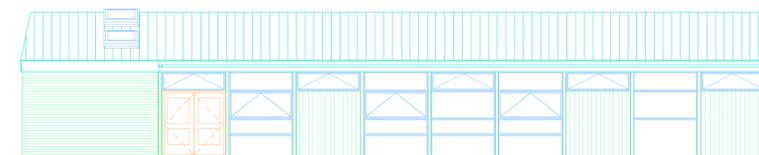


Carpark

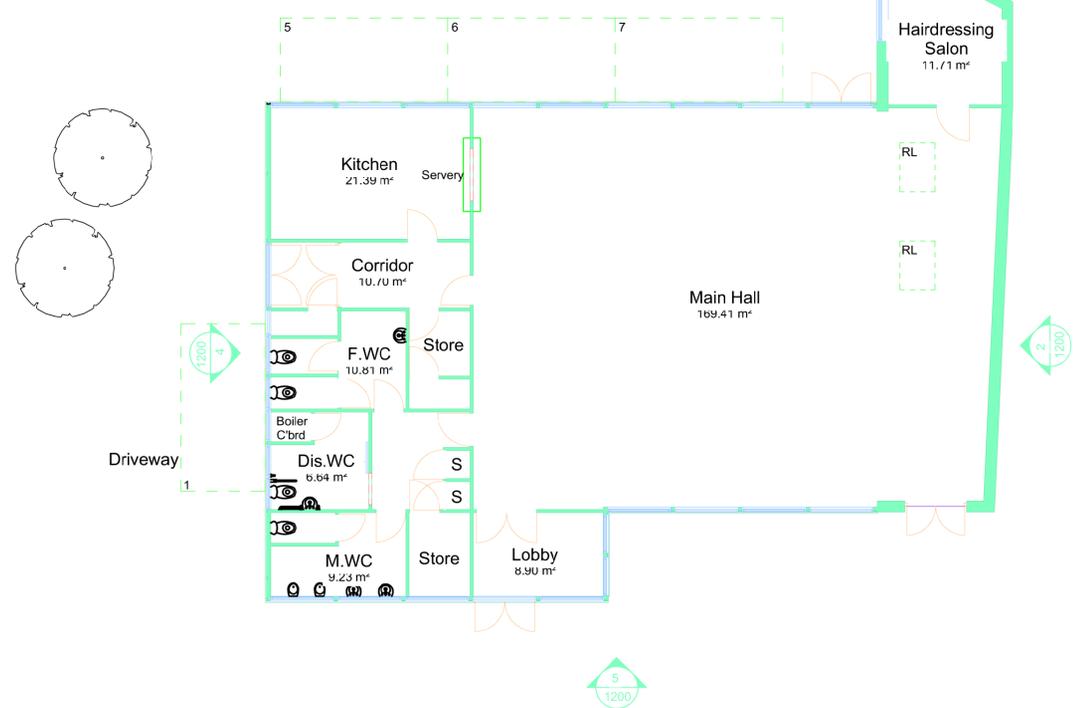
Existing trees approx. 15m high



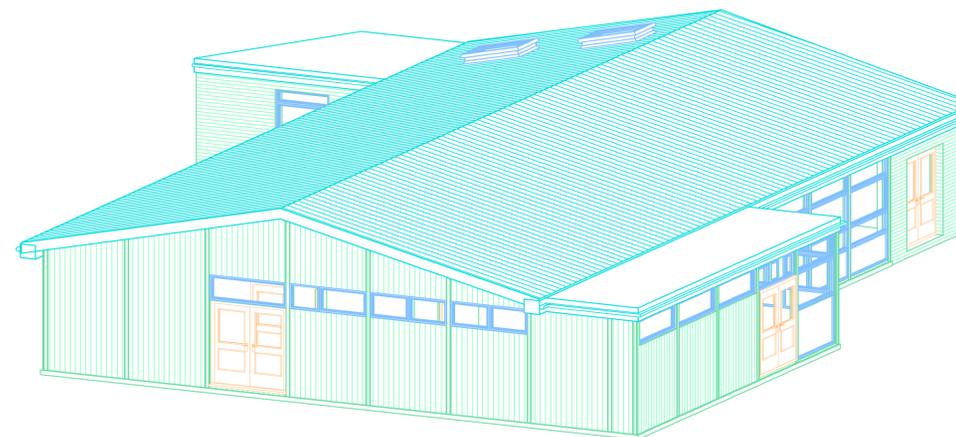
East Elevation



North Elevation



Floor Plan



South West View

Rev	Description	Scale @ A1:	Date	Chk	Apr
600682		1:100		DAJ	

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Project:  
 Community Building  
 Chantry Centre  
 Chantry Way  
 Billericay, Essex, CM11 2BB

Client:  
 Billericay Town Council

Title:  
 Existing Elevations & Plans

Drawing Number:	Status:	Purpose of Issue:	Revision:
BCHANT-IW-XX-XX-DR-A-1200	S2	Planning	P1

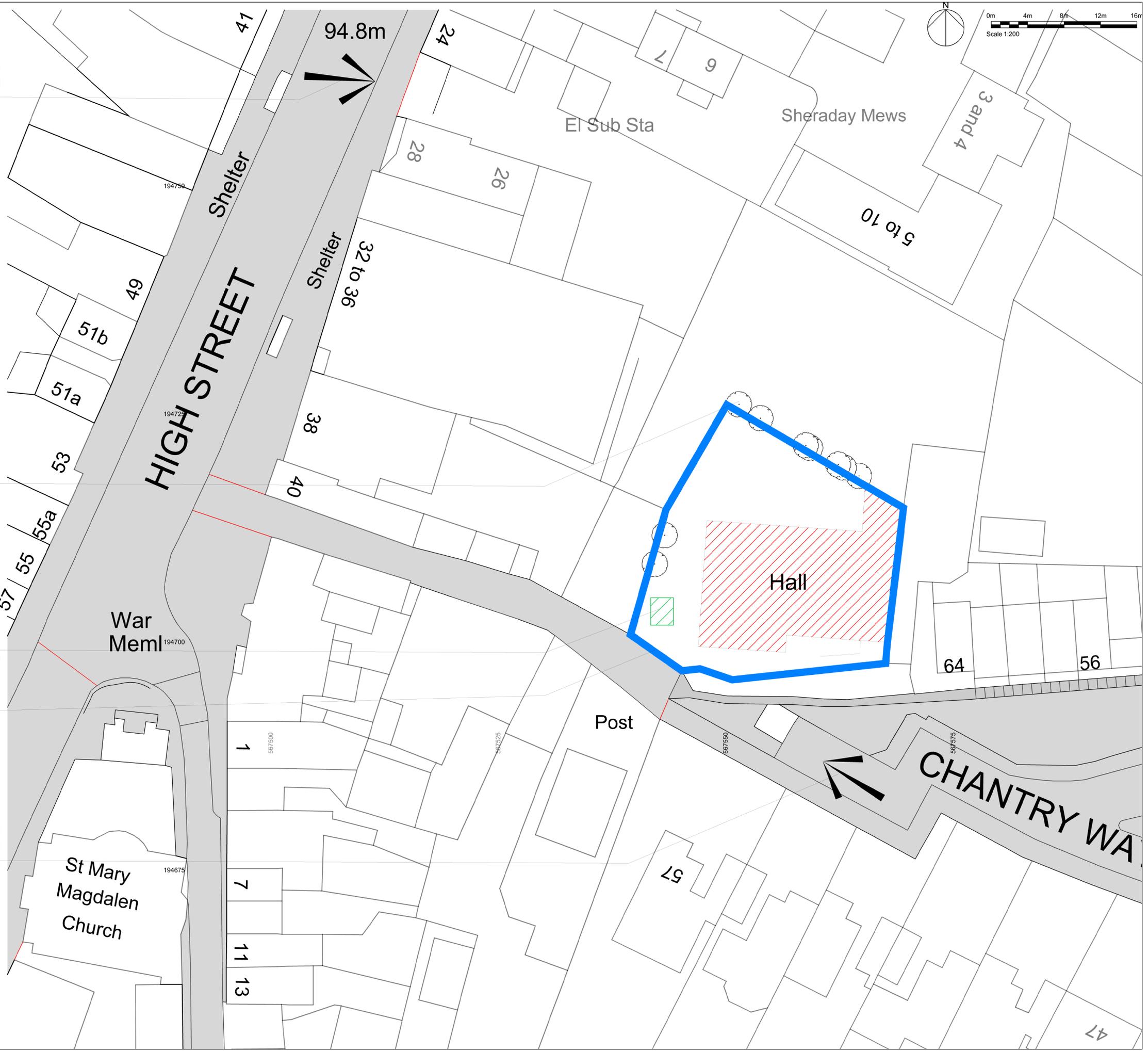
Proposed Access for Deliveries and Waste Removal  
Times to be restricted to low traffic times.  
Pedestrian and Vehicular Access to remain in use.

Trees on neighbouring land

Proposed Site Compound (TBC by Contractor)

Site to be fully horded off with secure boarded panels and access gates

Proposed Secondary Access for Small Deliveries and Small Waste Removal  
Times to be restricted.  
Pedestrian and Vehicular Access to remain in use.



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— Site Boundary  
 ▨ Demolition Area

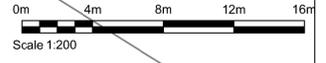
PT	03/04/18	DL	CM
Rev	Description	Date	CHK
Project No:	600682	Scale @ A1:	1:200
Drawn By:	DL		

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 www.ingletonwood.co.uk

Vision, form and function  
 Project:  
 Community Building  
 Chantry Centre  
 Chantry Way  
 Billericay, Essex, CM11 2BB  
 Client:  
 Billericay Town Council

Title:  
 Demolition Plan

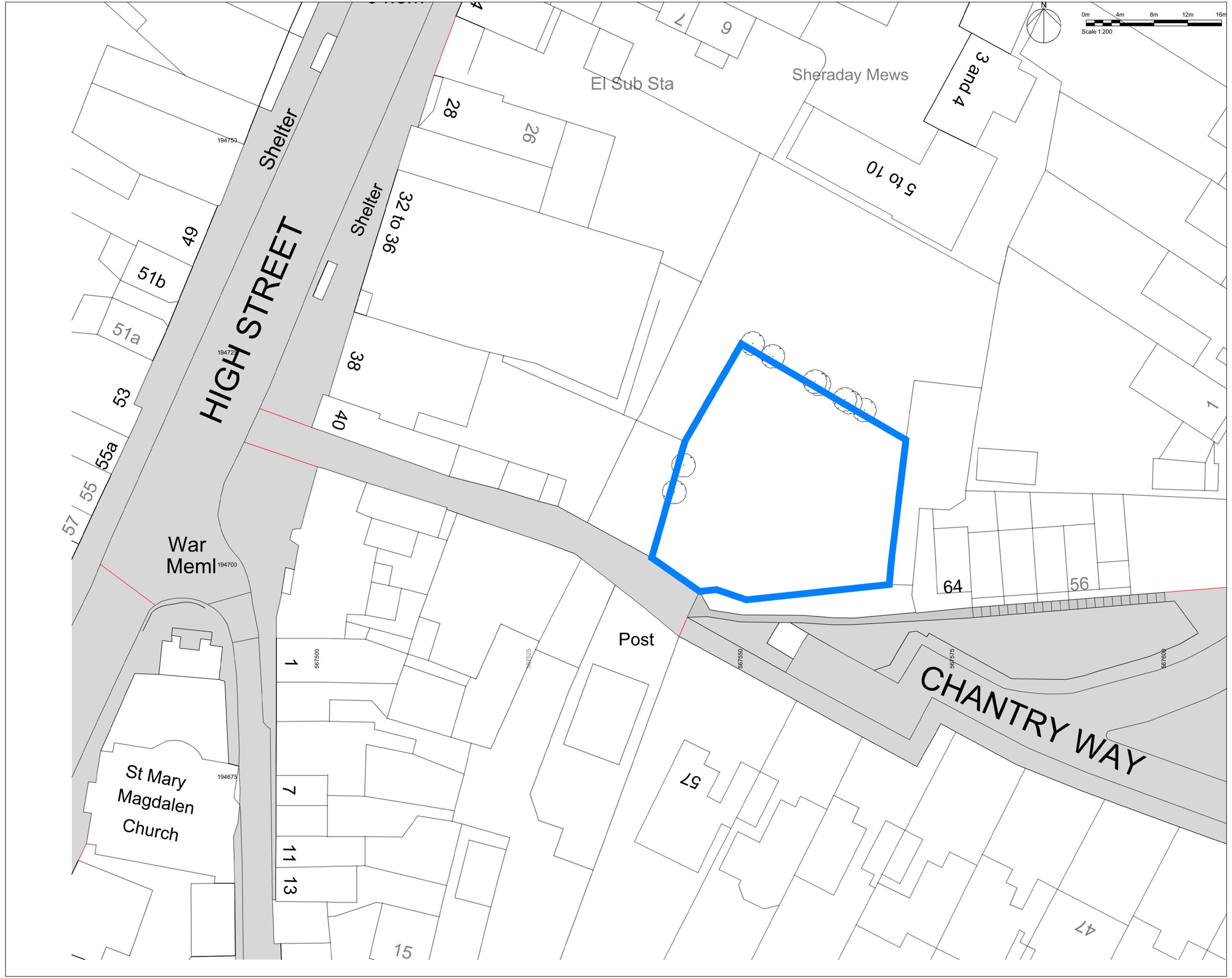
Drawing Number:  
 BCHANT - IW - XX - XX - DR - A - 1501  
 Status: S2 Purpose of Issue: Planning Revision: P1



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— Site Boundary



PT	03/04/18	DL	CM
Rev	Description	Date	Chk
Project No:	Scale @ A1:	1:200	Drawn By:
600682			DL

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Project:  
**Community Building**  
**Chantry Centre**  
**Chantry Way**  
**Billericay, Essex, CM11 2BB**

Client:  
**Billericay Town Council**

Title:  
**Demolition Plan**

Drawing Number:  
**BCHANT - IW - XX - XX - DR - A - 2301**

Status: | Purpose of Issue: | Revision:  
**S2** | **Planning** | **P1**



**APPENDIX B:  
R & D SURVEY**



**Asbestos Refurbishment/Demolition Survey for  
Billericay Town Council**

**at**

The Chantry Centre  
Chantry Way  
Billericay  
Essex  
CM11 2BB



Project Number: INGL-6150

Printed: 18/04/2018 By: KADEC Asbestos Management. Using Multibase software.





# KADEC Asbestos Management

## Names and Addresses

---

Client Name:

**Billericay Town Council**  
The Loft Crown Yard  
High Street  
Billericay  
Essex  
CM12 9BX

Contact: Mrs Deborah Tonkiss  
Phone: 01277 625732 Fax:

Instructing Party:

**Billericay Town Council**  
The Loft Crown Yard  
High Street  
Billericay  
Essex  
CM12 9BX

Contact: Mrs Deborah Tonkiss  
Phone: 01277 625732 Fax:

Site Full Name:

**The Chantry Centre**  
Chantry Way  
Billericay  
Essex  
CM11 2BB

Contact: Danny Lawson  
Phone: 07568 428326 Fax:

Report Author:

**KADEC Asbestos Management**  
Unit 5 Brocks Business Park  
Hodgson Way  
Wickford  
Essex  
SS11 8YN

Contact: Kevin Graham

Phone: 01702308438 Fax: 01702308438

<i>KADEC Asbestos Management</i>	Project Number:	INGL-6150
	Survey Date:	10 April 2018
	Printed On:	18 April 2018
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# SECTION ONE

## SURVEY SUMMARY

# KADEC Asbestos Management

## Survey Summary

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- 1 This inspection is designed to locate and assess the presence of all accessible and hidden Asbestos Containing Materials (ACMs) within the Chantry Centre, Billericay, Essex, as well as record all assessment information clearly in this survey report to enable effective management of all ACMs identified during this inspection.

This Inspection was conducted by Kadec's P402 Qualified and experienced inspector Gordon Ringland on 10th April 2018, the data was entered by Lewis Jones and the final report review conducted by Kevin Graham.

Please refer to Section 6 of this report for an itemisation of all areas and materials that our inspector has assessed for this report, and Section 7 which clearly records any limitations or areas that could not be completely inspected along with reasons for any limitations.

- 2 Please note that on review of the information contained in this survey report, we would like to bring to your attention the following ACMs that require attention to minimise exposure risks :-

Item 1 - The suspect bitumen adhesive to the solid floor below the self levelling screed throughout the ground floor has been confirmed as Chrysotile Asbestos, and requires removal using asbestos qualified contractors

Item 2 - The suspect textile flashguards inside the grey MEM electrical box on the ground floor in room G.03 have been confirmed as Chrysotile Asbestos, and requires removal using asbestos qualified contractors

Item 4 - The suspect black vinyl floor tiles and adhesive on the ground floor in rooms G.03 & G.04 have been confirmed as Chrysotile Asbestos, and requires removal using asbestos qualified contractors

Please remember only qualified personnel are permitted to work on asbestos, so if any remediations or stabilisation treatments are required at all, please feel free to contact Kadec Asbestos Management on 01702 308438 or [kevingraham@kadec.co.uk](mailto:kevingraham@kadec.co.uk) for further assessments to be conducted.

Please review the following User Guide Summary to help quickly understand how to gather all ACM information presented in this report to fully understand all ACM risks.

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# KADEC Asbestos Management

## Survey Summary

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### 3 User Guide Summary for Survey Report Information

Sections 2; 3; 4; 5 & 8

These sections contain all the standard generic information required for each survey report and can be reviewed at your leisure.

Section 6 - 'Site Description'

This section of the survey report is designed to confirm the all areas that have been assessed during this inspection, as well as all materials that were assessed and in the inspectors opinion are Non-Asbestos Materials. The information contained in this section can assist in minimising any questions on a materials asbestos content, as well as reduce any potential costs in the future by confirming all objects and materials that have been assessed as part of this project to eliminate doubt as far as possible.

Section 7 - 'Excluded Areas'

This section of the Survey Report is designed to confirm any areas which could not be fully accessed during this inspection with reasons for not being able to gain access, as well as any specific locations that are excluded from the scope of this inspection.

Section 9 - 'Materials Assessment'

This section of the survey report is designed to display all materials that have been confirmed or presumed to contain asbestos. This section includes all ACM condition assessment criteria; photographs; action recommendations and risk ratings for each ACM identified. Please note this section also displays the results of any suspected ACM materials that were sampled, but independent analysis confirmed No Asbestos Detected In Sample (NADIS).

Section 10 - 'Bulk Certificate'

This section of the survey report is designed to display the independent UKAS accredited laboratories analysis certificate, for all physical samples of bulk material that were gathered during this assessment. All associated results are displayed in full in Section 9 - 'Materials Assessment', as some ACMs are presumed and havenot been sampled.

Section 11 - 'Asbestos Register'

This section of the survey report is designed to summarise all confirmed or presumed Asbestos Containing Materials (ACMs) identified during this inspection, along with the important data gathered by the assessment for quick and easy reference.

Section 12 - 'Site Drawings'

This section of the survey report is designed to provide the floor plans issued or created for this inspection quickly and easily, in order to display the locations of all ACM risks. Please note separate copies of all floor plans have been issued seperatly for clarity.

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# SECTION TWO

## SURVEY OBJECTIVES

# KADEC Asbestos Management

## Survey Objectives

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- 1 The primary objective in this demolition inspection is to locate and assess all accessible ACM's within the Chantry Centre, Billericay, Essex, in order to produce accurate information to enable ACM's to be managed effectively, whilst reducing the risks of exposure to asbestos for all building users.

The secondary objective is to inspect and collate all information into user friendly formats, which will assist in preventing the spread of asbestos fibres within your premises or area through use of the information provided.

Our goal is to ensure our clients receive accurate and useful information to assist you in managing your asbestos risk. Please do ensure that Kadec are consulted if further information is required in any way.

- 2 The aim is to inspect all areas as far as reasonably practicable, in order to identify all ACM's that may present a risk during the planned demolition of the premises.
- 3 The purpose of our inspection is to reduce the risks of exposure to asbestos and to prevent the spread of asbestos in your premises.
- 4 Please note this inspection was not designed to enable all ACMs to be removed, only for the ACMs to be identified using intrusive techniques in order to both identify the risk and design any operations accordingly.

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# SECTION THREE

## SURVEY TECHNIQUE

# KADEC Asbestos Management

## Survey Technique

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- 1 The inspection techniques used for this inspection are all designed to fulfill all current Regulatory requirements; guidelines and best practices. The site inspection and survey report are all designed to fulfill the new HSG264 - The Survey Guide Regulation, and based on the original inspection recommendations recorded in the MDHS100.

Typical inspection techniques include where possible assessing on a 'Left Hand Down' basis from top to bottom. Therefore when assessing our inspectors will start inspecting from left to right and from top to bottom.

All materials that were inspected are recorded by our inspectors have been recorded in the Site Description section of the survey report, reflecting the above technique.

Unless otherwise specified, Kadec inspections will include assessing underfloor coverings; above false ceilings; in loft spaces; inside risers; service ducts; lift shafts; basements; cellars; underground & ancillary rooms and undercrofts. Every effort will be made to gain full access into areas in order to assess potential ACMs.

Where possible and safe to do so, non-asbestos pipe insulation has been carefully opened in order to identify any asbestos residue to the pipe.

Kadec operates an 'Endoscope' assessment system for cavity areas; voids and confined spaces. Kadec will assess this option and advise the client if Endoscope assessment is required.

Where possible every site will have a pre-survey assessment to identify any potential restrictions; hazards and the typical ACMs that may require sampling. Samples will be carefully retrieved using the 'Suppression' or 'Shadow Vac' technique, in order to minimise any risk of fibre release during sample taking.

Kadec inspectors will assess the risks associated with retrieving samples whilst on site, and if necessary don P3 rated disposal or half mask, along with Category 3 Type 5 & 6 disposable overalls. Please be aware that 80% of most suspect ACMs sampled will NOT require this level of protection.

Once retrieved, the sample point will be stabilised using the most suitable method, and labelled to identify the sample point and potential ACMs hazard. Samples are carefully packaged for transportation, where they are delivered to our independent UKAS accredited bulk analysis laboratory.

The laboratory will examine and test each sample using UKAS & W.H.O techniques, to confirm or refute any asbestos content in the sample. A copy of the sample analysis certificate will be provided along with your Asbestos Survey Report.

The survey report must be read in it's entirety and cascaded to every person who is liable to disturb the ACMs. Your on site Asbestos Register should also be updated if a Register has not been provided or managed by Kadec.

- 2 Photographs were taken at all suspected or identified ACMs in order to keep a physical conditional record of each ACMs and there potential deterioration or disturbance frequencies.

All digital photographic records will be updated annually during re-inspections, to reflect the accurate conditioning or disturbance of an ACM. This technique also assists everyone in being able to identify the ACM if a label should be removed.

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# KADEC Asbestos Management

## Survey Technique

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- 3 All Asbestos Bulk Sample Analysis is conducted by using Polarised Light and Dispersion Staining Techniques. Dispersion Staining is used to describe the colour effects produced when a transparent colourless particle or fibre is immersed in a liquid having a refractive index near to that of the particle or fibre, and is viewed under a microscope using transmitted white light (based on HSE Publication MDHS 77).

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# SECTION FOUR

## SURVEY NOTES

# KADEC Asbestos Management

## Survey Notes

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- 1 No air monitoring was carried out whilst the survey was undertaken and therefore care was taken not to cause disturbance of fibre or contamination of clean surfaces.
- 2 The diagrams in the report are not to scale and are illustrative only to indicate approximate locations. The descriptions used are for location identification purposes
- 3 Equipment, machinery, ducting etc were not moved, opened up or examined for the purpose of this investigation except in the odd occasion where hatches were available.
- 4 This Report has been written in accordance with all current HSE Asbestos Regulations and HSG264 Guidelines.

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Printed: 18/04/2018 By: KADEC Asbestos Management. Using Multibase software.



# SECTION FIVE

## SURVEY CAVEAT

# KADEC Asbestos Management

## Survey Caveat

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- 1 Whilst every effort was made to locate all building fabric; plant, equipment and old objects, which may have been constructed from asbestos, none other than those detailed were found. Some may have been missed due to repairs, alterations etc, where false and other finishes have been applied or where different specifications (including a possible mixture of asbestos and non-asbestos) panels have been used in the same area. Only by sampling each panel would the composition of all the materials be known. This was clearly not practical in terms of cost or time.
- 2 Please be aware that whilst every effort has been made to ensure accuracy in our survey reports and sample analysis, we cannot guarantee the sample analysis results in every case. The reason for this is that some ACMs are low content asbestos and the small sample as recommended in HSG264 retrieved by our inspectors can in some cases be a section that does not contain asbestos fibres, even though the remaining material may contain fibres.

Typical examples of low content ACMs are :-

Vinyl Floor Tiles (VFTs)  
Textured Coatings (Artex)  
Bitumen Products  
Mastics & Resins  
Asbestos Paint  
Ebonite Products  
Bakelite  
Durestos

- 3 Kadec cannot be held responsible for any ACM products present beneath floor coverings or in the land surrounding the premises.
- 4 The information provided in this report is designed to help accurately identify the ACM risks in the specified areas, however any asbestos remediation works should be assessed by any contractors to ensure any measurements or quantifications are confirmed before submitting costs as Kadec cannot be held responsible for contractors tenders.
- 5 Please note this inspection was not designed to enable all ACMs to be removed, only for the ACMs to be identified using intrusive techniques in order to both identify the risk and design any operations accordingly.

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# SECTION SIX

## AREAS AND MATERIALS INSPECTED

# KADEC Asbestos Management

## Areas and Materials Inspected

**General Information:**

This Asbestos Refurbishment & Demolition Inspection was conducted at the Chantry Centre, Chantry Way, Billericay, Essex on behalf of Mrs Deborah Tonkiss of Billericay Town Council.

The below information is designed to record all areas and materials that have been assessed by our inspector.

Area	Comments	Accessed
Loft Space	Timber fixed pitched roof and timber rafters. Redundant Metal water tank, plastic water tank with MMMF insulation surround. Foam	Yes
	insulation to clean pipes. Modern compressor tank. Modern electrical cables. Timber boxing to sky lights. Loose MMMF insulation. Timber and	Yes
	Breeze block walls. Plasterboard fixed ceiling to all rooms below. Timber loft hatch and surround.	Yes
G.01 Kitchen	Fixed Plasterboard ceiling with loft space above. Ceiling heater inspected. Plaster and timber boarded walls with timber rafters and	Yes
	MMMF insulation in voids. Timber and metal window frames, timber doors and frames. Ceramic splash back tiles. Uninsulated copper and	Yes
	plastic pipes. Modern metal sinks and sink pads. Timber cupboards and units. Built in cooker and stoves. Timber boxing housing uninsulated	Yes
	pipes and Loose MMMF insulation. Modern red lino onto modern self-levelling screed, Suspect Bitumen adhesive below onto solid floor	Yes
	- See Item 1.	Yes
G.02 Corridor	Fixed Plasterboard ceiling with loft space above. Ceiling heater inspected. Plaster and timber boarded walls with timber rafters and	Yes
	MMMF insulation in voids. Timber window frames, timber doors and frames. Pay phone mounded to timber board. Uninsulated pipes to	Yes
	radiator. Modern red lino onto modern self-levelling screed, Suspect Bitumen adhesive below onto solid floor - See Item 1.	Yes
G.03 Electric and Gas Cupboard	Fixed plasterboard ceiling with loft space above. Fixed timber and plasterboard walls, timber rafters and MMMF insulation in void. Modern	Yes
	RCD electrical boxes fixed to timber shelf, Grey MEM electrical box with suspect textile flash guards - See Item 2. Suspect textile wrap to mail	Yes
	electrical incomer cable - See Item 3. Uninsulated pipes. Timber shelves. Suspect Black Vinyl Floor Tiles (VFT's) and adhesive to solid floor	Yes
	- See Item 4. Suspect bitumen adhesive to solid floor - See Item 1.	Yes
G.04 Store	Fixed plasterboard ceiling with loft space above. Fixed timber and plasterboard walls, timber rafters and MMMF insulation in void. Timber	Yes
	shelves. Suspect Black VFT's and adhesive to solid floor - See Item 4. Suspect bitumen adhesive to solid floor - See Item 1.	Yes
G.05 Female w/c	Fixed Plasterboard ceiling with loft space above. Plaster and timber boarded walls with timber rafters and MMMF insulation in void. ceramic	Yes

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	tile finish to walls. Timber window frames, timber doors and frames. Modern W/C goods. Uninsulated pipes to radiator. Modern red lino onto	Yes
	modern self-levelling screed, Suspect Bitumen adhesive below onto solid floor - See Item 1.	Yes
G.06 Disabled w/c	Fixed Plasterboard ceiling with loft space above. Plaster and timber boarded walls with timber rafters and MMMF insulation in void. Ceramic	Yes
	tile finish to walls. Timber window frames, timber doors and frames. Modern W/C goods. Boiler cupboard housing, Foam insulated pipes,	Yes
	modern combi boiler mounted to modern superlux board, metal flue. Suspect green VFT's - See Item 5. Suspect cream VFT's - See Item 6.	Yes
	Modern red lino onto modern self-levelling screed, Suspect Bitumen adhesive below onto solid floor - See Item 1.	Yes
G.07 Toilet Lobby	Fixed Plasterboard ceiling with loft space above. Plaster and timber boarded walls with timber rafters and MMMF insulation in void. Timber	Yes
	doors and frames. Timber partition store cupboards. Modern red lino onto modern self-levelling screed, Suspect Bitumen adhesive below onto	Yes
	solid floor - See Item 1.	Yes
G.08 Male w/c	Fixed Plasterboard ceiling with timber flat roof above. Plaster and timber boarded walls with timber rafters and MMMF insulation in void.	Yes
	ceramic tile finish to walls. Timber window frames, timber doors and frames. Modern W/C goods. Uninsulated pipes to radiator. Modern red	Yes
	lino onto modern self-levelling screed, Suspect Bitumen adhesive below onto solid floor - See Item 1.	Yes
G.09 Store	Fixed Plasterboard ceiling with timber flat roof above. Plaster and timber boarded walls with timber rafters and MMMF insulation in void.	Yes
	Timber doors and frames. Suspect Green VFT's and adhesive - See Item 7. Suspect Bitumen adhesive below onto solid floor - See Item 1.	Yes
G.10 Entrance Lobby	Fixed Plasterboard ceiling with timber flat roof above. Plaster and timber boarded walls with timber rafters and MMMF insulation in void.	Yes
	Timber window frames. Timber doors and frames. Modern red lino onto modern self-levelling screed, Suspect Bitumen adhesive below onto solid	Yes
	floor - See Item 1.	Yes
G.11 Main Hall	Fixed Plasterboard ceiling with loft space above. Timber upstands to sky lights. Plaster and timber boarded walls with timber rafters and MMMF	Yes
	insulation in void. Timber window frames. Timber doors and frames. Uninsulated pipes to radiators, timber boxings housing uninsulated	Yes
	pipes. Modern red lino onto modern self-levelling screed, Suspect Bitumen adhesive below onto solid floor - See Item 1.	Yes
G.12 Hairdressers	Fixed Plasterboard ceiling with timber flat roof above. Plaster, timber and solid walls, with timber rafters and MMMF insulation in void.	Yes
	Timber window frames. Timber door and frame. Uninsulated pipes to radiators, Modern red lino onto modern self-levelling screed, Suspect	Yes
	Bitumen adhesive below onto solid floor - See Item 1.	Yes
Externals	Tiled pitched roof, non-suspect underlay, timber boards below. Suspect felt cover onto timber flat roofs - See Item 8. Timber Facias And soffits.	Yes
	Plastic gutter and down pipes. Plastic flue pipes. Timber window frames, Suspect putty seal - See Item 9. Timber cladding with MMMF insulation	Yes
	behind. Timber doors and frames. Brick walls. Blue decorative finish to low level timber panels to front - See Item 10. Suspect bitumen damp	Yes
	proof onto solid foundations - See Item 11.	Yes

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# SECTION SEVEN

## EXCLUDED OR LIMITED AREAS

# KADEC Asbestos Management

## Excluded or Limited Areas

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Area:  Location:

All accessible areas have been successfully inspected.

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# SECTION EIGHT

## SURVEY RECOMMENDATIONS

# KADEC Asbestos Management

## Survey Recommendations

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- 1 The recommendation and actions recorded in this inspection report have been calculated based on the assessment information gathered by our inspectors, and the database risk analysis systems.

For specific recommendations or to design a project to treat any ACMs identified, please contact Kadec directly for professional advice.

All ACM hazard scores and ACM assessments are calculated using the following algorithmic system :-

### Material Assessment and Algorithm

The material assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way. This material assessment will give a good initial guide to the priority for management, as it will identify the materials, which will most readily release airborne fibres if disturbed. However, there are other factors to take into account when prioritising action. HSG264 recommends the use of an algorithm to carry out the material assessment, and contains an example. The algorithm is a numerical way of taking into account several influencing factors, giving each factor considered a score. These scores can then be totaled to give a material assessment score. The use of algorithms is not infallible, but the assessment process is clear for all to see, so if discrepancies arise, it should be possible to track back through the assessment process to find the root of the error. The algorithm shown in HSG264 considers four parameters that determine the risk from ACM: that is the ability to release fibres if disturbed. These four parameters are:

Product type;  
Extent of damage;  
Surface treatment; and  
Asbestos type

Each of the parameters is scored and added to give a total score between 2 and 12:

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

Those with a score between 7 and 9 are regarded as medium risk;

Materials with a score between 5 and 6 are low risk; and

Scores of 4 or less are very low risk.

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# SECTION NINE

## MATERIAL ASSESSMENT (PHOTO SMALL)

# KADEC Asbestos Management

## Material Assessment Record Sorted by: Location ID

Site Address: The Chantry Centre, Chantry Way, Billericay, Essex, CM11 2BB

Client Name: Billericay Town Council

Project Number: INGL-6150

Area/ Floor/ Room/ Product: Chantry Centre: Ground: Throughout: Bitumen

Inspection Date: 10/04/2018      Next Inspection: 09/04/2019      Survey Type: RDS

Location ID: 22938      Location Ref: Item 1      Product Type: Resins



**Action:**  
Remove Using Asbestos Qualified Contractors

**Material Comments:**  
Suspect bitumen adhesive to the solid floor below the self levelling screed was sampled and confirmed as Chrysotile Asbestos.

Damage: Low damage  
Treatment: Resins  
Asbestos Type: Chrysotile  
Identification: Identified  
Quantity: 300m<sup>2</sup>  
Accessibility: Low

Material Risk Score: 3      Material Risk Band: Very Low Risk      Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Chantry Centre: Ground: G.03: Textile

Inspection Date: 10/04/2018      Next Inspection: 09/04/2019      Survey Type: RDS

Location ID: 22939      Location Ref: Item 2      Product Type: Ropes and woven textiles



**Action:**  
Remove Using Asbestos Qualified Contractors

**Material Comments:**  
Suspect textile flash guards inside grey MEM electrical box was sampled and confirmed as Chrysotile Asbestos.

Damage: Low damage  
Treatment: Ropes and woven textiles  
Asbestos Type: Chrysotile  
Identification: Identified  
Quantity: 1 Box  
Accessibility: Medium

Material Risk Score: 5      Material Risk Band: Low Risk      Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Chantry Centre: Ground: G.03: Textile

Inspection Date: 10/04/2018      Next Inspection: Not Applicable      Survey Type: RDS

Location ID: 22940      Location Ref: Item 3      Product Type: NADIS



**Action:**  
No Action Required

**Material Comments:**  
Suspect textile wrap to main electrical incomer cable was sampled and confirmed as Non-Asbestos.

Damage: NADIS  
Treatment: NADIS  
Asbestos Type: NADIS  
Identification: Identified  
Quantity: 1lm  
Accessibility: Easy

Material Risk Score: 0      Material Risk Band: NADIS      Priority Risk Score: N/A



# KADEC Asbestos Management

## Material Assessment Record Sorted by: Location ID

Site Address: The Chantry Centre, Chantry Way, Billericay, Essex, CM11 2BB

Client Name: Billericay Town Council

Project Number: INGL-6150

Area/ Floor/ Room/ Product: Chantry Centre: Ground: G.03 & G.04: VFT's

Inspection Date: 10/04/2018      Next Inspection: 09/04/2019      Survey Type: RDS

Location ID: 22941      Location Ref: Item 4      Product Type: Vinyl floor tiles



**Action:**  
Remove Using Asbestos Qualified Contractors

**Material Comments:**  
Suspect Black vinyl floor tiles and adhesive was sampled and confirmed as Chrysotile Asbestos to both the floor tiles and adhesive.

Damage: Low damage

Treatment: Vinyl tiles

Asbestos Type: Chrysotile

Identification: Identified

Quantity: 8m<sup>2</sup>

Accessibility: Easy

Material Risk Score: 3      Material Risk Band: Very Low Risk      Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Chantry Centre: Ground: G.06: VFT's

Inspection Date: 10/04/2018      Next Inspection: Not Applicable      Survey Type: RDS

Location ID: 22942      Location Ref: Item 5      Product Type: NADIS



**Action:**  
No Action Required

**Material Comments:**  
Suspect green vinyl floor tiles and adhesive were sampled and confirmed as Non-Asbestos.

Damage: NADIS

Treatment: NADIS

Asbestos Type: NADIS

Identification: Identified

Quantity: <1m<sup>2</sup>

Accessibility: Easy

Material Risk Score: 0      Material Risk Band: NADIS      Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Chantry Centre: Ground: G.06: VFT's

Inspection Date: 10/04/2018      Next Inspection: Not Applicable      Survey Type: RDS

Location ID: 22943      Location Ref: Item 6      Product Type: NADIS



**Action:**  
No Action Required

**Material Comments:**  
Suspect cream vinyl floor tiles and adhesive was sampled and confirmed as Non-Asbestos.

Damage: NADIS

Treatment: NADIS

Asbestos Type: NADIS

Identification: Identified

Quantity: <1m<sup>2</sup>

Accessibility: Easy

Material Risk Score: 0      Material Risk Band: NADIS      Priority Risk Score: N/A



# KADEC Asbestos Management

## Material Assessment Record

Sorted by: Location ID

Site Address:

The Chantry Centre, Chantry Way, Billericay, Essex,  
CM11 2BB

Client Name:

Billericay Town Council

Project Number:

INGL-6150

Area/ Floor/ Room/ Product: Chantry Centre: Ground: G.09: VFT's

Inspection Date: 10/04/2018

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22944

Location Ref: Item 7

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Suspect green vinyl floor tiles and adhesive was sampled and confirmed as Non-Asbestos.

Asbestos Type: NADIS

Identification: Identified

Quantity: 8m<sup>2</sup>

Accessibility: Easy

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Chantry Centre: Flat Roof: Externals: Bitumen

Inspection Date: 10/04/2018

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22945

Location Ref: Item 8

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Suspect bitumen felt cover to flat roofs was sampled and confirmed as Non-Asbestos.

Asbestos Type: NADIS

Identification: Identified

Quantity: 25m<sup>2</sup>

Accessibility: Medium

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Chantry Centre: Ground: Externals: Putty

Inspection Date: 10/04/2018

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22946

Location Ref: Item 9

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Suspect putty seal to windows was sampled and confirmed as Non-Asbestos.

Asbestos Type: NADIS

Identification: Identified

Quantity: Throughout

Accessibility: Easy

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

# KADEC Asbestos Management

## Material Assessment Record

Sorted by: Location ID

Site Address:

The Chantry Centre, Chantry Way, Billericay, Essex,  
CM11 2BB

Client Name:

Billericay Town Council

Project Number:

INGL-6150

Area/ Floor/ Room/ Product: Chantry Centre: Ground: Externals: Decorative Finish

Inspection Date: 10/04/2018

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22947

Location Ref: Item 10

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Suspect blue decorative finish to the low level panels to the south elevation was sampled and confirmed as Non-Asbestos.

Asbestos Type: NADIS

Identification: Identified

Quantity: 10m<sup>2</sup>

Accessibility: Easy

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Chantry Centre: Ground: Externals: Bitumen

Inspection Date: 10/04/2018

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22948

Location Ref: Item 11

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Suspect bitumen damp proof course was sampled and confirmed as Non-Asbestos.

Asbestos Type: NADIS

Identification: Identified

Quantity: Throughout

Accessibility: Medium

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

# SECTION TEN

## BULK CERTIFICATE

# KADEC Asbestos Management

## Bulk Certificate

Project Number:

INGL-6150



ATHENA ENVIRONMENTAL SOLUTIONS LTD  
SUITE 3, SOPWITH HOUSE, HURRICANE WAY,  
WICKFORD, ESSEX, SS11 8YU  
Tel: 01268 761 171  
Email: [info@athena-env.co.uk](mailto:info@athena-env.co.uk)



COMPANY REG NUMBER: 07376951  
REGISTERED ADDRESS: AS ABOVE

4696

### CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

<b>CERTIFICATE NUMBER:</b> ATH/18/04/0631 <b>DATE SAMPLED:</b> 10/04/18 <b>DATE RECEIVED:</b> 16/04/18 <b>DATE ANALYSED:</b> 16/04/18 <b>OBTAINED:</b> DELIVERED <b>NUMBER OF SAMPLES:</b> 11	<b>SITE ADDRESS:</b> THE CHANTRY CENTRE, CHANTRY WAY, BILLERICAY, ESSEX, CM11 29B <b>SITE REFERENCE:</b> INGL-6150		
	<b>CLIENT:</b> KADEC ASBESTOS MANAGEMENT <b>CLIENT ADDRESS:</b> UNIT 5, BROCKS BUSINESS PARK, HODGSON WAY, WICKFORD, ESSEX, SS11 8YN <b>PHONE NUMBER:</b> 01702 308438		
<b>ANALYST NAME &amp; SIGNATURE:</b>		<b>AUTHORISER NAME &amp; SIGNATURE:</b>	
<b>COMMENTS:</b>			

### RESULTS

SAMPLE NUMBER	CLIENT NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED	COMMENTS
1.	1	BITUMEN ADHESIVE	CHRYSOTILE	BITUMEN
2.	2	TEXTILE FLASH GUAR	CHRYSOTILE	TEXTILE
3.	3	TEXTILE WRAP TO MAIN ELECTRICAL INCOMER CABLE	NADIS	TEXTILE
4.	4	BLACK VINYL FLOOR TILES	CHRYSOTILE TO BOTH	FLOOR TILE & BITUMEN BACKING
5.	5	GREEN VINYL FLOOR TILES	NADIS	FLOOR TILE & BITUMEN BACKING
6.	6	CREAM VINYL FLOOR TILES	NADIS	FLOOR TILE & BITUMEN BACKING
7.	7	GREEN VINYL FLOOR TILES	NADIS	FLOOR TILE & BITUMEN BACKING
8.	8	BITUMEN FELT FLAT ROOF	NADIS	BITUMEN
9.	9	PUTTY	NADIS	PUTTY
10.	10	BLUE DECORATIVE FINISH	NADIS	TEXTURED COATING
11.	11	BITUMEN DAMP PROOF	NADIS	BITUMEN

KEY: CHRYSOTILE (WHITE ASBESTOS) - CROCIDOLITE (BLUE ASBESTOS) - AMOSITE (BROWN ASBESTOS)  
 NADIS (NO ASBESTOS DETECTED IN SAMPLE) - TREMOLITE, ANHIDROPHYLITE & ACTINOLITE (LESS COMMON ASBESTOS FIBRE TYPES)

- Note: When a trace of asbestos fibres are reported this represents one or two fibres only
- Note: The material type reported is an opinion of the analyst only and does not form part of the ATHENA UKAS accreditation.
- Note: Samples will be kept for a minimum of 6 months.
- Note: This Certificate of Identification of Asbestos Fibres can only be reproduced in full unless written approval from Athena has been obtained.
- Note: If the sample condition or size is deemed unacceptable or unsatisfactory by the analyst, the client will be contacted.
- Note: The results relate only to the items tested.

Samples have been analysed to determine the presence of asbestos fibres using Athena Environmental Solutions "in house" method of polarised light microscopy and central spot dispersion staining based on HSG 248. The site address and sample locations are given by the client and Athena are not responsible for the accuracy or competence of these details or of the sampling.

BULK 001 VERSION 5 - 08/08/16

PAGE 1 OF 1

# SECTION ELEVEN

## ASBESTOS REGISTER

# Asbestos Register

Site Name: 

The Chantry Centre
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Project Number: 

INGL-6150
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Location	Product Type and Name		Extent	Accessibility	Condition	Surface treatment	Asbestos Type	Sample	Sample no	Material Risk Score	Priority Risk Score	Total Score
Throughout	Resins	Bitumen	300m <sup>2</sup>	Low	Low damage	Resins	Chrysotile	Identified	Item 1	3	0	3
G.03	Ropes and woven textiles	Textile	1 Box	Medium	Low damage	Ropes and woven textiles	Chrysotile	Identified	Item 2	5	0	5
G.03 & G.04	Vinyl floor tiles	VFT's	8m <sup>2</sup>	Easy	Low damage	Vinyl tiles	Chrysotile	Identified	Item 4	3	0	3

MATERIAL SCORES ABOVE 10 HAVE HIGH POTENTIAL TO RELEASE FIBRES



# SECTION TWELVE

## SURVEY DRAWINGS

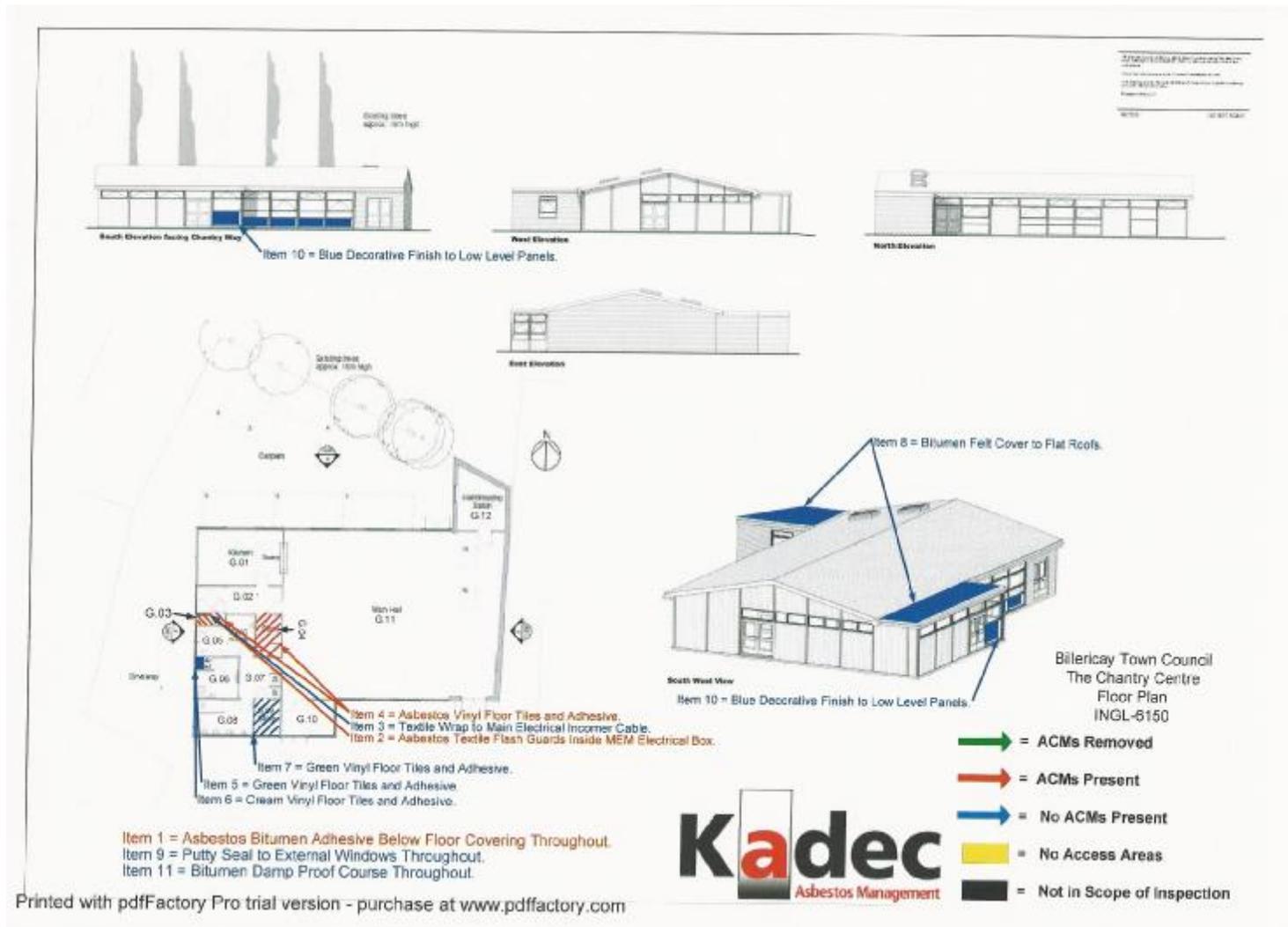
# KADEC Asbestos Management



## Survey Drawings and Documentation

Project Number:

INGL-6150



Description of Drawing: