



GREENWOOD PROJECTS

Project Managers • Quantity Surveyors • Employer's Agents
CDM Advisors • Principal Designers • Heritage Advisors

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

PRE-CONSTRUCTION INFORMATION

THE BEEHIVE BURGESS HILL TOWN COUNCIL DEMOLITION OF THE ROYAL BRITISH LEGION BUILDING

Issue 1: February 2022



GREENWOOD PROJECTS

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C O N T E N T S

GENERAL	1
1. DESCRIPTION OF PROJECT	2
2. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS	4
3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS	7
4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS	10
5. THE HEALTH AND SAFETY FILE (INCORPORATING THE BUILDING MANUAL)	11

Appendix 'A' – Asbestos Information

Appendix 'B' – Building Condition Survey

Appendix 'C' – Utility Searches

Appendix 'D' – Topographical & Buried Services Drawings

Appendix 'E' - Ecology Surveys

Appendix 'F' - Planning Information

Appendix 'G' – Demolition Environment Management Plan & Dust Control Strategy

Appendix H – Soils Investigation Report

Appendix J – Mains Services Disconnections

Appendix L – Designers Risk Assessments

GENERAL

- i) The Client will provide “Pre-construction Information” in accordance with the requirements of the “Construction (Design & Management) Regulations 2015”.
- ii) The Principal Contractor will be required to provide, **at least 2 weeks** prior to commencing work on site, a “Construction Phase Plan” incorporating, as appropriate, information on the topics defined in the “Construction (Design & Management) Regulations 2015”.
- iii) The Principal Contractor shall be totally responsible for Health and Safety during the construction period for the works.
- iv) The Health and Safety File incorporating the Building Manual, is to be in the format as defined in this “Pre-construction Information” (see Section 5).
- v) Provision of information for the Operation and Maintenance Manuals, is to be as defined in this “Pre-construction Information” (see Section 5).

1. DESCRIPTION OF PROJECT

1.1 Project description and programme details:

The address of the site is: -

The Royal British Legion Building
Cyprus Road
Burgess Hill
RH15 8DX

The project involves the demolition of the existing Royal British Legion Building complete down to surrounding ground levels, including removal of the ground bearing floor slabs and immediate sub base fill. Existing substructures and foundations where indicated are to be retained to avoid disturbance to the existing surrounding footpath surfaces and adjacent buildings.

Overview of the proposed works;

- Asbestos removal
- Demolition of the existing building and slab
- Site clearance
- Importing approx. 150mm deep topsoil to demolished area footprint
- Grass Seeding
- Timber Knee rail with timber posts set in concrete

The site is subject to an ecology report and restrictions are imposed relating to the timing of certain operations, further site checks / surveys may be a requirement in advance of demolition work commencing.

See appendix E for ecology reports.

Works are to be undertaken strictly in accordance with the Demolition Phase Construction Environmental Management Plan and Dust Control Strategy contained within appendix G and approved under planning reference DM/22/0209.

1.1.1 Key dates:

Currently the planned key dates are;

Appoint Contractor: 18th April 2022
Start on Site: 16th May 2022
Completion on Site: 25th July 2022 (or before)

PRE-CONSTRUCTION INFORMATION

BHTC – Demolition RBL Building



1.1.2 Phasing of works

None envisaged

1.1.3 The minimum time currently programmed between appointment of the principal contractor and commencement of work on site:

3 weeks.

1.2 Duty Holders

1.2.1 Client:

Steve Cridland, Chief Executive Officer, Burgess Hill Town Council, 96 Church Walk, Burgess Hill, West Sussex, RH15 9AS.

1.2.2 Architect:

Aedas, Ivory House, St. Katharine Docks, London E1W 1AT.

1.2.3 Project Manager & Principal Designer (CDM 2015):

Greenwood Projects Limited, The Mount, 2 Trent Valley Road, Lichfield, Staffs, WS13 6EG.

1.2.4 Quantity Surveyor:

Greenwood Projects Limited, The Mount, 2 Trent Valley Road, Lichfield, Staffs, WS13 6EG.

1.2.5 Structural Engineer:

Byrne Looby, 1st Floor, Waterloo House, 207 Waterloo Road, London, SE1 8XD.

1.2.6 Mechanical Engineer:

N/A

1.2.7 Electrical Engineer:

N/A

1.2.8 Interior Designer:

N/A

1.2.9 Principal Contractor:

Not yet appointed.

1.3 Record Information

1.3.1 Extent and location of existing H&S Plan / records and drawings:

Whilst we have been unable to locate a single existing H&S File for the site, there is some record information available in addition to the survey information provided within the appendices of this document. The existing information can be reviewed by appointment at Burgess Hill Town Council's office.

The Principal Contractor must conduct his own investigations to determine exact locations and precise positions of asbestos, services etc to identify any significant hazard.

1.3.2 Extent and location of surveys specifically undertaken or obtained for this project:

The following Survey Reports are available. The Principal Contractor must ensure that he has received copies of the following documents: -

- Asbestos Survey Information (appendix A)
- Buried Services & Topographical Survey (appendix D)
- Middlemarch – Preliminary Ecology Appraisal – June 2019 (appendix E)
- Middlemarch – Preliminary Bat Roost Assessment – June 2019 (appendix E)
- Middlemarch – Dusk Emergence Bat Survey – July 2021 (appendix E)
- Building Condition Report – Jan 2014 (appendix B)
- Soils Investigation Reports – Ground Investigation Report V2, Preliminary Contamination Risk Assessment, Remediation Options Appraisal - (appendix H)
- Utility Searches (appendix C)
- Planning Consent Information (appendix F)
- Demolition Environment Management Plan - (appendix G)
- Soils Investigation Reports (appendix H)
- Mains Services Disconnections (appendix J)

➤ Designers Risk Assessments (appendix L)

1.3.3 Existing Mains Services:

The site historically was served by mains gas, power and mains water, all 3 of these services have been disconnected. Refer to appendix J – Mains Services Disconnections.

2 CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Arrangements for planning for & managing the construction work:

The Principal Contractor must establish a system to segregate his works from members of the general public and maintain a safe working environment for staff, subcontractors and visitors to the site.

All contractors on site will be expected to achieve a similar minimum standard. Site audits and inspections are to feed into progress meeting reports.

THE CONSTRUCTION PHASE PLAN developed from this pre-construction (tender stage) information must be submitted to the CDM Advisor not less than one week before the proposed start date for construction work.

NO CONSTRUCTION WORK IS TO COMMENCE UNTIL CONFIRMATION HAS BEEN RECEIVED IN WRITING FROM THE CLIENT THAT THE CONSTRUCTION PHASE PLAN IS SUFFICIENTLY DEVELOPED IN COMPLIANCE WITH REGULATION 12 OF THE CDM REGULATIONS 2015

The sufficiency of the Construction Phase Plan in respect of the above (initial commencement) is dependent on the inclusion of suitable method statements in respect of:-

- Site security and set up (including a marked up site plan indicating site set up proposals to include locations of site cabins, welfare, materials storage, skips, smoking area, designated cutting areas, parking, materials delivery, muster point, etc).
- Traffic management arrangements (including those within the Local Authority Car Park)
- Welfare arrangements
- Asbestos removal
- Segregation of works areas from other public occupied areas including maintaining emergency egress routes where necessary.
- Demolition
- ~~Co-operation with overlapping projects~~
- Fire action plan in conjunction with the clients site emergency procedures
- Control of Noise (75dB limit)
- Management of Dust & Vibration
- Structural stability during the works
- Work at height
- Work to existing services
- Management and control of workforce, visitors and the clients operation for COVID-19

RAMS for all elements of the project are to be provided as works progress and subcontractors are procured and must be available at least 1 week before the relevant works are implemented.

2.1.1 Structure & Organisation -

The project will be under the control of the Contract Administrator for certain specific arrangements, otherwise the Principal Contractor will be totally responsible for making adequate arrangements for planning for and managing the construction work, including the provision of RAMS for all site and work activities. All works are to be planned in look ahead schedules and agreed with the client in advance, as set out in 2.1.3.

2.1.2 Health and safety goals for the project:

The aim for the project is that no accidents, incidents or near misses occur during the works and that the project is at all times compliant with HSE directives and the Construction (Design and Management) Regulations 2015. Ideally there will be no residual risks attached to the future use or maintenance of the building.

2.1.3 Communication and liaison between parties:

A representative from the client and or clients project manager will hold weekly look ahead meetings where a two weekly look ahead schedule will be prepared and updated. This schedule must list ALL work operations the contractor is planning for the weeks ahead and will RAG rate operations for noise dust and vibration disturbance. Some operations that are particularly disruptive, may need to be re programmed in certain circumstances dictated by the client. The client, or the client's representative will attend all site meetings, however, in between meetings it is vital that the Contract Administrator be informed immediately should anything untoward or unscheduled occur on site. A schedule of formal site meetings will be agreed at the pre-contract meeting.

2.1.4 Security of the site:

The Principal Contractor is responsible for the security of the site and must ensure that the work area is secure at all times with security fencing or temporary partitions installed around the entire site perimeter before works commence.

The works are planned in close proximity to public areas and adjacent commercial and domestic properties and the contractor must be both mindful and respectful of this fact. Site security and the control of site security is paramount.

2.1.5 Welfare provisions:

These must be in accordance with Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, Schedule 2.

The Principal Contractor should particularly note the directive from the HSE stating that whenever possible mains water and drainage should be used (so far as is reasonably practical) and only when this is not possible, facilities with built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision. The fact that it might be more work and/or more costly will not be considered sufficient reason not to utilise mains. The contractor shall detail his proposals for welfare within his Construction Phase H&S Plan.

2.1.6 Ecology:

The site is subject to an ecology report and restrictions are imposed relating to the timing of certain operations, further site checks / surveys may be a requirement in advance of demolition work commencing. As vegetation clearance and demolition are likely to take place between March and August the site will need to be checked by an experienced ecologist immediately before works commence to ensure no nesting birds are present.

See appendix E for ecology reports.

2.1.7 Relevant Documentation:

- 1 – Architectural Drawings prepared by Aedas Architects.
- 2 – Structural Details prepared by Byrne Looby Structural Engineers.
- 3 – Specifications prepared by Byrne Looby Structural Engineers.
- 4 – Schedule of Work prepared by Greenwood Projects Ltd.
- 5 – Surveys and record information as contained within appendix A-J of this PCI document.

2.1.8 Notifiable to HSE:

Yes – F10 to be submitted once a contractor's appointment has been confirmed.

2.2 Requirements relating to the Health and Safety of the client's employees: -

2.2.1 Occupied site / building(s):

The building will not be in occupation for the demolition phase. The contractor will have sole occupation of the area of works. Adjacent properties will remain in occupation and fire exit routes from these properties will need to be maintained clear at all times. There will be a requirement for careful control over the areas of interface between these properties and occupiers and the demolition site coupled with a need to maintain emergency access to a number of routes.

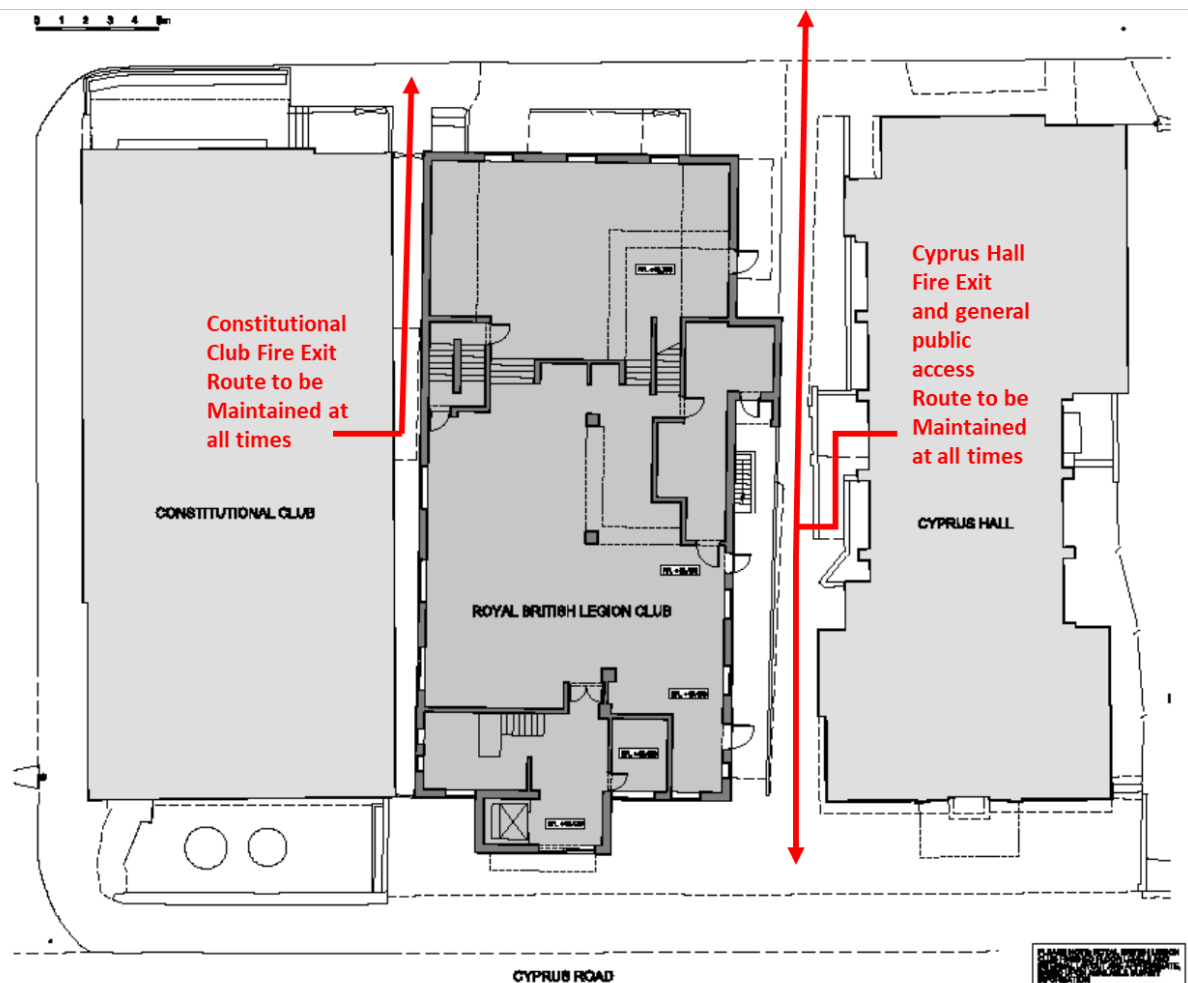
The local authority car park to the rear of the site will be utilised for access and careful permanent traffic management during contractor's operation hours will be required to ensure the safe movement of construction vehicles utilising the car park. Car park spaces should not be blocked without prior consent or by the contractor parking within designated bays and paying the appropriate car parking fees.

PRE-CONSTRUCTION INFORMATION

BHTC – Demolition RBL Building

The contractor should liaise with adjoining neighbours to provide them with relevant information, emergency contact number and procedures etc.

Relationship to adjoining buildings and fire exit and access routes that are to be maintained



2.2.2 Other work(s) occurring on site at the same time:

None currently arranged, however, the Principal Contractor shall liaise with the Principal Contractor of any other works, should any occur on site at the same time.

2.2.3 Specific site rules:

- There is to be no smoking on site.
- No site bonfires or burning of rubbish.
- No music or radios.

- Head protection and general PPE at all times.
- Accident Reporting.
- Site Inductions.
- Hot works permits.
- Keep operatives and subcontractors up to date of activities and hazards on site - Provision of up to date activity and hazard boards.
- Operatives should remain within areas of designated work zones / contractors compound areas only – any need to access any other areas must be agreed in advance with the clients representative.

Access roads, footpaths, etc are to be kept clear at all times. The contractor shall employ measures as necessary to prevent mud migrating onto the highway from vehicles foot traffic etc.

2.2.4 Site hoarding requirements:

The perceived areas for site compounds, storage, skips, office and welfare facilities are indicated within the suggested logistics plans contained within appendix L of this PCI document.

The site is very open and exposed and as such there may be the possibility of experiencing enhanced wind strengths which may impact upon any temporary hoarding or fencing. These conditions also have the potential to move sheet materials such as plywood or plasterboard and the like stored on site. The contractor should ensure that weather conditions are monitored at all times and that any hoarding / fencing allows the passage of air whilst maintaining a high level of security. Solid sections of hoarding / fencing should have suitable supports either set in concrete or suitably ballasted. Wind load assessments should be undertaken to ensure temporary fencing / hoardings are capable of withstanding any such loads. Copies of these assessments should be maintained on site. Any sheet materials (or the like) stored externally (or internally within the building prior to weather tightness) should be adequately secured to ensure they cannot be disturbed during windy conditions. The contractor should regularly inspect stored materials and fencing / hoardings to ensure they remain in the correct condition, regular inspections should be undertaken with additional inspections undertaken both during and following windy conditions. A written record log of all inspections should be maintained on site for inspection.

2.2.5 Site control and inductions:

In addition to any procedures required by the clients on site team, The contractor must keep an accurate daily inventory of all personnel working and visitors on site. These records are to be kept in a prominent place on site, close to the entrance and be made available at the time of emergency evacuation of the site or upon request.

The contractor must carry out a site induction for all new members of the workforce and visitors to the site to ensure they are aware of specific risks resulting from the construction works / site conditions. All personnel are to sign to confirm they have received their induction and copies of these signed forms are to be made available for inspection within the construction phase H&S plan on site.

2.2.5 Site transport arrangements or vehicle movement restrictions:

The perceived areas for site deliveries, vehicles, compound, storage, skips, office and welfare facilities are indicated within the demolition phase construction environmental management plan and dust control strategy contained within appendix G of this PCI document, this also details the access to site from the highway. The site is accessed via a local authority car park which is in full use by the general public.

2.2.6 Client permit-to-work systems:

The Principal Contractor shall take all necessary precautions and will be expected to operate his own permits to work system along with any permit to work procedures the clients site team may impose. The Principal Contractor's permits to work must be detailed in his Construction Phase Plan and included in site inductions for all operatives.

2.2.7 Fire precautions:

The Principal Contractor shall take all necessary fire prevention precautions.

The Principal Contractor shall detail his proposals in his Construction Phase Plan. ~~which must incorporate the clients on-site emergency procedures.~~

2.2.8 Emergency procedures and means of escape:

The Principal Contractor must produce a comprehensive emergency procedure and evacuation plan and include details in the Construction Phase Plan. As work progresses it is important that the Principal Contractor updates the procedures as appropriate. The plan must detail areas of live escape routes which may need to be maintained to areas of proposed works (see item 2.2.1).

The nearest hospital with an accident and emergency department is 3.1 miles away (approx. 7 minutes) Princess Royal Hospital, Lewes Road, Haywards Heath, West Sussex, RH16 4EX tel 01444 441881.

2.2.9 "no-go" areas or other authorisation requirements for those involved in the project:

All contractor personnel must remain at all times within the area of current works phase and or associated compound or access routes agreed. Should there be a need for contractors to access other areas for services isolations etc, then these must be pre arranged and agreed with the on site client team's designated representative well in advance.

COVID-19 - The contractor must identify his own procedures for the management and control of COVID-19 in the areas of proposed works and must provide the client team with their intended procedures.

2.2.10 Any areas the client has designated as confined spaces:

None currently identified.

2.2.11 Smoking restrictions:

No smoking, vaping or the like is allowed.

2.2.12 Parking restrictions:

Parking should be restricted to the areas identified within the logistics plans contained within appendix L of this PCI document. Vehicles should not park or access the grass verges of the driveway or utilise the clients staff, residents or visitors car park.

2.2.13 Access for emergency vehicles:

All emergency routes are to be kept open and unhindered at all times. Particular emphasis is to be given to keeping emergency vehicle access clear around the site.

3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 Safety hazards: -

3.1.1 Boundaries and site access, including temporary access:

The Site can be accessed off Cyprus Road and also from the Local Authority Car Park at the rear of the building.

Access and Parking should be restricted to the areas identified within the demolition phase construction environmental management plan and dust control strategy contained within appendix G of this PCI document. Vehicles should not park or access the footpath on Cyprus Road and contractors vehicles utilising parking spaces within the LA car park must pay the appropriate parking tariff for the period of use.

3.1.2 Any restrictions on deliveries or waste collection or storage:

Waste must not be allowed to accumulate and should be removed regularly.

Skips should be located in an agreed designated area, preferably away from boundaries. Materials are to be safely stored within skips and if high winds are predicted suitable netting / tarpaulins are to be used to prevent materials from being blown away.

All deliveries / removals from site should be escorted by banksmen.

3.1.3 Adjacent land uses:

The works are to be carried out in urban location, with the neighboring properties as noted above.

3.1.4 Existing storage of hazardous materials:

None currently identified.

3.1.5 Location of existing services particularly those that are concealed:

The Principal Contractor must conduct his own investigations in order to determine precise positions of the existing services. The available record information is contained within appendix C of this PCI document.

3.1.6 Ground conditions, underground structures or water courses where this might affect the safe use of plant:

Refer to structural engineers details for the proposed extent of demolition and substructure retention. The SI information available is located within appendix H of this PCI document. It should be noted that traces of asbestos were noted below the GF slab and the SI report states *'Asbestos containing construction materials were not identified visually on the site during the siteworks. However, asbestos screening and subsequent quantification indicated chrysotile asbestos fibre contamination to a maximum level of 0.060% within TP2a in Made Ground soil beneath the current building footprint.'* Additionally elevated PAH indicative compound levels were noted. Refer to the detailed SI information.

3.1.7 Information about existing structures:

The existing building appears to be masonry construction at basement and ground level and it is possible that the building was originally build as a single storey flat roof building (or in part) and has been extended upwards at some point in the past. The mansard section of the building may be steel framed but this has not been verified.

3.1.8 Previous structural modifications:

As noted above.

3.1.9 Fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure / site:

None known.

3.1.10 Difficulties relating to plant and equipment in the premises:

None, other than there are no mains services so the contractor will be required to make alternative arrangements. These should be identified in the contractors Construction Phase H&S Plan.

3.1.11 Health and safety information contained in earlier design, construction or “as built” drawings:

Refer to the appendices A-J of this PCI document for record and survey information and refer to item 1.3.1.

3.1.12 General lighting levels

The site is located in an urban area with some street lighting, consideration may need to be given to the provision of temporary lighting around the site in periods of shorter daylight hours.

3.2 Health hazards: -

3.2.1 Asbestos, including results of surveys:

The Client has undertaken a Refurbishment / Pre-Demolition Survey of the building. Loose asbestos fragments were identified and these were removed by Dorton's – copies of consignment notes and clean air certification is included within appendix A. The remaining asbestos identified within the report remains on site and is to be removed as part of the demolition works.

It should be further noted within the soils investigation report, asbestos fragments were identified in the sub base fill material of the ground bearing slabs to some of the trial holes. Refer to the reports within appendix H.

Notwithstanding this, the Principal Contractor is advised to remain vigilant and if any further material suspected of containing asbestos is encountered during the course of the works, the Principal Contractor is to notify the Contract Administrator and Principal Designer before proceeding.

3.2.2 Existing storage of hazardous materials:

None known.

3.2.3 Contaminated land, including results of surveys:

Refer to the soils investigation report within appendix H and item 3.1.6, notwithstanding this, the Principal Contractor is advised to take due care and notify the Contract Administrator and CDM Advisor if he encounters any material(s) he considers might be hazardous to health.

3.2.4 Existing structures containing hazardous materials:

The Principal Contractor is advised to take due care and notify the Contract Administrator and CDM Advisor if he encounters any material(s) he considers might be hazardous to health. Also refer to 3.2.1 – asbestos and appendix A.

3.2.5 Health risks arising from client's activities:

None known.

3.2.6 Pest Infestation:

A vermin survey was undertaken at the site on 30th November 2018 by Rentokil. No signs of vermin were reported, however the advice was upon commencement of demolition traps be provided as demolition was likely to disturb vermin. The contractor should make arrangements to provide vermin traps as appropriate prior to and upon commencement.

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Significant design assumptions and suggested work methods, sequences or other control measures:

Demolition of structures only as far as surrounding ground level so as not to disturb surrounding surfaces and buildings.

4.1.1 Arrangements for co-ordination of ongoing design work and handling design changes:

The health and safety implications of any design change needs to be considered by the party instigating the change and relevant information passed to the principal designer. A change control procedure will be in place under the terms of the contract as directed by the Contract Administrator.

~~Mechanical and Electrical contractors may carry out design on their aspects of work during the construction phase. In addition to the co-ordination work expected with the principal contractor, details of all such work must be relayed as soon as available to the principal designer to ensure design development is well co-ordinated.~~

4.1.2 Significant risks identified during design:

Although no significant risks have been identified, we would like to draw attention to the following items requiring the Principal Contractor's particular consideration: -

- Asbestos (should concealed asbestos be encountered)
- Deep excavations / landslip (foundations)
- Stability of existing structure during demolition – temporary works designs / sequencing
- Working at height
- Exposure of the site (high winds)
- Works within a live environment and maintaining access and emergency egress routes.
- Traffic Management

4.1.3 Materials requiring particular precautions:

- Insitu concrete.
- Heavier steel or concrete beams, blocks / lintels.
- Asbestos

4.1.4 Any other information produced to date:

None, over and above that given in the tender documents and appended to this document.

5. THE HEALTH AND SAFETY FILE (INCORPORATING THE BUILDING MANUAL)

It is a requirement of the Regulations that the principal contractor in discussions with the CDM Advisor identifies the input required of contractors for inclusion in the health and safety file, and implements an effective management system by which such information is promptly provided to the CDM Advisor.

The client requires two copies of the health and safety file in hard copy format together with 2 copies on CD/Flash Drive back-up with drawings in dwg & pdf format

5.1 Format, collection and provision of information:

Format and content:-

- (a) a brief description of the work carried out within each phase.
- (b) residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, buried services etc)
- (c) key structural principle (e.g., bracing, sources of substantial stored energy –including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there- unlikely in this project
- (d) hazardous materials used (for example lead paint; pesticides; special coatings which should not be burned off etc)
- (e) information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc)
- (f) health and safety information about equipment provided for cleaning and maintenance of installed materials or maintaining the structure
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire fighting services etc
- (h) information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartmentalisation etc)

For a full description of the contents and presentation of the separate O&M manuals, the Project Manager should be consulted.

The contents for the Health & Safety File and Building Manual should also include the following where applicable:

- A project directory and contact details for aftercare
- Brief description of the work carried out
- Record or as-built drawings including means of safe access and egress to and from the building and to access services, voids, etc.
- Residual hazards that remain ~~(such as any asbestos which may have been left in the building) and any hazardous materials that have been used in the construction~~
- Key structural information which relates to safety i.e. bracing, safe working loads, tensioned elements etc. Information on significant or difficult to manage hazards related to demolition or dismantling must be included e.g. demolition sequences.
- Information regarding the maintenance and removal or dismantling of installed plant and equipment, means of safe access etc.
- ~~Health and safety information and good practice guidance about equipment for cleaning or maintaining the structure~~
- ~~Guidance and manufacturers recommendations for the cleaning and maintenance of elements built into the works e.g. floor coverings, wall coverings, white goods, kitchen~~

~~units, furniture etc. including up to date technical literature and current COSHH data sheets~~

- ~~• Guidance and manufacturers recommendations for the cleaning and maintenance of the external cladding or envelope~~
- Nature, location and marking of significant utilities and services
- A directory of sub contractors and suppliers
- Copy of the Building Control Completion Certificate – Essential

5.1.1 O&M Manuals - Format, collection and provision of information:

The contents of the M&E O&M's, provided by your mechanical and electrical subcontractors should be as follows where applicable:

- The purpose of the installation
- Installation records including as-built drawings
- Description of the installation
- How the installation is to be used
- How to keep the installation operational
- Maintenance schedules
- How the installation may be changed
- Disposal of the installation
- Project description and location of installation
- Details of sub contractors and suppliers
- Information of all guarantees with expiry dates and contact details
- Test certificates for electrical installation, emergency lighting, fire alarm, etc. – Essential
- Test certificates and commissioning information for the mechanical installation inc chlorination certificates for water supplies – Essential
- Manufacturers guarantees and warranties
- Insurance inspection reports
- Safety and fire certificates
- The system type, location and what it serves
- Design data, basic design parameters and basic assumptions made during design
- Reasons for selecting particular plant
- Equipment schedule
- Parts identification and recommended spares
- Spares policy
- Commissioning data
- Operational data
- Manufacturers instructions
- Manufacturers literature

Appendices

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Appendix 'E' - Ecology Surveys

Appendix 'F' - Planning Information

Appendix 'G' – Demolition Environment Management Plan & Dust Control Strategy

Appendix H – Soils Investigation Report

Appendix J – Mains Services Disconnections

Appendix A

Appendix 'A' – Asbestos Information

Appendix B

Appendix 'B' – Building Condition Survey

Appendix C

Appendix 'C' – Utility Searches

Appendix D

Appendix 'D' – Topographical & Buried Services Drawings

Appendix E

Appendix 'E' - Ecology Surveys

Appendix F

Appendix 'F' - Planning Information

Appendix G

Appendix 'G' – Demolition Environment Management Plan & Dust Control Strategy

Appendix H

Appendix H – Soils Investigation Report

Appendix J

Appendix J – Mains Services Disconnections

Appendix K

Appendix 'K' – Designers Risk Assessments

PRE-CONSTRUCTION INFORMATION

BHTC – Demolition RBL Building

