

Berrys

Witney Town Council

Witney Sports Ground - New Depot Building and Alterations to Pavillion Building

Preliminaries

15-09-2025

Demolition of the existing Witney Mils Bowls Club building and construction of a new depot building, covered parking and storage. Additionally, refurbishment of the existing sports & social club, including the introduction of a lift and layout alterations

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A10 Project particulars

Clauses

110 The Project

1. **Name:** New Build Depot and Rennovations at Witney Sports Ground
2. **Nature:** Demolition of the existing Witney Mills Bowls Club building in the sports ground and construction of a new depot building with covered parking and storage. Additionally, refurbishment of the existing sports & social club, including the introduction of a lift and layout alterations.
3. **Location:** West Witney Sports and Social Club
Burford Rd, Witney OX29 0NB
4. **Timescale for construction work:** Start August 2025 - TBC Duration - 20 Weeks

120 Employer (client)

1. **Name:** Witney Town Council
2. **Address:** Witney Town Council
51B Market Square
Witney OX28 6AG
3. **Contact:** Adam Cook
4. **Telephone:** 01993 704 379
5. **Email:** Adam.cook@witney-tc.gov.uk

130 Principal Contractor (CDM/ Building Regulations)

1. **Duties:** Fulfil all applicable duties that relate to the role of Principal Contractor for the purposes of the [CDM Regulations](#) and [Building Regulations](#).
2. **Name:** TBC - Tender Stage
3. **Address:** TBC - Tender Stage
4. **Contact:** TBC - Tender Stage
5. **Telephone:** TBC - Tender Stage
6. **Email:** TBC - Tender Stage
7. **Competence:** TBC - Tender Stage
 - 7.1. **Standard:** Minimum competencies in accordance with [PAS 8672](#).
 - 7.2. **Evidence of competence:**
 - 7.2.1. **Submittals:** PAS 8672 certification in digital format
 - 7.2.2. **Timing:** With the Tender

140 Architect/ contract administrator Phase 1

1. **Name:** Berrys
2. **Address:** 42 Headlands, Kettering NN15 7HR
3. **Contact:** Jon Nix
4. **Telephone:** 07881 108 361
5. **Email:** Jon.nix@berrys.uk.com

141 Architect/ contract administrator Phase 2

1. **Name:** Berrys
2. **Address:** 42 Headlands, Kettering NN15 7HR

Berrys
15-09-2025

3. Contact: Chloe Loader
4. Telephone: 07469 687 146
5. Email: chloe.loader@berrys.uk.com

150 Principal Designer (CDM/ Building Regulations)

1. Duties: Fulfil all applicable duties that relate to the role of Principal Designer for the purposes of the [CDM Regulations](#) and [Building Regulations](#).
2. Name: Berrys
3. Address: 42 Headlands, Kettering NN15 7HR
4. Contact:
5. Telephone:
6. Email:

160 Quantity Surveyor

1. Name: TBC
2. Address:
3. Contact:
4. Telephone:
5. Email:
6. Evidence of competence:
 - 6.1. Submittals:
 - 6.2. Timing:

170 Structural Engineer

1. Name: SWJ
2. Address: SWJ Consulting
1st Floor Suite
Albion House
Compton Way
Witney
Oxfordshire
OX28 3AB
3. Contact: TBC
4. Telephone: 01993 225085
5. Email: mail@swjconsulting.co.uk

175 Mechanical Engineer

1. Name: To form part of Contractors Design portion
2. Address:
3. Contact:
4. Telephone:
5. Email:
6. Competence:
 - 6.1. Standard: UK-SPEC HRB Chartered Engineer (CEng) core competencies and building services discipline annex.
 - 6.2. Evidence of competence:

6.2.1. **Submittals:** Proof of assessment to UK-SPEC HRB core competencies including building services discipline annex.

6.2.2. **Timing:** Submitted with tender

178 Electrical Engineer

1. **Name:** To form part of Contractors Design portion

2. **Address:**

3. **Contact:**

4. **Telephone:**

5. **Email:**

6. **Competence:** UK-SPEC HRB Chartered Engineer (CEng) core competencies and building services discipline annex.

6.1. **Standard:**

6.2. **Evidence of competence:**

6.2.1. **Submittals:** Proof of assessment to UK-SPEC HRB core competencies including building services discipline annex.

6.2.2. **Timing:** Submitted with tender

Ω End of Section

A11

Tender and contract documents

Clauses

110 Tender Drawings

1. The tender drawings are:
 - 1.1. Phase 1 - Demolition of Bowls Club and Construction of Depot:
 - XX-PL-A-100 A1 - Depot Proposed Plans
 - FD-PL-A-101 A1 - Depot Foundation Plan
 - 00-PL-A-102 A1 - Depot Ground Floor GA
 - 01-PL-A-103 A1 - Depot First Floor GA
 - RF-PL-A-104 A1 - Depot Roof Plan
 - XX-PL-A-110 A1 - Storage Building GA
 - XX-PL-A-120 A1 - Car Port GA
 - EL-PL-A-200 A1 - Depot Proposed Elevations
 - EL-PL-A-201 A1 - Depot Proposed Elevations
 - EL-PL-A-210 A1 - Storage Building Proposed Elevations
 - EL-PL-A-220 A1 - Car Port Proposed Elevations
 - SE-PL-A-300 A1 - Depot Proposed Section
 - ST-PL-A-301 A0 - Proposed Site Plan
 - SE-PL-A-310 A1 - Storage Building Proposed Section
 - SE-PL-A-320 A1 - Car Port Proposed Section
 - SC-PL-A-800 A1 - Door Schedule
 - 1.2. Phase 2 - Renovation of Sports & Social Club:
 - 2303 - 100 WD GROUND FLOOR PLAN
 - 2303 - 101 WD FIRST FLOOR PLAN
 - 2303 - 102 WD ELEVATIONS
 - 2303 - 103 WD SECTIONS

120 Contract drawings

1. The contract drawings: The same as the tender drawings.

130 Quantities drawings

1. The drawings from which the bills of quantities were prepared are the tender drawings.
2. Exceptions:

160 Pre-construction information

1. **Format:** The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

Ω End of Section

A12

The site/ existing buildings

Clauses

110 The site

1. **Description:** The proposed works are located within the grounds of the Witney Sports and Social Club, a multi-facility recreational site situated on the outskirts of Witney, Oxfordshire. The overall site encompasses a number of individual sporting organisations, including:

- **Witney Tennis Club**, located to the northern end of the grounds;
- **West Witney Sports and Social Club**, providing changing, social and bar facilities;
- **West Witney Bowls Club** and **Witney Mills Bowls Club**, both of which share a single bowls green located to the southern portion of the site.

The grounds are arranged around a centrally located, reasonably sized shared car park which serves visitors and members across all clubs. This central area provides vehicular access to the various facilities within the complex.

To the east of the site, there are marked sports fields used for a variety of outdoor team sports and community events. The tennis courts are situated to the north, adjacent to the main clubhouse, and are enclosed with secure fencing. To the south, the shared bowls green is in frequent use during the spring and summer months.

The entire site is accessed via a single main vehicular entrance off the B4047 (Burford Road). This access point connects to the internal driveway leading to the central parking area and provides the only formal route for construction access, deliveries, and emergency services. The entrance is of sufficient width for standard construction vehicles, although coordination will be required to ensure minimal disruption to ongoing club activities during the works.

The site is generally flat with well-maintained grassed areas and landscaping.

120 Existing buildings on/ adjacent to the site

1. **Description:** The Witney Sports Complex comprises a number of existing buildings that serve the various clubs and sporting groups operating within the grounds. These structures vary in age, construction type, and condition, but are all currently in active use. A summary of the principal buildings on site is provided below:

- **Witney Tennis Club Pavilion** - Located at the northern end of the site, this is a single-storey timber-framed and timber-clad structure with pitched roof. It provides basic amenities for the tennis club. The building presents a modest footprint and is of lightweight construction, consistent with its ancillary function.
- **West Witney Sports and Social Clubhouse** - Centrally located and serving as one of the main buildings on site, the sports and social club is a two-storey structure of traditional brick construction with a dual-pitched tiled roof. The building includes timber cladding to sections of the upper elevation. Internally, it houses a licensed bar, function rooms, offices, changing areas, and sanitary facilities. The building is the principal social and operational hub for the site and is regularly in use throughout the week.
- **West Witney Bowls Club Pavilion** - Positioned to the south of the main clubhouse, the West Witney Bowls Club building is a single-storey structure of brick construction, with a pitched roof clad in interlocking concrete tiles. It provides changing facilities, storage for bowls equipment, and a modest communal area. The building opens directly onto the shared bowling green and supports frequent seasonal use.
- **Witney Mills Bowls Club Pavilion** - Also adjacent to the bowling green, this facility is a single-storey building with a mono-pitched roof and uPVC cladding to the external elevations. It is smaller in scale compared to the other structures and functions primarily as a support building for the Witney Mills Bowls Club, providing basic shelter and equipment storage.

To the west and south of the site, the boundary adjoins areas occupied by industrial and commercial buildings. These neighbouring properties include light manufacturing units,

warehouses, and associated service yards. These buildings are typically of steel portal frame construction with profiled metal cladding and large-span pitched or mono-pitched roofs. To the east, the site opens onto open sports pitches and green space, which provide a buffer to nearby residential areas further beyond.

140 Existing utilities and services

1. **Other information:** Contractor to review plan using the information regarding the water and electricity on site from Amber Utilities Survey and confirm if these are likely to be disturbed during the works.

160 Soils and ground water

1. **Information:** Included in the tender documents.

170 Site investigation

1. **Report:** Included in the tender documents.

200 Access to the site

1. **Description:** Access to the Witney Sports and Social Club is via a single vehicular and pedestrian entrance located on the northern boundary of the site, directly off the B4047 (Burford Road). This access point serves all users of the facility, including members, visitors, service providers, and emergency vehicles.
From the main entrance, vehicles proceed along a tarmac-surfaced access road that runs southward into the site and leads directly to the central car park. The access road is of adequate width for two-way vehicle movement under normal conditions and is regularly used by cars and light goods vehicles.
The central car park, located at the heart of the site, provides standard vehicle bays and serves as the primary hub for pedestrian access to all facilities, including the sports and social club, tennis courts, and both bowls clubs. The area is surfaced, line-marked, and fitted with basic lighting to support day and evening use.
2. **Limitations:** The B4047 entrance is the sole access point to the site. No alternative vehicular access routes are available, which places importance on careful traffic planning during construction.
While suitable for cars and small vans, larger construction vehicles may require traffic management measures for safe entry and exit, particularly during busy periods or if reversing movements are necessary.
The central access road and car park must remain operational for club members, staff, and emergency services throughout the duration of the works. Any restriction of access will require prior approval and temporary measures must be clearly communicated and signed.
The site supports regular sporting events, particularly during evenings and weekends, which may lead to periods of high footfall and parking demand. Construction-related deliveries and on-site activities should be scheduled to avoid conflict with peak usage times wherever possible.
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

210 Parking

1. **Restrictions on parking of the Contractor's and employees' vehicles:** Parking provisions are to be agreed with the Client prior to works commencing.

220 Use of the site

1. **General:** Do not use the site for any purpose other than carrying out the Works.
2. **Limitations:** None

230 Surrounding land/ building uses

1. **General:** Adjacent or nearby uses or activities are as follows:

- 1.1. The Witney Sports and Social Club is located on the western edge of Witney, Oxfordshire, within a mixed-use area comprising recreational, residential, and commercial land uses..

240 Health and safety hazards

1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
 - 1.1. The contractor shall comply with all relevant health and safety legislation, including the CDM Regulations 2015. Key hazards on this live site include the presence of the public, shared vehicular access via the main entrance and central car park, and close proximity to occupied buildings. Particular care is required during demolition works, which introduce risks such as falling debris, dust, noise, and potential structural instability. A pre-demolition survey, including asbestos checks, must be undertaken, and demolition must be carried out under a detailed method statement and risk assessment. Existing live services must be identified and isolated where necessary. Measures to control noise, dust, and vibration must be in place to protect users and the environment, and all works must be carefully coordinated to ensure safe, unobstructed access for club members and emergency services. Suitable welfare, signage, and traffic management are to be provided throughout the construction period..
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
3. **Site staff:** Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 Site visit

1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** Contact the Employer and CC Contract administrator

Ω End of Section

A13

Description of the work

Clauses

120 The works

1. **Description:** The works comprise of 2 Phases.

- Phase 1 relates to the Depot works which involve the demolition and complete site clearance of the existing Witney Mills Bowls Club building and associated structures located at the southern end of the Witney Sports and Social Club grounds. Following demolition, a new depot facility is to be constructed to support grounds maintenance operations. The new building will include internal areas for tractor and mower storage, a single-storey mezzanine for additional storage, male and female W/C facilities, locker rooms, a plant room, a canteen, and secure tool storage. Externally, the works will provide covered parking bays for cars and vans, including electric vehicle charging points. The project also includes the construction of a separate small general storage building within the vicinity of the depot. All works are to be undertaken with due regard for the ongoing operation of surrounding club facilities, requiring careful coordination, phased access, and appropriate site protection measures.
- Phase 2 works are to the Witney Mills Sports and Social Club building. The proposed works comprise internal refurbishment and external alterations to the existing West Witney Sports Club building. Internally, the ground floor will be reconfigured to improve spatial efficiency, including the formation of new storage areas, redefined circulation routes, and adaptations to internal partitions and door openings. Mechanical and electrical services will be modified to suit the revised layout, with upgrades to lighting, power, and heating systems as required. A key element of the works includes the provision and installation of a new passenger lift to improve accessibility between ground and first floor levels. This will involve structural adaptations to accommodate the lift shaft and pit, coordination of lift services (power and controls), and all associated builder's work in connection. Finishes will be made good around the new installation to match existing or to new specifications. On the first floor, internal alterations will include reorganisation of existing spaces to enhance functionality and access, including adjustments to floor levels where necessary and modifications to electrical infrastructure such as the relocation of distribution boards and associated cabling. Externally, the works include alterations to the building envelope, with modifications to windows, doors, and external finishes to reflect the internal changes and to upgrade the building's overall aesthetic. The works will include all necessary demolition, enabling works, and making good, and will be carried out in compliance with current Building Regulations, DDA requirements, and other statutory obligations. All work is to be completed in accordance with the architect's drawings and specifications, and in coordination with relevant structural and M&E consultants.

Ω End of Section

A20

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

Clauses

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

- The Contract: [JCT Intermediate Building Contract with contractor's design 2024 Edition](#).
- Requirement: Allow for the obligations, liabilities and services described.

Recitals

First - The Works

- Comprise: Works across 2 Phases:
 - Phase 1 - Demolition of the existing Witney Mills Bowls Club building in the sports ground and construction of a new depot building with covered parking and storage.
 - Phase 2 - Refurbishment of the existing West Witney Sports & Social Club building, including the introduction of a lift and layout alterations
- Location: See [clause A12/110](#)

Second - Contractor's Designed Portion

- The Works include the design and construction of: The contractor shall be responsible for the design, coordination, and integration of all electrical and mechanical building services required to meet the performance and specification criteria outlined in the Employer's Requirements. This includes, but is not limited to, systems for heating, ventilation, air conditioning, domestic water, above-ground drainage, power distribution, lighting, emergency systems, and controls. The contractor's design shall comply with all relevant statutory requirements, including the Building Regulations, CDM Regulations 2015, British Standards (including BS 7671), and industry best practice (e.g. CIBSE guides). As a designer under CDM 2015, the contractor shall identify, eliminate, or reduce foreseeable health and safety risks through design and coordination. Design deliverables shall include fully coordinated drawings, performance specifications, calculations, and equipment schedules. The contractor shall also prepare and submit design risk assessments, commissioning plans, and contribute to the Health and Safety File. All design outputs are to be submitted to the contract administrator for review and acceptance prior to installation, and included in the Operation and Maintenance (O&M) manuals at handover.

Third - Contract Drawings

- The Contract Drawings: As listed in clause A11/120.

Fourth - Other documents supplied by the Employer

- Comprise:
- Named person: The whole of the text referring to a named person as a subcontractor be deleted.

Fifth A - Pricing by the Contractor

- Option A will apply: Option B will be deleted.
- Priced Document: Work Schedules.

Eleventh - Division of the Works into Sections

- The Eleventh Recital will not be deleted.

Articles

4 - Architect/ Contract Administrator

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

5 - Quantity Surveyor

- Quantity Surveyor: See clause A10/160.

6 - CDM Regulations - Principal Designer and Principal Contractor

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

7 - Building Regulations - Principal Designer and Principal Contractor

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

10 - Legal proceedings

- Amendments:

Contract Particulars

Fourth Recital - Employer's Requirements

- **Comprise:** The Employer's Requirements for this project are defined by the drawings and the schedule of works provided. These documents form the basis of the contractor's obligations and set out the scope, quality, and timing of the works to be undertaken.

Sixth Recital - Contractor's Proposals/ CDP Analysis

- **Comprise:** TO BE COMPLETED BY CONTRACTOR.
- **Specific Requirements:**

Eighth Recital and Clause 4.6 - Construction Industry Scheme

- Employer at Base Date is a 'contractor' for the purposes of the CIS.

Tenth Recital - CDM Regulations

- The project is notifiable.

Eleventh Recital - Description of Sections

- **Description of Sections:** Works to be carried out across 2 Phases. See Clause A13/120

Thirteenth Recital and Schedule 4 - Supplemental Provisions

- Health and safety: Supplemental Provision 1 applies.
- Cost savings and value improvements: Supplemental Provision 2 does not apply.
- Performance Indicators and monitoring: Supplemental Provision 3 does not apply.

Article 9 - Arbitration

- Article 9 and clauses 9.4 to 9.9 (Arbitration) apply.

Clause 1.1 - Base Date

- Base Date: 1st July 2025

Clause 1.1 - Dates for Completion of Sections

- Dates for Completion of Sections
 - Section: 1 (Phase 1): Date: TBC - Duration 10 Weeks.
 - Section: 2 (Phase 2): Date: TBC - Duration 10 Weeks.

Clause 1.7.3 - Addresses for service of notices

- Employer
 - Address: TBC
 - Email:
 - Fax number:
- Contractor
 - Address: TO BE COMPLETED BY CONTRACTOR.
 - Email: TO BE COMPLETED BY CONTRACTOR.
 - Fax Number: TO BE COMPLETED BY CONTRACTOR.

Clause 1.7.4.2 - Service of notices by email

- Clause 1.7.4.2: TBC
- Employer's email:
- Contractor's email: TO BE COMPLETED BY CONTRACTOR.

Clause 2.4 - Date of Possession of the site

- Date of Possession of the site: TBC

Clause 2.23.2 - Liquidated Damages

- Damages
 - Section 1 (Phase 1): At the rate of £757.00 per Calendar Week or pro rata thereto.
 - Section 2 (Phase 2): At the rate of £1413.00 per Calendar Week or pro rata thereto.

Clause 2.29 - Section Sums

- Section Sums
 - Section 1 (Phase 1): Sum: To be advised.
 - Section 2 (Phase 2): Sum: To be advised.

Clause 2.30 - Rectification Period

- Period
 - Section 1 (Phase 1): Twelve months.
 - Section 2 (Phase 2): Twelve months.

Clause 2.34.3 - Contractor's Designed Portion

- Limit of Contractor's liability for loss of use: Unlimited

Clause 4.3 and 4.9 - Fluctuations Provision

- Fluctuations Provision: no Fluctuations Provision applies

Clause 4.7 - Advance payment and Advance Payment Bond

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1 - Interim payments - Interim Valuation Dates

- The first Interim Valuation Date is: The last working day of the month following the date of possession of the site , and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1 - Interim payments - percentages of value

- Not achieved practical completion: 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%.
- Completed works: Where the Works, or those works in a Section or Relevant Part, have achieved practical completion, the percentage in respect of the completed works is 97.5%.

Clause 4.10.4 - Listed Items - uniquely identified

- The Contract Particulars item for clause 4.10.4 will be deleted.

4.10.5 - Listed Items - not uniquely identified

- Listed Items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 - Contractor's Public Liability Insurance: Injury to persons or property

- Insurance cover for any one occurrence or series of occurrences arising out of one event: £5,000,000 (five million pounds)

Clause 6.5.1 - Insurance - liability of Employer

- Insurance is not required.

Clause 6.7 and Schedule 1 - Works insurance - Insurance Options

- Schedule 1: Insurance Option A applies.
- Percentage to cover professional fees: 15 per cent.
- If Option A applies, annual renewal date (as supplied by the Contractor): TO BE COMPLETED BY CONTRACTOR.

Clause 6.15 - Joint Fire Code

- The Joint Fire Code: Does not apply.

Clause 6.19 - Contractor's Designed Portion - Professional Indemnity Insurance

- Level of cover:
 - Amount of indemnity required: Is for any one claim or series of claims arising out of one event.

- and is £ 5,000,000.00 Five Million Pounds.
- Expiry of required period of CDP Professional Indemnity Insurance: 6 years

Clause 9.1 - Notification and negotiation of disputes

- The respective nominees of the Parties are
 - Employer's nominee: TBC
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR.
- Or such replacement as each Party may notify to the other from time to time.

Clause 9.3.1 - Adjudication

- The Adjudicator is: TBC
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors

Clause 9.5.1 - Arbitration

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

Conditions - No Amendments

Section 1: Definitions and Interpretation - No Amendments

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works - No Amendments

Section 4: Payment - No Amendments

Section 5: Variations - No Amendments

Section 6: Injury, Damage and Insurance - No Amendments

Section 7: Assignment, Performance Bonds and Guarantees and Collateral Warranties - No Amendments

Section 8: Termination - No Amendments

Section 9: Settlement of Disputes - No Amendments

Project Bank Account

Project Bank Account

- General: Comply with the requirements and obligations of the [JCT Project Bank Account Agreement \(PBA 2022\)](#). The enabling provisions and clauses X.1 and X.2 will be inserted into the building contract, and clauses Y1 and Y2 will be inserted into subcontracts.
- Details
 - Employer: The Employer
 - Contractor: The Contractor
 - Sub-Contractor(s):
- Exceptions:

Execution

Execution

- The Contract: Will be executed under hand.

Ω End of Section

A30

Tendering/ subletting/ supply

Main contract tendering

110 Scope

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

145 Tendering procedure

1. **General:** In accordance with the principles of: Single Stage Tender.
2. **Arithmetical errors:** Pricing document is dominant.

145 Tendering procedure

1. **General:** In accordance with NBS Guide to Tendering for Construction Projects.
2. **Errors:** Alternative 2 is to apply.

160 Exclusions

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

170 Acceptance of tender

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

190 Period of validity

1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 4 Weeks.
2. **Date for possession/commencement:** See section A20.

Pricing/ submission of documents

210 Preliminaries in the specification

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

250 Priced documents

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

310 Tender

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

440 Schedule of Rates

1. **Schedule of Rates (unpriced):** Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
2. **Fully priced copy**
 - 2.1. **Submittal date:** With the tender

480 Programme

1. **Programme of work:** 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.
2. **Submit:** With tender.

510 Alternative method tenders

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

515 Alternative time tenders

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

530 Substitute products

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

550 Health and safety information

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

3. **Submit:** With the tender

570 Outline construction phase health and safety plan

1. **Content:**

- 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
- 1.2. **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
- 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
- 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
- 1.5. **Emergency:** Procedures including those for fire prevention and escape.
- 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
- 1.7. **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
- 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
- 1.9. **Welfare facilities:** Include appropriate arrangements.

2. **Submittal date:** Within one week of request.

599 Freedom of Information Act

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

Subletting/ supply - No Amendments

Ω End of Section

A31

Provision, content and use of documents

Definitions and interpretations

110 Definitions

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

120 Communication

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

130 Products

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

135 Site equipment

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

140 Drawings

1. **Definitions:** To [BSRIA BG 6 Design framework for building services](#).
2. **CAD data:** In accordance with BS EN ISO 19650.

145 Contractor's choice

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

155 Submit proposals

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

160 Terms used in specification

1. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes removal and disposal of associated pipework, wiring, ductwork or other services.
2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.

4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.
14. **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.

170 Manufacturer and product reference

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

200 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Information to be submitted:**
 - Manufacturer and product reference.
 - Cost.
 - Availability.
 - Relevant standards.
 - Performance.
 - Function.
 - Compatibility of accessories.
 - Proposed revisions to drawings and specification.
 - Compatibility with adjacent work.
 - Appearance.

- Copy of warranty or guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
 5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

210 Cross references

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

220 Referenced documents

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

230 Equivalent products

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

240 Substitution of standards

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

250 Currency of documents and information

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

260 Sizes

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

Documents provided on behalf of the employer

410 Additional copies of drawings/ documents

1. **Additional copies:** Up to three sets issued free of charge.

440 Dimensions

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

460 The specification

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

Documents provided by contractor/ subcontractors/ suppliers

630 Technical literature

1. **Availability:** Retain on site for reference by supervisory personnel.
2. **Information:** Manufacturers' current information and relevant British Standards, relating to products to be used in the Works.

640 Maintenance instructions and guarantees

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

Ω End of Section

A32 Management of the works

Generally

110 Supervision

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

118 Vehicle safety requirements

1. **Vehicle equipment:** Ensure that all vehicles have the following:
 - Audible alert to other road users of 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 underrun guards.
2. **Drivers:**
 - Trained on vulnerable road user safety through an approved course.
 - Hold a current valid Certificate of Professional Competence.
 - Have a valid driving licence and be legally able to drive the vehicle.

120 Insurance

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

130 Insurance claims

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

140 Climatic conditions

1. **Climatic conditions:** Record accurately and retain.

150 Ownership

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

Programme/ progress

210 Programme

1. **Master programme:** When requested, and before starting work on site, submit a master programme for the Works in an approved form.
2. **Include:**

- 2.1. **Planning:** Planning and mobilization by the Contractor including subcontractor's work.
 - 2.2. **Engineering services:** Running in, adjustment, commissioning and testing of engineering services and installations.
 - 2.3. **Instructions:** Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - 2.4. **Concurrent work:** Work by others and concurrent with the Contract. The nature, scope and relevant limitations of which are suitably defined in the Contract Documents, as is the relationship with preceding and following work.
3. **Number of copies:** Two copies.
 4. **Submittal date:**

240 Notice of commencement of work

1. **Notice period (minimum):** Two weeks.

250 Monitoring

1. **Progress**
 - 1.1. **Records:** Record on a copy of the programme kept on site.
 - 1.2. **Delays:** Minimize. Take appropriate action to recover lost time.
 - 1.3. **Corrective action:** Where progress falls below target, submit proposals.
 - 1.4. **Submittal date:** As soon as possible.
 - 1.5. **Completion forecast:** Submit on the last working day of each week.
2. **Key Performance Indicators**
 - 2.1. **Details:**
 - 2.2. **Performance:** Record progress against each KPI.
 - 2.3. **Corrective action:** If performance falls below target, submit proposals.
 - 2.4. **Submittal date:** As soon as possible.

260 Site meetings

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

290 Notice of completion

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

310 Extensions of time

1. **Notice:** When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
2. **Details:** As soon as possible, submit:

- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date for Completion.
- All other relevant information required.

Control of cost

420 Removal/ replacement of existing work

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

430 Proposed instructions

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

440 Measurement

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

470 Products not incorporated into the Works

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

Ω End of Section

A33

Quality standards/ control

Standards of products and executions

110 Incomplete documentation

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

120 Workmanship skills

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

130 Quality of products

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

135 Quality of execution

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

140 Evidence of Compliance

1. **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
2. **Performance specification:** Submit upon request evidence of compliance with performance specifications, including:
 - Test reports indicating properties tested.
 - Pass or fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.
 - Test dates and times.
 - Identities of witnesses.
 - Analysis of results.

150 Inspections

1. **Products and executions:** Inspection, or other action, of products or executions must not be taken as approval, unless confirmed in writing and including:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.
 - Any associated conditions.

160 Related work

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

170 Manufacturer's recommendations/ instructions

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

180 Water for the works

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

Samples/ approvals

210 Samples

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

220 Approval of products

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

230 Approval of execution

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

Accuracy/ setting out generally

320 Setting out

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

330 Appearance and fit

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

340 Critical dimensions

1. **Critical dimensions:** Set out and construct the Works to ensure compliance with the tolerances stated.
2. **Location:** Detailed on drawings

350 Levels of structural floors

1. **Maximum tolerances for designed levels to be**
 - 1.1. Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - 1.2. Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - 1.3. Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - 1.4. Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - 1.5. Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - 1.6. Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 Record drawings

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

Services generally

410 Services regulations

1. **New or existing services:** Comply with the bye-laws or regulations of the relevant statutory authority.

420 Water regulations/ bye-laws notification

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

430 Water regulations/ bye-laws contractor's certificate

1. **On completion of the work:** Submit a certificate (copy where also required to the water Statutory Provider), including:
 - 1.1. **Installation:** Description of the new installation and/ or the work carried out to an existing installation, including the address.
 - 1.2. **Statement:** Confirmation that the installation complies with the relevant water regulations or bye-laws.
 - 1.3. **Inspection:** Provide the Contractor's name and address, the name and signature of the individual responsible for checking compliance and the date on which the installation was checked.

435 Electrical installation certificate

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

445 Service runs

1. **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
2. **Ducts, chases and holes:** Form during construction rather than cut in situ.
3. **Coordination with other works:** Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.

450 Mechanical and electrical services

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

Supervision/ inspection/ defective work

525 Access

1. **Extent:** Provide access to the Works at reasonable times; also to other places where the Contractor or subcontractors are preparing work for the Contract.
2. **Designate:** Architect Contract Administrator PM

540 Defects in existing work

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

560 Tests and inspections

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

2. **Confirmation:** One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
3. **Records:** Submit a copy of test certificates and retain copies on site.

580 Continuity of thermal insulation

1. **Record and report:** Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to the specification.
2. **Content:**
 - Address of premises;
 - the Contractor's name and address;
 - the name, qualification and signature of a competent person responsible for checking compliance; and
 - the date on which the installation was checked.
3. **Submit:** Before completion of the Works.
4. **Copy:** To be lodged in the Building Manual.

610 Defective products/ executions

1. **Proposals:** Where any execution or product is, or appears to be, not in accordance with the Contract, immediately submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
2. **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

Work at or after completion

710 Work before completion

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

720 Security at completion

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

730 Making good defects

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

Ω End of Section

A34 Security/ safety/ protection

Security, health and safety

110 Pre-construction information

1. **Location:** Integral with the project Preliminaries, including but not restricted to the following sections:
 - 1.1. **Description of project:** Sections A10 and A11.
 - 1.2. **Client's consideration and management requirements:** Sections A12, A13 and A36.
 - 1.3. **Environmental restrictions and on-site risks:** Section A12, A35 and A34.
 - 1.4. **Significant design and construction hazards:** Section A34.
 - 1.5. **The health and safety file:** Section A37.

120 Execution hazards

1. **Common hazards:** Not listed. Control by good management and site practice.
2. **Significant hazards:** The design of the project includes the following:
 - 2.1. **Hazard:** Working with electrical supply, working at height, dust, heavy lifting, manual handling, operation of heavy machinery, potential for asbestos.

130 Product hazards

1. **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document [EH40: Workplace exposure limits](#).
2. **Common hazards:** Not listed. Control by good management and site practice.

140 Construction phase health and safety plan

1. **Submission:** Present to the employer/ client no later than One week after the Pre-construction meeting.
2. **Confirmation:** Do not start construction work until written confirmation is received that the construction phase health and safety plan includes the procedures and arrangements required by the [CDM Regulations](#).
3. **Content:** Develop the plan from and draw on the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

150 Security

1. **Protection:** Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. **Access:** Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

160 Stability

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

170 Occupied premises

1. **Extent:** Existing buildings will be occupied and/ or used during the Contract as follows: Phase 2 Works.

2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

210 Safety provisions for site visits

1. **Access:** Provide at reasonable times.
2. **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
3. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
4. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

Protect against the following

340 Pollution

1. **Prevention:** Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. **Contamination:** If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

350 Pesticides

1. **Use:** Not permitted.

360 Nuisance

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

370 Asbestos containing materials

1. **Duty:** Report immediately any suspected materials discovered during execution of the works. Do not disturb, and agree methods for safe removal or encapsulation.

371 Dangerous or hazardous substances

1. **Duty:** Report immediately suspected materials discovered during execution of the works. Do not disturb and agree methods for safe removal or remediation.

375 Antiquities

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

380 Fire prevention

1. **Duty:** Prevent personal injury or death, and damage to the Works or other property from fire.
2. **Standard:** Comply with [Fire prevention on construction sites. The joint code of practice on the protection from fire of construction sites and buildings undergoing renovation](#), published by the [Fire Protection Association](#) (the 'Joint Fire Code').

390 Smoking on-site

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

400 Burning on-site

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

410 Moisture

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

420 Infected timber/ Contaminated materials

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

430 Waste

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

470 Invasive species

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

Protect the following

510 Existing services

1. **Confirmation:** Notify service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. **Identification:** Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. **Work adjacent to services:** 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.
4. **Identifying services**

- 4.1. **Below ground:** Use signboards, giving type and depth.
- 4.2. **Overhead:** Use headroom markers.
5. **Damage to services:** If any results from execution of the Works:
 - 5.1. **Action:** Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - 5.2. **Repair:** Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.
6. **Liability:** Measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
7. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 Roads and footpaths

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

530 Existing topsoil/ subsoil

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

540 Retained trees/ shrubs/ grassed areas

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

550 Retained trees

1. **Protected area:** Unless agreed otherwise, do not dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area. To make good and damage to the satisfaction of the Employer, local authority or other owner.
2. **Roots:** Do not sever if exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
3. **Ground levels:** Do not change within the root protection area.

555 Wildlife species and habitats

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

560 Existing features

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

570 Existing work

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

580 Building interiors

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

600 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
2. **Removal by Employer:**
 - 2.1. **Timing:** Before work starts in relevant areas.
 - 2.2. **Item:**

620 Adjoining property

1. **Agreement:** Access to and/ or use of the following has been agreed with adjacent owners.
2. **Details:**
3. **Permission:** Obtain as necessary from other owners if requiring to erect scaffolding on, or otherwise use, adjoining property.

625 Adjoining property restrictions

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

630 Existing structures

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

640 Materials for recycling/ reuse

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

Ω End of Section

A35

Specific limitations on method/ sequence/ timing

Clauses

160 Use or disposal of materials

1. **Specific limitations:** Where excavated fill material won off site cannot be reused on site, the Principal Contractor shall use their best endeavours to separate this material from organic matter and any other potential contaminates. The contractor should attempt to sell or transfer the material to another development site where fill is required. Transferring this material to a licensed waste removal specialist shall be taken as a last resort for disposal.
2. **Specific limitations:** High standards of cleanliness will always be maintained on site to prevent any health and safety issues arising from the inappropriately discarded or stored materials and waste. If hazardous materials/waste are encountered during the work, these will be handled, stored and disposed of in accordance with the relevant regulations with the Contractor seeking advice from an appropriately qualified and competent specialist. All waste materials will be disposed of in accordance with the Environmental Protection Act, specifically The Hazardous Waste Regulation 2005, by a licensed waste Contractor.

170 Working Hours

1. **Specific limitations:** No construction work including site clearance and delivery of materials shall be carried out except between the hours of 07.30 to 18.00 Monday to Friday and 08.00 to 13.00 on Saturdays and at no times on Sundays, Bank and Public Holidays. No heavy goods vehicles movements on weekends/bank holidays on the trackway in front of clubhouse as sports fields will be in use

Ω End of Section

A36 Facilities/ temporary work/ services

Generally

110 Spoil heaps, temporary works and services

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

Accommodation

210 Room for meetings

1. **Facilities:** Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.

Temporary works

340 Name boards/ advertisements

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

Services and facilities

410 Lighting

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

420 Lighting and power

1. **Supply:** Contractor to allow to supply own provision

430 Water

1. **Supply:** The contractor is to allow for bringing to site temporary facilities.

540 Meter readings

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

570 Personal protective equipment

1. **General:** Provide the equipment described below for the sole use of other members of the project team, in sizes to be specified.
2. **Safety helmets:**
 - 2.1. **Standard:** To [BS EN 397](#), neither damaged nor time expired.
3. **High-visibility waistcoats:**
 - 3.1. **Standard:** To [BS EN ISO 20471](#).
4. **Safety boots:**
 - 4.1. **Standard:** To [BS EN ISO 20345](#), with steel insole and toecap.
5. **Disposable respirators:**

- 5.1. Standard: To [BS EN 149](#), FFP1S.
 - 6. Eye protection:
 - 6.1. Standard: To [BS EN ISO 16321-1](#) and [BS EN ISO 16321-3](#), as appropriate.
 - 7. Ear protection:
 - 7.1. Standard: Muffs to [BS EN 352-1](#), plugs to [BS EN 352-2](#).
 - 8. Hand protection:
 - 8.1. Standard: To [BS EN 388](#), [BS EN 407](#), [BS EN ISO 21420](#) or [BS EN 511](#) as appropriate.
- Ω End of Section

A37

Operation/ maintenance of the finished works

Generally

110 The Building Manual

1. **Purpose:** The Building Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
2. **Scope**
 - 2.1. **Part 1: General:** content as clause 120.
 - 2.2. **Part 2: Fabric:** content as clause 130.
 - 2.3. **Part 3: Services:** content as clause 140.
 - 2.4. **Part 4: The Health and Safety File:** content as clause 150.
 - 2.5. **Part 5: Building User Guide:** content as clause 151.
3. **Responsibility for production:** Principal Contractor
4. **Date required:** Within 2 Weeks of Practical Completion
5. **Information provided by others:**
6. **Compilation:** Prepare all information for Contractor designed or performance specified work including as-built drawings. Obtain or prepare all other information to be included in the Building Manual.
7. **Reviewing the Building Manual:** Prepare and circulate a complete draft. Amend in the light of any comments and recirculate. Do not proceed with production of the final copies until authorized.
8. **Final copies of the Building Manual**
 - 8.1. **Number of copies:** 2
 - 8.2. **Format:** Electronic
 - 8.3. **Latest date for submission:**
9. **As-built drawings and schedules**
 - 9.1. **Number of copies:** 2
 - 9.2. **Format:** Electronic

120 Content of the Building Manual part 1: General

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual.
2. **Index:** List the constituent parts of the Building Manual, together with their location in the document.
3. **The Works:**
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant.
 - Health and safety information – other than that specifically required by the [Construction \(Design and Management\) Regulations](#).
4. **The Contract:**
 - Names, 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.
5. Operational requirements and constraints of a general nature:
- Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire-resisting doors, location of emergency alarm and firefighting systems, services, shut off valves switches, etc.
 - Emergency procedures and contact details in case of emergency.

130 Content of the Building Manual part 2: Building fabric

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual:
2. **Detailed design criteria:** Including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
3. **Construction of the building:**
 - A detailed description of methods and materials used.
 - As-built drawings recording the construction, together with an index.
 - Information and guidance concerning repair, renovation or demolition/ deconstruction.
4. **Periodic building maintenance guide chart:** Provide for all significant items of work.
5. **Inspection reports:**
6. **Manufacturer's instructions index:** Include relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
7. **Fixtures, fittings and components schedule and index:**
8. **Guarantees, warranties and maintenance agreements:** Obtain from manufacturers, suppliers and subcontractors.
9. **Test certificates and reports required in the specification:** Obtain, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.
 - Electricity and gas safety.
10. **Other specific requirements:**
11. **Timescale for completion:**

140 Content of the Building Manual part 3: Building services

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual:
2. **Detailed design criteria and description of the systems, including:**

- Services capacity, loadings and restrictions.
 - Services instructions.
 - Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
3. **Detailed description of methods and materials used:** For all items.
 4. **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.
 5. **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.
 6. **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.
 7. **Guarantees, warranties and maintenance agreements:** Obtain from manufacturers, suppliers and subcontractors.
 8. **Commissioning records and test certificates:** 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.
 9. **Equipment settings:** Schedules of fixed and variable equipment settings established during commissioning.
 10. **Preventative maintenance:** Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
 11. **Lubrication:** Schedules of all lubricated items
 12. **Consumables:** A list of all consumable items and their source.
 13. **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.
 14. **Emergency procedures:** For all systems, significant items of plant and equipment.
 15. **Annual maintenance summary chart:** For all systems.
 16. **Other specific requirements:**
 17. **Timescale for completion:**

150 Content of the Building Manual part 4: the Health and Safety File

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual:
 - 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.
2. **Information provided by others:**
3. **Timescale for completion:**

151 Content of the Building Manual part 5: the building user guide

1. **Content:** Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy and environmental strategy.
 - Water use.
 - Transport facilities.
 - Materials and waste policy.
 - Refit/ rearrangement considerations.
 - Reporting provision.
 - Training.
 - Links and references.
2. **Other specific requirements:**
3. **Timescale for completion:**

160 Presentation of Building Manual

1. **Format:** Electronic.
2. **As-built drawings:** The main sets may form annexes to the Building Manual.

220 Training

1. **Objective:** Before completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations, including items and procedures listed in the Building Manual.
2. **Level of training:**
3. **Time allowance (minimum):**

Ω End of Section

A54

Provisional work/ items

Clauses - No Amendments

Ω End of Section



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