

**Works for:**

**AIR HANDLING UNITS REFRUBISHMENT WORKS  
INCLUDING ASSOCIATED WORKS**

**AT**

**NATIONAL OCEANOGRAPHY CENTRE SOUTHAMPTON**

**Project Ref: 370**

**Preliminaries**

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**A10**  
**PROJECT PARTICULARS**

## A10 PROJECT PARTICULARS

### 110 THE PROJECT

- Name: AIR HANDING UNITS REFURBISHMENT WORKS INCLUDING ASSOCIATED WORKS
- Nature: Upgrade of supply Air Handling Units within Laboratory and Teaching Facilities including other associated works in the occupied and operational National Oceanography Centre Southampton.
- Location: NATIONAL OCEANOGRAPHY CENTRE SOUTHAMPTON (NOCS),
- Length of contract: See proposed project programme within Appendix B4  
The contractor is to develop this programme setting out the time required to execute the elements of the works and clearly identify the critical path and sequence that takes into account all aspects of the works, when orders should be placed, long lead items, noisy working and holiday periods so as to maintain the programme.  
In preparation of the programme the Contractor is to refer to information in Appendix B and working restrictions noted within these Preliminaries and Appendix B. Particular attention is drawn to the requirement to maintain at all times any fire escape access routes and management of noisy working.

### 120 EMPLOYER (CLIENT)

- Name: National Oceanography Centre, Southampton (NOCS)
- Address: Waterfront Campus, European Way, Southampton, SO14 3ZH
- Telephone: 023 8059 6666

### Delegated Roles:

### 140 PROJECT MANAGER (HEREIN REFERRED TO AS 'PM')

- Name: REKAN
- Address: 31 Carlton Crescent, Southampton, Hampshire, SO15 2EW
- Telephone: 023 8181 0100

### 150 PRINCIPAL DESIGNER

- Name: REKAN
- Address: 31 Carlton Crescent, Southampton, Hampshire, SO15 2EW
- Telephone: 023 8181 0100

### 160 QUANTITY SURVEYOR

- Name: Christopher Smith Associated LLP
- Address: Riverside, 8 Lower Teddington Road, Kingston Upon Thames, Surrey, KT1 4EZ
- Telephone: 0208 943 2157

### 175 MECHANICAL ENGINEER

- Name: Mott MacDonald
- Address: Mott MacDonald Victory House, Trafalgar Place, Brighton BN1 4FY, United Kingdom
- Telephone: 01273 365221

### 178 ELECTRICAL ENGINEER

- Name: Mott MacDonald
- Address: Mott MacDonald Victory House, Trafalgar Place, Brighton BN1 4FY, United Kingdom
- Telephone: 01273 365221

### 180 HEALTH AND SAFETY ADVISOR

- Name: MSAFE
- Address: Athena House, 612-616 Wimborne Road, Bournemouth, Dorset BH9 2EN
- Telephone: 01202 470050

**A11**

**TENDER AND CONTRACT DOCUMENTS**

## A11 TENDER AND CONTRACT DOCUMENTS

### 110 TENDER DRAWINGS

The tender drawings are: Refer to Appendix

### 120 CONTRACT DRAWINGS

The Contract Drawings: The same as the tender drawings.

### 160 PRE-CONSTRUCTION INFORMATION

- Format: Refer to the Pre-Construction Information document issued by MSAFE listed in Appendix B2

### 180 OTHER DOCUMENTS AND DRAWINGS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at NOCS.
- The documents include: Archive drawings & documents, where available, of the existing adjacent areas and services

#### CONSULTANTS SPECIFICATIONS

Refer to the Consultants Specifications listed in Appendix B1

#### WORK SCHEDULES

The Work Schedules are included in the Tender Documents and must be returned fully priced and without alteration, other than additional items to be added in any specifically noted sections if directed. If the tenderer requires any amendment then this will require prior agreement.

#### PROJECT STRATEGIC PROGRAMME

The proposed Project Programme is included in Appendix B4  
The contractor is to develop this programme setting out the time required to execute the elements of the works and clearly identify the critical path and sequence that takes into account all aspects of the works, when orders should be placed, long lead items, out of Normal Working hours works and holiday periods so as to maintain the programme.  
The contractor is to provide the developed programme with their tender return

#### SITE CONSTRAINTS

The Contractor shall review the site constraints and access detailed on the drawing in Appendix B4 and notes contain therein. The Contractor shall take into account these constraints when pricing his preliminaries and the works. No claim for additional cost or programme shall be entertained by the Employer for the contract works for site constraints identified.

The Contractors attention is also drawn to the following restrictions / requirements:

- a) Maintaining at all times any fire escape access routes
- b) Management of noisy works that will affect the adjacent occupiers

The Contractor shall take into account these constraints when pricing his preliminaries and the works. No claim for additional cost or programme shall be entertained by the Employer for the contract works for site constraints identified.

## SAFETY POLICY

The Contractor shall take into account the requirements of the Pre-Construction Information when pricing his preliminaries and the works. No claim for additional cost or programme implications shall be entertained by the Employer for the contract works for complying with these requirements.

## PLANNING PERMISSION

The Employer will be responsible for the application for any planning permission and discharging of its planning requirements where applicable.

**A12**  
**THE SITE/ EXISTING BUILDINGS**



## A12 THE SITE/ EXISTING BUILDINGS

### 110 THE SITE

Description: The site comprises the Refurbishment and Alteration Works of various existing designated Laboratory and Teaching Facilities including other associated works in the occupied and operational National Oceanography Centre Southampton as identified within the information in Appendix B.

### 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

Description: The site is located within several designated areas within the existing NOCS building. This building is owned and operated by NOCS and is operational with a constant flow of people. The contractor is to make provision for this within their execution of the Works and shall ensure that noise and dust is kept to a minimum during the course of the works as the other floors and adjacent areas will be occupied. Refer to information in Appendix B and working restrictions noted within these Preliminaries.

### 130 DEMOLITION AND/OR REMOVAL

Description: All noisy works are to be advised to the PM prior to works commencing, with a minimum of 5 working days' notice where possible. Demolition, strip out and removal of existing works including the removal of the building structure, mechanical & electrical works, finishes and fixed equipment to be undertaken by the contractor shall be carried out in a method to minimize noise, vibrations, dust, etc. so as to properly reduce any disruption to the surrounding areas. The contractor shall at all times take all reasonable measures to keep noise, vibration and dust and any other act that may cause disruption or inconvenience to the public to an absolute minimum. The contractor is to allow for any such methods within their execution of the Works.

The Contractors attention is drawn to the specific requirement for:

- Maintaining at all times any fire escape access routes
- Management of noisy works that will affect the adjacent occupiers

### 140 EXISTING MAINS AND SERVICES

- Drawings: Refer to Appendix as noted in A11/180

The Contractor must ascertain for himself any information he may require to complete the project. The Employers delegated consultants may be consulted as necessary, via an appointment through the Project Manager.

The contractor is to include within their execution of the Works to undertake the necessary relevant surveys of the existing mechanical, electrical and public health services to enable him to properly complete the works.

Where applicable, the Contractor shall be responsible for the location and marking of all existing drainage / mains / services (utilities).

Where applicable, the Contractor is to uphold and maintain all utilities within the site throughout the duration of the Contract Works. Services to adjoining areas must be maintained at all times unless previously agreed and arranged through the Project Manager. If for any reason the adjoining areas cannot be maintained to properly complete the works then any such works must be completed outside of normal working hours to minimize the disruption. The contractor is to include within the execution of the Works for any such out of hours works.

Where applicable, the Contractor is responsible for the incorporation of any specific construction details into the overall works of the project to the approval of the appropriate Local Authority / Statutory bodies. All works in connection with utilities shall be organised and co-ordinated by the Main Contractor, whether or not carried out by the respective Statutory Undertaking. The Contractor is responsible for carrying out all works in accordance with the approved drawings and specifications details submitted to and approved by the Local Authority in writing prior to the

commencement of works.

Connection to and / or relocation of any existing utilities that require temporary disconnections to services that are in active use are to be scheduled and co-ordinated with the Statutory Undertaking involved. In no case are the utilities to be left disconnected at the end of a working day or at a weekend - unless authorised by a representative of the Statutory Undertaking concerned. Any damage to existing utilities caused during the course of the building operations or damage to utilities installed in this project are to be repaired at the Contractor's own expense.

The Contractor shall, before Practical Completion, allow access during normal working hours to the delegated consultant team or any other, if required, to undertake a 5 year fixed wiring test. The contractor shall give the Employer not less than 5 working days' notice of a convenient time for these tests to be undertaken.

170 SITE INVESTIGATION:

- The Contractor is to ensure that he possesses adequate information to prepare any works details in accordance with the requirements of the Employers brief. Should the Contractor decide to carry out any further investigation or tests this will be at his own expense.

The contractor is to include within the execution of the Works to undertake the necessary surveys of the existing structure and its elements to enable him to properly complete the works.

The contractor is to include within the execution of the Works to undertake a survey of the existing mechanical and electrical plant and services which may be affected by their works. The contractor is to report his findings to the Project Manager.

The contractor is to undertake a photographic condition survey prior to works commencing to all areas of work to be carried out or to be affected by their works including site compound area, access routes, lifts, corridors, designated toilet facilities, etc. A properly prepared report with the photos referenced to the drawings is to be compiled and 3 paper colour copies and an electronic copy issued to the PM.

Where works are being undertaken to match or replace existing, the contractor is to provide photographic evidence of the existing works prior to replacement.

180 HEALTH AND SAFETY FILE

- Availability for inspection: If available, The Health and Safety File for the site/building may be seen by appointment during normal office hours at: NOCS.

A Health and Safety File – specific to the project - will be prepared and monitored by the Contractor during the course of the Contract and handed over to the Employer at Practical Completion.

200 ACCESS TO THE SITE

- Description: Access to the site shall be as indicated on the drawing included in Appendix B3. This will be the designated route for your use but all fire escapes must be kept accessible and clear at all times Deliveries will be required to be coordinated with the Project Manager and Building Administrator to ensure access to and within the car park is maintained at all times (see further note on deliveries in A12/220 below). The contractor is to ensure that they make due care to ensure the health and safety of others using the access routes.

Due to the restricted storage available on site larger deliveries should be co-ordinated to arrive as the materials are required.

205 CONTRACTORS ACCOMMODATION & STORAGE

- The Contractor shall provide his proposals to establish his site his accommodation and storage in the location identified on the Site Access Plan drawing included in Appendix B3. The Contractor shall identify his firm proposals for his site accommodation with his tender return. These proposals shall be reviewed by the Project Manager and approved prior to the appointment of the Contractor.

Specific attention is drawn to the following specific requirement and any additional notes in Appendix B2 & B3:

1. Skips need to be a covered lockable type
2. All site cabins need to be of steel construction with steel shutter windows (to give fire rating)

The contractor will be allowed use the existing designated WC facilities to be agreed with the Project Manager. Only these facilities may be used. The contractor is not to use any of the other WC facilities within the surrounding areas. The contractor shall make allowance to keep these facilities clean at all times.

The level 4 cafeteria is available for contractor use.

Any equipment, plant, tools, materials, etc. stored on site will be at the contractors' risk.

#### 210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: The designated contractor compound can be used for parking. General parking at NOCS is very limited and available by prior arrangement/booking only. This is unlikely to be available to the contractor generally but at quiet times may be possible.

#### 220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works. The Contractor is reminded of the continued use of the immediate area surrounding the construction site by and for other deliveries, **these deliveries must not be hindered.**

The Contractor shall not in any way block, disrupt, or interfere with access to and from the rest of the building(s). The Contractor is reminded of the continued use of the immediate area surrounding the site demise.

Loading and unloading of deliveries and materials shall be allowed within the perimeter roads at the contractors risk but the operation is not to obstruct the movement of public vehicles around the site and any items must be moved in immediately following off-loading. Delivery of materials shall be scheduled for times least likely to affect the public. Any off-loading on perimeter roads must be done in a safe controlled manner with adequate signage, bollards, protection and with the use of a dedicated banksman.

Note: Deliveries to be planned outside normal / general working hours of 08.00 to 18.00.

The Contractor is to note that storage of materials and plant anywhere outside of the site at any time during the on-site works will not be tolerated. All adjacent areas, corridors, footpaths, roads, etc. to the construction site are to be kept clean of materials / equipment / dirt & dust at all times.

The Contractor shall properly control the passage of vehicles to and from the site, erecting such warning signs, etc., as may be necessary and at all times take such measures as required to ensure the safety of the users of the roads and adjoining properties. Regarding deliveries, the Contractor is required in advance to liaise with and advise the relevant Security and Parking Officials

The contractor is to provide prior to site possession details of how they will manage vehicle traffic and deliveries across shared areas of the site (and adjacent properties).

The Contractor is to allow for all costs incurred in complying with this clause and with all regulations affecting the use of the site and will be deemed to have made enquiries and obtained details of all Police and other Statutory Authority regulations affecting same.

#### 230 SURROUNDING LAND/ BUILDING USES

- General: Works associated with this project are to be carried out within the operational NOCS building as indicated in Appendix B3.
- The other building occupants and adjacent or nearby users or activities may be highly sensitive to noise, vibration, dust and the like. The contractor shall at all times take all reasonable measures to

keep noise, vibration and dust and any other act that may cause disruption or inconvenience to the activities of adjacent or nearby users to an absolute minimum. **Particular attention is drawn to the specific restrictions / requirements:**

- Maintaining at all times any fire escape access routes
- Management of noisy works that will affect the adjacent occupiers

Where appropriate, a designated representative from NOCS will be identified at the Pre-Start Meeting. The contractor will be required to have senior management team members attend a building/works induction with the NOCS representatives.

In addition measures shall be taken to keep corridors, staircases and fire escape access routes clear and suitable for use at all times and to avoid any danger to users with suitable protection provided to protect finishes & staircases. Rubbish shall be removed on a regular basis and shall not be allowed to accumulate or form any obstructions. The site is an operational building and as such has to be respected. This means that from time to time, the Contractor may be required to cease particular noisy / dusty work – only upon receipt of an instruction from the Project Manager.

Normal Working hours to generally be:

Weekdays: 08.00 to 17.30

Outside of these hours cannot be guaranteed but will have to be confirmed by prior arrangement

**Note:** Weekend working requires 1 week's prior notice to and agreement from the PM.

The Contractor shall agree all necessary schedules of conditions with the Employer prior to works commencing. Copies of the schedules of conditions should be forwarded to members of the Employer's team and a further copy should be retained by the Contractor for future reference. This should include photos taken of all areas to be affected by the works directly or indirectly.

#### 240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully ascertained before it is opened up. However hazards are or may be present: Refer to Pre-Construction Information listed in Appendix B3.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- 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

- Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.  
Arrangements for visit: Contact as clause A10/140

**Note: A Principal Contractor site visit is compulsory.** The contractor is required to fully walk the entire site to ascertain the full scope of works required to deliver a complete and compliant project. No want of knowledge will be entertained in relation to additional costs, delays, or the like, should the contractor discover or identify any problems, defects, restrictions, etc. No claim or additional expense will be entertained on the grounds of deficiency of knowledge or the like in such matters.

**A13**  
**DESCRIPTION OF THE WORK**

## **A13 DESCRIPTION OF THE WORK**

### **110 PREPARATORY WORK BY OTHERS**

- Works: Carried out under a separate contract and completed before the Date of Possession for this Contract.

- Description: Decontamination

The laboratory surfaces will be decontaminated prior to the Works. For the avoidance of doubt this will not include associated ductwork and the general drainage systems which will therefore be the responsibility of the Contractor to decontaminate as required by the Works.

- Description: Removals

The laboratory areas will be cleared of loose items. All other items shall be dealt with as directed by the tender documentation.

### **120 THE WORKS**

- Description: Refurbishment and Alteration Works of various existing designated Laboratory and Teaching Facilities including other associated works in the occupied and operational National Oceanography Centre Southampton. The Scope of Works is as defined in the documents contained in Appendix B

### **130 WORKS BY OTHERS CONCURRENT WITH THE CONTRACT**

- Description: None envisaged

### **140 COMPLETION WORK BY OTHERS**

- Description: None envisaged

**A30**  
**TENDERING/ SUBLETTING/ SUPPLY**

## **A30 TENDERING/ SUBLETTING/ SUPPLY**

### **MAIN CONTRACT TENDERING**

#### **110 SCOPE**

- General: These conditions are supplementary to those stated in the RFP.

#### **145 TENDERING PROCEDURE**

- General: Refer to RFP procedures

#### **147 CONTRACTOR INNOVATION OPPORTUNITIES**

The Contractor is encouraged to use his skill and expertise to engineer changes to the scheme design delivered to him at tender stage to reduce cost and add value to the scheme. Any change offered on a shopping list to the Employer by the Contractor must meet the following criteria.

Substitutions proposed are to have a performance specification equal to or better than the tender specification. Manufacturers comparative performance data must be provided with the tender in summarised format to enable the design team to evaluate the quality of the proposed change. Perceived quality is to be equal to or better than the tender specification. Maintenance and life cycle expectations are to be equal to or better than the tender specification. Samples to be available on 48 hours notice delivered to.

#### **160 EXCLUSIONS**

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

#### **190 PERIOD OF VALIDITY**

- Period: Refer to RFP

### **PRICING/ SUBMISSION OF DOCUMENTS**

#### **212 PRICING REQUIREMENTS:**

The Contractor shall, in his pricing response and pricing of the Works, make adequate allowance for dealing with Health and Safety aspects of the works together with further development of H&S aspects which may be required by the Contractor himself and which may reasonably be foreseen at the time of tender to enable compliance with the relevant Statutory provisions relating to Health and Safety and Employers requirements.

Deemed included: Costs relating to items, which are not priced but are apparent to being required to properly complete the works, will be deemed to have been included elsewhere in the tender.

#### **220 PRICING OF PRELIMINARIES**

- Abbreviations: The following have been used:  
F = Fixed charge item.  
TR = Time related charge item.

#### **240 PRICING OF PERFORMANCE SPECIFIED WORK:**

Contractor must include for all associated and ancillary work shown or clearly apparent as being necessary to meet the requirements / completion of the Performance Specified Work and proper integration with the Works generally and the Employers requirements.



All design fees and disbursements, attendances, sign-offs, samples, mock-ups, approvals, etc. will be deemed to be included.

Contractor must price on the work and quantities which are required and will be responsible for any error therein. Where provided, quantities are indicative only and to be checked by the contractor.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.  
Submit: with tender return

All items must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work. Where provided, quantities are indicative only and to be checked by the contractor.

310 TENDER

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

520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
  - Technical Information: Details of sub-contractors.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

**A31**

## **PROVISION, CONTENT AND USE OF DOCUMENTS**

## A31 PROVISION, CONTENT AND USE OF DOCUMENTS

### DEFINITIONS AND INTERPRETATIONS

#### 110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

#### 120 COMMUNICATION

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

#### 130 PRODUCTS

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

#### 135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

#### 140 DRAWINGS

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.  
CAD data: In accordance with BS 1192.

#### 160 TERMS USED IN SPECIFICATION

- 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 taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- 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.

- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

#### 170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
  - Manufacturer: The firm under whose name the particular product is marketed.
  - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- 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

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - 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/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.  
Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

#### 210 CROSS REFERENCES

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

#### 220 REFERENCED DOCUMENTS

Conflicts: Specification prevails over referenced documents.

#### 230 EQUIVALENT PRODUCTS

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

#### 240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- 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

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

#### 260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- 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.

#### TERMS USED IN REFURBISHMENT/ ALTERATION

- 311 REMOVE means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It includes removing associated pipework, wiring, ductwork or other services and making good disturbed wall, floor, and ceiling coverings, and finishes such as plaster, tiling, paint, etc.
- 321 KEEP FOR STORAGE or KEEP FOR REUSE means:
- During removal prevent damage to the stated items, components or materials and clean
  - Adequately protect and store as directed by the Employer in their storage facilities or retain on site until required for reuse in the Works as instructed
- 331 REPLACE means:
- Remove the stated existing components, features and finishes.
  - Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.
  - Make good as necessary.
- 341 REPAIR means carry out local remedial work to components, features and finishes as found in the existing building, re-secure or refix as necessary and leave in a sound and neat condition. It does not include:
- Redecoration.
- 351 MAKE GOOD means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include:
- Redecoration.
- The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.
- 361 EASE means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- 371 TO MATCH EXISTING means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

#### DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

- 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS
- Additional copies: Electronic copies will be issued as requested.
- 440 DIMENSIONS
- Scaled dimensions: Do not rely on.
- 450 MEASURED QUANTITIES
- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities where applicable.
- 460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries

## **DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**

### **510 DESIGN AND PRODUCTION INFORMATION**

- Master programme: Make reasonable allowance for completing design/ production information, submission, comment, inspection, amendment, resubmission and re-inspection.
- Design/ production information: Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- Employer's amendments to Employer's Requirements: Should any amendment required by the Project Manager be considered to involve a change which has not already been acknowledged as a change by the Project Manager, notify the Project Manager without delay and in any case within 7 days, and do not proceed with ordering, fabrication, erection or installation until subsequently instructed. Claims for the extra cost of such work, if made after it has been carried out, will not be accepted/allowed.  
Complete final version of all design / production information and submit to the Project Manager the number of copies required by him.

When preparing the master programme, make reasonable allowance for completing design / production information, including submission to the PM for comment with a minimum of 7 days approval period on first submission, inspection by the PM and any subsequent amendment(s), re-submission(s) plus re-inspection(s) – if applicable.

Do not commence manufacture / installation until drawings have been approved.

During the Contract, submit to PM the required number of copies of design / production information. Within 7 days the PM will note his comments on one copy and then return it to the Contractor.

Ensure that any necessary amendments are made without delay. Unless and until the PM confirms that resubmission is not required, submit copies of amended drawings etc. to the PM and ensure incorporation of necessary amendments all as before.

If submitted design / production information differs from the Employer's Requirements, each such difference must be the subject of a request for substitution or change and supported by all relevant information.

### **550 NAMED SUBCONTRACTORS (WHERE APPLICABLE): DESIGN AND PRODUCTION INFORMATION**

- General: Certain Subcontractors are/ will be required to provide design/ production information during the Contract as described in clause A30/610:
- Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission comment, inspection, amendment, resubmission and reinspection.
- Information from Subcontractors:
  - Obtain in time to meet the programme and in accordance with NAM/T where applicable.
  - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the PM or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
- Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.  
Submit: As required to meet programme or as agreed with the PM

### **600 CONTRACTOR'S DESIGN INFORMATION**

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

- Provide:
  - Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission , comment, inspection, amendment, resubmission and re-inspection.
- Information required: Production Information
  - Format: Both electronic and hard copies as may be requested
  - Number of copies: 3
- Submit: Within one week of request.

610 PRODUCTION INFORMATION:

Any production information for the Contractor's works / designed work must include all design and production information for the Contact.

All production information must be provided by the Contractor/Domestic Subcontractor(s) for approval prior to manufacture given minimum 7 days approval period by the Employer:

- CAD drawings for all the M&E service installations in each Phase of the Works

- Submit to PM for comment and make any necessary amendments.
- Submit sufficient copies of final version to PM for distribution to all affected parties.

620 AS BUILT DRAWINGS AND INFORMATION

- General: Provide the following Drawings/ information for all Works:

The Contractor shall supply two copies for the employer's drawings illustrating the Works including M&E as built together with two sets of reports, calculations, notes, memoranda and specification notes sufficient to describe the construction together with two copies of any CAD Autocad latest Version discs relevant to the design. The Contractor shall provide the "As Built" drawings in draft form 14 days prior to the commencement of the Defects Liability Period. The PM will have a period of seven days from the date on which the drawings are received to comment on them. The Contractor shall subsequently supply final copies of "As Built" drawing amended to include PM comments on commencement of the Defects Liability Period.

- Submit: At least two weeks before date for completion.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

• Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before practical completion of the Works and incorporate in the Health & Safety File / O & M Manual.

• Information location: One standardized building maintenance manuals describing the correct maintenance of all elements of the Works to be left on site prior to commencement of defects liability period, draft copies of this to be supplied 2 weeks prior to practical completion for employers comment.

• Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: For all equipment that may require emergency call out service

Notify the PM of telephone numbers for emergency services by sub-contractors following completion.

All maintenance instruction and guarantees are to be included within the Health & Safety File and the O & M Manual

650 ENERGY RATING CALCULATION

- General: Not Applicable

710 TECHNICAL LITERATURE:

The Contractor is required to keep copies of the following on site, readily accessible for reference by all supervisory personnel -

- A) Manufacturers' current literature relating to all products to be used in the Works
- B) Relevant BS Codes of Practice

C) Manufacturers / suppliers / installers Certificates confirming compliance with the Specification

721 GUARANTEES:

Where manufacturer's extended annual Guarantees are available at no additional cost, the Contractor shall take all reasonable efforts to procure and deliver same to the Employer.

Guarantees:- All guarantees must be included within the Health & Safety File and O & M Manual, which will be completed and handed to the Client's representative at Practical Completion. All guarantees should be in the name of the Employer or other such party as directed.

**DOCUMENT/ DATA INTERCHANGE**

850 ELECTRONIC DATA INTERCHANGE (EDI)

- All communications are to be in writing, unless subsequently agreed otherwise

851 CAPITAL ALLOWANCES:

The Contractor will be required to provide information for the purposes of the Employer claiming Capital Allowances on machinery and plant expenditure. Initially on request he shall provide costs and additional details of relevant items within the agreed contract sum.

Subsequently, on request, he shall provide further details of variations and where necessary, respond to Capital Allowances queries until the Employer has reached agreement with the Inspector of Taxes.

The Contractor shall, if so required, provide interim assessments of expenditure on all qualifying items for the Employer's financial year and accounts.

The Employer's Tax Consultant will provide any necessary assistance to the Contractor in complying with the foregoing. The information provided by the Contractor will be treated as confidential and used only for the purpose of Capital Allowances.



**A32**  
**MANAGEMENT OF THE WORKS**

## A32 MANAGEMENT OF THE WORKS

### GENERALLY

#### 110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- 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.
- The Contractor shall be responsible for co-ordinating the sequencing and setting out of the work of sub-contractors on site, having particular regard to any conflicts, which may arise as a consequence of the detailed interpretation of drawings by operatives on site.  
The Contractor shall make regular visits to the works of all his Domestic Sub-Contractors to inspect the quality of the work and to check on progress and delivery in relation to the programme and he shall be deemed to have allowed for all costs in connection therewith.

The Contractor shall provide named & domestic sub-contractors with all necessary drawings, dimensions and other information to enable their work to be correctly executed

#### 115 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Not Applicable.

#### 120 INSURANCE

- 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

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

#### 140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

#### 150 OWNERSHIP

- 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**

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
  - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
  - Planning and mobilization by the Contractor.
  - Earliest and latest start and finish dates for each activity and identification of all critical activities.
  - Running in, adjustment, commissioning and testing of all engineering services and installations
  - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.  
Submit: with tender return

### **220 PROGRAMME OF WORKS:**

The programme must show earliest and latest start / finish dates for each activity and identify all critical activities. It must be of the bar chart type and clearly identify the critical path.

### **230 SUBMISSION OF PROGRAMME**

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

### **240 COMMENCEMENT OF WORK**

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

### **250 MONITORING**

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works, notify the Employer or their agent within 7 days of the delay being known, submit proposals within 14 days of the delay being known or take other action as appropriate to minimize any delay and to recover any lost time? Failure to notify the Employer or their agent will result in the delay not being accepted should it result in an extension of time being due.

### **260 SITE MEETINGS**

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Progress meetings every third week, employer/design team/contractor technical meetings fortnightly, employer/design team/contractor works co-ordination meeting fortnightly
- Location: On Site
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.  
Chairperson (who will also take and distribute minutes): Progress meeting by PM. Technical / co-ordination meetings by Contractor.

### **265 CONTRACTOR'S PROGRESS REPORT**

- General: Submit a progress report to the PM at least 2 working days before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must include but not limited to:
  - A progress statement by reference to the master programme for the Works clearly showing progress in relation specific items and the critical path.

- Details of any matters materially affecting the regular progress of the Works.
- Subcontractors' and suppliers' progress reports.
- Procurement schedule
- Information required schedule.
- Instructions schedule.
- Risk register/schedule
- Health and safety report
- Any requirements for further drawings or details or instructions.

270 CONTRACTOR'S SITE MEETINGS

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

280 PHOTOGRAPHS

- Number of locations: 2no to each area of work from different directions to clearly identify progress.
- Frequency of intervals: Weekly and on completion.
- Image format: .PDF
- Number of images from each location: 2.
- Other requirements: To be emailed to the PM and their team at the end of each week.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.  
Period of notice (minimum): 2 weeks

305 SITE CLEANLINESS:

- Keep the site neat and tidy at all times.
- Store and protect all materials on site.
- Store and protect all finished materials on site or within the site demise such as doors, ironmongery, electrical dado trunking, ceiling grids and tiles.
- All refuse material will be stored and at the end of the working day the site will be cleaned and all surplus / excess material will be removed from the building.

310 EXTENSIONS OF TIME

- 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.
- If any circumstances arise which may affect the progress of the Works, notify the Employer or their agent within 7 days of the delay being known, submit proposals within 14 days of the delay being known or take other action as appropriate to minimize any delay and to recover any lost time. Failure to notify the Employer or their agent within 7 days will result in the delay not being accepted should it result in an extension of time being due.

320 DISTURBANCE OF REGULAR PROGRESS

- Any application in respect of direct loss and/ or expense must be made as soon as possible or within two weeks of the disturbance occurring & being notified and with (or to be followed by) the requisite supporting information so as to afford the PM the opportunity to issue instruction designed (according to the circumstances) to minimise or avoid that loss and/ or expense. Failure to do so will render any such application null and void.

**CONTROL OF COST**

410 CASH FLOW FORECAST

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

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.

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

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
- Include:
  - A detailed breakdown of the cost, including any allowance for direct loss and expense.
  - Details of any additional resources required.
  - Details of any adjustments to be made to the programme for the Works.
  - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT

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

460 INTERIM VALUATIONS

- Application by Contractor: At least 2 days before the end of each established period for interim applications/payments to include details of amounts considered due together with all supporting information. Valuations to be based on agreed Work Schedules.

Following the issue of the Project Manager payment certificate, the contractor is to submit a paper invoice as directed by the Project Manager. Invoices should clearly display the specific **Project Number**

Where warranties are required from subcontractors, no payments will be certified in relation to the applicable works until such time as the satisfactorily completed warranties have been returned to the Client.

Where schedules of quantities and rates have been requested from the main contractor and/or their sub-contractors (i.e. electrical), no payments will be certified in relation to the applicable works until such time as the satisfactorily completed schedules (quantities and rates) have been received and approved by the Clients quantity surveyor.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Will not be certified in valuations for payment. This clause is deleted from the contract.

475 LISTED PRODUCTS STORED OFF SITE

- Will not be certified in valuations for payment. This clause is deleted from the contract.

480 LABOUR AND EQUIPMENT RETURNS

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:
  - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
  - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

485 CHANGE TO THE CONTRACT SUM / INSTRUCTION / REQUEST FOR QUOTE

- From the date of issue of the instruction, request for quote, or the like, the contractor must submit to the PM and the employers Quantity Surveyor a firm cost within 14 days, or before the works commence if sooner, for the works including all substantiation to the cost (i.e. measures, rates, quantities, sub-contractor quotes, build-ups, etc.) for prior approval.
- On completion of the instructed works, and no later than 28 days, the contractor will provide to the PM and the employers Quantity Surveyor, copies of all invoices and delivery notes relating to the works.



**A33**  
**QUALITY STANDARDS/ CONTROL**

## **A33 QUALITY STANDARDS/ CONTROL**

### **STANDARDS OF PRODUCTS AND EXECUTIONS**

#### **100 MATERIALS NOT TO BE USED:**

The Contractor warrants that it has not used or specified for use and that it will not specify for use or use in relation to the Works or authorise or approve the specification or use by others of any products or materials not in conformity with relevant British or European Standards or Codes of Practice or which at the time of use are widely known to builders or designers of the relevant discipline within the European Union to be deleterious to Health & Safety or to the durability of buildings and / or other structures and / or finishes and / or plant and machinery or any parts thereof in the particular circumstances in which they are used.

If, in the performance of its duties under this Contract, the Contractor becomes aware that he or any other person has specified or used, or authorised or approved the materials, the Contractor will notify the Employer in writing forthwith. This clause does not create any additional duty for the Contractor to inspect or check the work of others, which is not required by this Contract. Should any Prohibited Materials be expressly specified by the Employer in writing, the Contractor shall immediately give the Client Project Manager written notice of his proposed amendment to deal with the discrepancy. The Client Project Manager shall either agree the proposed amendment or confirm the specified material by written notice to the Contractor - such notice to be given within a reasonable time - in either case no addition to the Contract Sum shall be made. Notwithstanding any other clauses contained within these Preliminaries, the Contractor shall not use, nor shall allow any Sub-Contractor to use in the Works Prohibited Materials as set out in accordance with the guidance for good practice in selection of material set out in the publication entitled "Good Practice in the Selection of Construction Materials" issued by Ove Arup and Partners, R&D 1997.

The following materials listed in the BCO guide are specifically excluded –

- A) Admixtures for use in concrete and mortar
- B) Aggregates for use in reinforced concrete
- C) Asbestos products
- D) Brick slips
- E) Calcium silicate bricks
- F) High Alumina Cement in structural elements
- G) Lead or materials containing lead
- H) Man-made with mineral fibres
- I) Urea Formaldehyde foam
- J) Vermiculite products
- K) Wood preservatives
- L) Wood wool cement slabs

#### **110 INCOMPLETE DOCUMENTATION**

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

#### **120 WORKMANSHIP SKILLS**

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
  - Evidence: Operatives must produce evidence of skills/ qualifications when requested.

#### **130 QUALITY OF PRODUCTS**

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size,



quality and overall appearance.

- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

131 PROTECTION OF PRODUCTS:

- Prevent over-stressing, distortion and any other type of physical damage.
- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products.
- Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
- Keep different types and grades of products separately and adequately identified.
- So far as possible keep products in their original wrappings, packing's or containers, until immediately before they are used.
- Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
- Ensure that protective measures are fully compatible with and not prejudicial to the products/ materials

132 PROPRIETARY PRODUCTS:

Handle, store, prepare use and / or fix each product in accordance with its manufacturer's current printed or written recommendations / instructions. Inform the PM if there is a conflict with any other specified requirement. Submit copies to the PM when requested.

The tender will be deemed to be based on the products specified and recommendations on their use - as described in the manufacturer's literature current at base date.

Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform the PM and do not place orders for or use the affected products without further instructions.

Where British Board of Agreement certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.  
Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.Analysis of results.

150      **INSPECTIONS**

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - 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**

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

170      **MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180      **WATER FOR THE WORKS**

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
  - Evidence of suitability is provided.
  - Tested to BS EN 1008 if instructed.

181      **BS 8000: BASIC WORKMANSHIP:**

Where compliance with BS 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work.

Where BS 8000 gives recommendations on particular working methods or other matters which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the Client Project Manager under the Contract.

If there is any conflict or discrepancy between the recommendations of BS 8000 on the one hand and the project documents on the other, the latter will prevail.

**SAMPLES/ APPROVALS**

210      **SAMPLES**

- 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**

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

required.

230 APPROVAL OF EXECUTION

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

**ACCURACY/ SETTING OUT GENERALLY**

310 ACCURACY OF INSTRUMENTS

- Accuracy in measurement: Use instruments and methods described in BS 5606
  - Linear dimensions: As architects requirements.
  - Angular dimensions: As architects requirements
  - Verticality: As architects requirements
  - Levels: As architects requirements

320 SETTING OUT

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

330 APPEARANCE AND FIT

- 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.General tolerances (maximum): To BS 5606, tables 1 and 2.

340 CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings and specifications.  
Ascertain from the PM those dimensions which are defined / noted as 'critical'; set out and construct the works to ensure compliance with the tolerances stated on the drawings.

360 RECORD DRAWINGS

- 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

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority. Ensure the positions of all existing and new below ground ducts and services installed and identified in the course of the works are recorded on a site setting out drawing included in the Health & Safety File.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - The Contractor's name and address.
  - A statement that the installation complies with the relevant Water Regulations or Byelaws.
  - The name and signature of the individual responsible for checking compliance.
  - The date on which the installation was checked.
- The Certification is to be incorporated into the Health & Safety File / O&M manuals

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.  
Original certificate: To be lodged in Health & Safety File / O&M manuals.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

- Before the completion date stated in the contract: Submit a certificate stating:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - Any special recommendations or instructions for the safe use and operation of appliances and flues.
  - The Contractor's name and address.
  - A statement that the installation complies with the appropriate safety, installation and use regulations.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.
- Certificate location: To be included in Health & Safety File / O&M manuals

445 SERVICE RUNS

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

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.  
Building Regulations notice: Copy to be lodged in O & M manuals.

**SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

The contractor must include within their tender sufficient resource for such a person for the

duration of the project.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done, the persons carrying out the works, the intended hours they will work and obtain permission from the PM. The contractor will not be paid for any such works unless all of the mentioned requirements have been met and approved by the PM in writing.
  - Minimum period of notice: 7 working days in advance.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense. The contractor will also be required to provide photo graphic evidence of any such works.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than 1 week

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.  
Records: Submit a copy of test certificates and retain copies on site.

580 CONTINUITY OF THERMAL INSULATION

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

595 ENERGY PERFORMANCE CERTIFICATE (IF REQUIRED)

- Assessment: UK Standard Assessment Procedure (SAP).
- Requirement: where applicable, as set out in the Tender Documentation

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

620 MEASURES TO ESTABLISH ACCEPTABILITY

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

## 630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
  - Identification of the element, item, batch or lot including location in the Works.
  - Nature and dates of inspections, tests and approvals.
  - Nature and extent of nonconforming work found.
  - Details of corrective action.

## WORK AT OR AFTER COMPLETION

### 710 WORK BEFORE COMPLETION

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

### 720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

### 730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with the PM.
- Remedial work: From the date of notification of a defect, the contractor must report to site and satisfactorily rectify the defect including any making good of any finishes with, within 14 days. Failure to do so will result in the Client instructing others to rectify the defect on the contractors behalf and contra charge the contractor for all costs incurred.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed and provide evidence of such.

### 751 MAKING GOOD DEFECTS ARISING DURING THE DEFECTS LIABILITY PERIOD:

The Contractor is to provide the Employer (and/or the Clients nominated representative e.g. NOCS) with a twenty four hour contact telephone number for out of hours emergency repair calls.

All making good defects requests to the Contractor's office or emergency telephone number are to be responded to and made good within the following time scales –

Defective drains affecting the building internally	4 hours
Defective drains affecting the building externally	24 hours
If buildings are unable to be secured	4 hours
Electric supply failure	4 hours
Electric supply failure (mains or critical supplies)	2 hours
Faulty sockets and lights (if safe)	24 hours
Faulty sockets and lights (if unsafe)	4 hours
Fire alarm faults	4 hours
Gas supply leaks (Employer / Client Project Manager shall also notify the Gas Board)	2 hours

Heating/Air conditioning (complete failure)	4 hours
Lifts/Pumps (full or partial failure)	12 hours
Water leaks	12 hours

This list is not exhaustive, other defects of a kind likely to affect health, safety or security should be made good within an eight hour period, all others should be dealt with in line with the guidance above or a standard 24 hour period. Items deemed non-critical by the Client will be dealt with within a 48 hour period.

On his part the Project Manager (and/or the Employers nominated representative e.g. NOCS) will confirm all repair requests by telephone & email for critical/urgent items, and in writing by email, letter or by fax within two working days for non-critical items.

Where the Contractor fails to meet the above time scale for response and resolution of the reported problem, the Client Project Manager (and/or the Employers nominated representative e.g. Universities Estates Team) will order the work to be carried out by others and recovering actual cost plus handling charge from retentions held by the Client in respect of the contract.

**A34**  
**SECURITY/ SAFETY/ PROTECTION**



## **A34 SECURITY/ SAFETY/ PROTECTION**

### **SECURITY, HEALTH AND SAFETY**

#### **110 PRECONSTRUCTION INFORMATION**

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
  - The Health and Safety File: Section A37.

#### **120 EXECUTION HAZARDS**

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Refer to Pre Construction Phase Information
- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
  - Refer to Pre Construction Phase Information

#### **140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Submission: Present to the Employer/ Client no later than 2 weeks prior to access on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### **150 SECURITY**

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property or floors as reasonably required and specifically noted elsewhere in the Tender Documentation.
  - Special requirements: Any works undertaken by the contractor (including site set up, access arrangements) which may inhibit the current level of CCTV coverage, would need to be bolstered by additional cameras linked into the CCTV monitoring system. This will need to be in place before any works occurred. Power for CCTV & Alarms must also be maintained throughout the duration of the Works with temporary power supplies installed as required.

Identity badges must be worn by all contractors

Any losses/damages must be reported immediately to the Project Manager

Contractors must ensure that their own belongings and property are secure at all times.

Access control/security systems operate in some areas, details and the procedures to be adopted will be explained at the pre-contract meeting.

The Contractor must ensure that the execution of the works does not endanger the security of the remainder of the building.

Access to locked areas and key procedures will be discussed at the pre-contract meeting. All keys must be signed for and returned at the end of each working period.

All tools/materials must be removed or locked up when works are left unattended for any reason.

151      **RISKS TO HEALTH & SAFETY:**

In addition to complying with statutory requirements, the Contractor is to use products, methods of work and protective measures which all minimise Health & Safety hazards.

Inform the Client Project Manager in advance of all safety provisions and procedures (including those relating to materials which may be harmful) which will require the compliance of the Employer or his representatives when visiting the site. Provide protective clothing and / or equipment for the Employer and his representatives as appropriate.

Provide the Client Project Manager with details of all Method Statements submitted to the Planning Supervisor (if applicable). Copies of all Method Statements shall be held on site and must be kept available for inspection by other Consultants / Contractors.

160      **STABILITY**

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

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

170      **OCCUPIED PREMISES**

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows:  
Adjoining floors and neighbouring buildings will be occupied and/ or used during the Contract
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: The Contractor is to include provision for overtime for compliance with this clause where operations are to be carried out during overtime such as noisy working and connection / stripping out of services through adjacent occupied areas.

180      **WORKING PERMITS (where applicable)**

- Controlled areas: Working Permits will be required for access to: Plant / Electrical rooms and cabinets, Other Restricted areas – Refer to NOCS Procedures for requirements
- Authorised persons: Submit a list of the names of all persons requiring Working Permits together with any other related information reasonably required within the timescales required for issue.  
Return of Work Permits: When requested / stipulated or on completion of the work to which the Permit relates.

190      **OCCUPIER'S RULES AND REGULATIONS**

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies: Refer to Tender Documents, NOCS rules and procedures

200      **MOBILE TELEPHONES**

- Use: Not permitted unless prior agreement received from Project Manager

210      **EMPLOYER'S REPRESENTATIVES SITE VISITS**

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

220      **WORKING PRECAUTIONS/ RESTRICTIONS**

- Hazardous areas: Operatives must take precautions as follows:
  - Work area & Precautions: Refer to Pre Construction Phase Information & Asbestos Survey Report
- Permit to work: Operatives must comply with procedures in the following areas:
  - Work area & Procedures: Refer to Pre Construction Phase Information, Tender Documents, NOCS rules and procedures.

## **PROTECT AGAINST THE FOLLOWING**

- 310      **EXPLOSIVES**  
            Use: Not permitted
- 330      **NOISE CONTROL**
- Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works and the Employers requirements.
  - Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
  - Restrictions: Do not use:
    - Pneumatic / Hammer drills and other noisy appliances without consent
    - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.
  - Permission: Noisy works are only to be undertaken with prior agreement by the PM with a minimum of 7 working days advanced notice and should be undertaken before 08.00 or after 18.00.
- 340      **POLLUTION**
- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, drainage systems, streams and waterways against pollution.
  - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.
- 350      **PESTICIDES**  
            Use: Not permitted.
- 360      **NUISANCE**
- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
  - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
- 370      **ASBESTOS CONTAINING MATERIALS**
- Duty: Refer to documentation contained in Appendix and report immediately any suspected materials discovered during execution of the Works.
    - Do not disturb.
    - Agree methods for safe removal or encapsulation.
- 375      **ANTIQUITIES**
- Duty: Report immediately any antiquities and other objects of interest or value discovered during execution of the Works.
  - Preservation: Keep objects in the exact position and condition in which they were found.
- 380      **FIRE PREVENTION**
- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
  - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').
- 390      **SMOKING ON SITE**  
            Smoking on site: Not permitted.
- 400      **BURNING ON SITE**  
            Burning on site: Not permitted.
- 410      **MOISTURE**
- Wetness or dampness: Prevent, where this may cause damage to the Works.
  - Drying out: Control humidity and the application of heat to prevent:
    - Blistering and failure of adhesion.
    - Damage due to trapped moisture.

- Excessive movement.

#### 420 INFECTED TIMBER/ CONTAMINATED MATERIALS

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

#### 430 WASTE

- Includes: Rubbish, debris, spoil, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy into the Contractors waste receptacles located in accordance with the PM instructions
- Remove: Frequently and dispose off-site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.
- Contractor is required to comply with the Site Waste Management Plan.

#### 435 CONTROL OF DUST

The control of dust is an absolute necessity.

It has been proven via previous projects that this is a very difficult thing to master, however it has been done and the Employer expects all tendering contractors to provide within the tender return their method statement setting out how they guarantee that dust generated by the works will not enter non work areas.

The Contractor, therefore, must make appropriate dust and contamination control measures to reduce the possibility of a breakout and a dust related infection within the site. Where necessary, or required by the Employer, the contractor shall erect temporary screens, tents, or the like to contain any dust and use appropriate measures to filter and catch any dust that may escape. The Employer will take a firm stance on this should the contractor fail to comply and this will be at the contractors risk and cost.

The tendering contractor is also required to confirm within his tender return that he has made sufficient allowance within his price for the control of dust, plus confirmation that any dust breakouts that may occur will immediately be cleaned away and the costs incurred by the Employer in deploying/supervising cleaning staff to bring any area back to a clean state required will be borne by the contractor.

#### 440 ELECTROMAGNETIC INTERFERENCE

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

#### 450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

### **PROTECT THE FOLLOWING**

#### 510 EXISTING SERVICES

- Confirmation: Notify the Site Estates Manager of all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than two weeks before commencing site operations.

- Identification: Before starting work, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from Site Estates Manager.
- Work adjacent to services:
  - Comply with Site Estates Manager recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of Site Estates Manager.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify the Site Estates Manager.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to Site Estates Manager recommendations.

#### 520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris by undertaking a regular cleaning regime. All roads, pedestrian paths and bicycle paths must be kept clear of contractor materials.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

#### 560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas, corridors, staircases, doors, windows, lifts, ceilings and access routes generally and other site features, which are to remain in position during execution of the Works. Protection is to be removed when not in use to allow unhindered / safe use of corridors and staircases.
- Specific requirements: Provision of 'tacky mats' at all entrances and exits from the site demise.

#### 570 EXISTING WORK

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

#### 580 BUILDING INTERIORS

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

#### 610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
  - Existing retained structure, fittings and finishes within demise
  - Existing structure, fittings and finishes within access routes to each demise area or areas of associated strip-out beyond the demise
  - Existing retained furniture and equipment
  - Retained Services
  - Others as directed by the PM or listed on the drawings / in the specifications
- Method statement: Submit within one week of request describing special protection to be provided.

#### 620 ADJOINING PROPERTY

- Agreement: Access to if required to be agreed.

#### 625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - Pay all charges.

- Remove and make good on completion or when directed.  
Damage: Bear cost of repairing damage arising from execution of the Works.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.  
Standard: Comply with BS 5975 and BS EN 12812.

**A35**  
**SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/**  
**TIMING**

## A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

### 110 SCOPE

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

### 120 DESIGN CONSTRAINTS

Details: Refer to Tender Documentation

### 130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Review and incorporate the requirements of the Proposed Project Programme and the Site Access Constraints, refer to drawings in Appendix B4 and working restrictions noted within these Preliminaries. The Contractors attention is drawn to the specific requirement for:

- a) Maintaining at all times any fire escape access routes
- b) Management of noisy works that will affect the adjacent occupiers

### 140 SCAFFOLDING

- Standing scaffolding: Make available to subcontractors at all times.

### 160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: Materials are to be disposed of off site.

### 170 WORKING HOURS

- Specific limitations:  
Normal / General Working hours to be:  
Weekdays: 08.00 to 17.30

Outside of these hours cannot be guaranteed but will have to be confirmed by prior arrangement

**Note:** Weekend working requires 1 week's prior notice to and agreement from the PM.

It is noted that certain elements of the Works will have to be undertaken outside of these hours as noted in the Tender Documents and will have to be confirmed by 1 weeks prior notice to and agreement from the PM.

All tools are to be noise suppressed where possible or practical and working noise should not exceed 110 DBA in any 1 hour period during the working day.

### 175 DELIVERIES

- Specific limitations: No deliveries, removals, collections, loading of skips, industrial vehicle movements between are to be outside the normal / general Working Hours noted in A35/170 unless by prior approval with the PM.

### 190 PERMITS TO WORK

- Refer to Tender Documentation and also NOCS rules and procedures

### 191 STOPPAGES:

- Stoppages due to noise will only be considered as a claim against the Employer when such stoppages are an instruction from the PM. All stoppages must be recorded in a site book detailing the authorisation of the stoppage and the time the work was stopped as a material event. No stoppage shall automatically form the basis of claim under the contract, particularly where the Contractor has alternative work to carry out.

### 200 METHOD STATEMENTS

- Refer to Tender Documentation



**A36**  
**FACILITIES/ TEMPORARY WORK/ SERVICES**

## **A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

### **GENERALLY**

#### **110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES**

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

### **ACCOMMODATION**

#### **210 ROOM FOR MEETINGS**

- Facilities: The Employer shall provide facilities for any required meetings either on site or locally as arranged by Rekan.

#### **230 TEMPORARY ACCOMMODATION**

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

#### **260 SANITARY ACCOMMODATION**

- Facilities: Maintain in a clean condition, designated sanitary accommodation. As noted elsewhere in these Preliminaries

#### **290 CAR PARKING**

- Restrictions on parking of the Contractors and employees' vehicles: As noted elsewhere in these Preliminaries

#### **300 WELFARE FACILITIES**

- Facilities: Provide and maintain all necessary welfare facilities to comply with Health & Safety requirements including specific access to Bottled Drinking Water Points.

### **TEMPORARY WORKS**

#### **310 ROADS**

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
  - Details: Designated area of car park as Appendix B & C – note these areas are **NOT** to be used for general open storage, work areas, waste storage / management, etc. .
  - Protective or remedial measures: As required to ensure handover in the same condition as received.

#### **320 TEMPORARY WORKS**

Employer's specific requirements: Provide: as specified in the Tender documents, specific attention is drawn to the requirements for maintaining power supplies to CCTV, Alarms and staircases.

#### **330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION**

- Temporary protection: As required – refer also to Appendix B & C
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Design details of the proposed physical means of protection:
- Areas of structural landscaping to be protected from construction operations:
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

#### **340 NAME BOARDS/ ADVERTISEMENTS**

Name boards/ advertisements: Not permitted.

## **SERVICES AND FACILITIES**

### **410 LIGHTING**

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

### **420 LIGHTING AND POWER**

- Supply: Electricity from the Employer's mains may be used for the Works. The Contractor shall make arrangements for distribution about the site.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

### **430 WATER**

- Supply: The Employer's mains may be used for the Works as follows. The Contractor shall make arrangements for distribution about the site. The Contractor shall allow for all connection costs and subsequent removal and making good.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

### **440 MOBILE TELEPHONES**

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

### **470 E-MAIL FACILITY**

- General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor and Subcontractor.

### **510 TEMPERATURE AND HUMIDITY**

- Levels required by the Employer: Maintain the following: To be agreed with the PM

### **520 USE OF PERMANENT HEATING SYSTEM**

- Permanent heating installation: May be used for drying out the Works and controlling temperature and humidity levels.
- Installation: If used:
  - Take responsibility for operation, maintenance and remedial work.
  - Arrange supervision by and indemnification of the appropriate Subcontractors. Pay costs arising.

### **530 BENEFICIAL USE OF INSTALLED SYSTEMS**

- Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
- Other uses: If permission is given for any other use of a system before the Works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.

### **540 METER READINGS (WHERE APPLICABLE)**

- 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.

### **550 THERMOMETERS**

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

### **560 SURVEYING EQUIPMENT**

- General: Provide on site and maintain in accurate condition.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 4
  - High visibility waistcoats to BS EN 471 Class 2. Number required: 4
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 4
  - Disposable respirators to BS EN 149.FFP1S.
  - Eye protection to BS EN 166.
  - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

**A37**  
**OPERATION/ MAINTENANCE OF THE FINISHED**  
**WORKS**

## A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

### GENERALLY

#### 110 THE BUILDING MANUAL

- Purpose: The Building Manual (incorporating the Health and Safety File) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.
- Scope:
  - Part 1: General: [Content as clause 120].
  - Part 2: Fabric: [Content as clause 130].
  - Part 3: Services: [Content as clause 140].
  - Part 4: The Health and Safety File: [prepared and supplied by the CDM Coordinator]. Content as clause 150
- Responsibility: The Building Manual is to be produced by the Contractor and must be complete no later than 2 weeks prior to practical completion.
- Information provided by others: Details: TBA.
- Compilation:
  - Prepare all information for Contractor designed or performance specified work including as-built drawings.
  - Obtain or prepare all other information to be included in the Manual.
- Presentation of Manual: As clause 160.
- Reviewing the Manual:
  - Review process: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
  - Latest date for submission: 4 weeks before the date for submission of final copies.
- Final copies of the Manual:
  - Number of copies: 2.
  - Latest date for submission; 2 weeks before the date for completion stated in the contract.
  - If the documents are not received by the due date then a sum of £5,000.00 will be deducted from all future valuations, for each document, until a satisfactory copy has been received and approved.
- As-built drawings:
  - Number of copies: 2.
  - Medium: Hard paper copy, PDF & DWG format

#### 115 THE HEALTH AND SAFETY FILE

- Purpose: To provide information about the structure or materials used, which might affect the health or safety of anyone if construction works, (including cleaning, maintenance, alterations, refurbishment and demolition) is carried out.
- Contractor designed and performance specified work: Obtain or prepare the following and submit to the Project Managers/Safety Advisors
  - Details of key structural principles, including safe working floor and roof loads.
  - Details of construction methods and materials, including COSHH dated data sheets, which may present residual hazards.
  - General maintenance instructions including access provision and information about equipment provided for cleaning and maintaining the building fabric.
  - As-built drawings.
- Other information: Obtain or prepare the following and submit to the Principal Designer:
  - The nature, location and markings of utilities and services, including emergency and fire fighting.
  - Instructions for operation, maintenance, dismantling and removal of equipment and systems.
  - Details of hazards associated with the materials used in the construction.
  - Access requirements/ restrictions.
- Copies of the File: Submit 2 copies.

- Latest date for submission: 2 weeks before the date for completion stated in the contract.
- If the documents are not received by the due date then a sum of £5,000.00 will be deducted from all future valuations, for each document, until a satisfactory copy has been received and approved.

120      CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
  - Description of the buildings and facilities.
  - Ownership and tenancy, where relevant
  - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
  - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
  - Overall design criteria.
  - Environmental performance requirements
  - Relevant authorities, consents and approvals.
  - Third party certification, such as those made by \_competent\_ persons in accordance with the Building Regulations
- Operational requirements and constraints of a general nature:
  - Maintenance contracts and contractors.
  - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
  - Emergency procedures and contact details in case of emergency.
- Description and location of other key documents.  
Timescale for completion: As noted.

130      CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
  - Floor and roof loadings.
  - Durability of individual components and elements.
  - Loading restrictions.
  - Insulation values.
  - Fire ratings.
  - Other relevant performance requirements.
- Construction of the building:
  - A detailed description of methods and materials used.
  - As-built drawings recording the construction, together with an index.
  - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
  - Air permeability.
  - Resistance to passage of sound.
  - Continuity of insulation.
  - Electricity and Gas safety.
- Timescale for completion: As noted.

140      CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
  - Services capacity, loadings and restrictions
  - Services instructions.
  - Services log sheets.
  - Manufacturers' instruction manuals and leaflets index.
  - Fixtures, fittings and component schedule index.
- Detailed description of methods and materials used.
- As-built drawings for each system recording the construction, together with an index, including:
  - Diagrammatic drawings indicating principal items of plant, equipment and fittings
  - Record drawings showing overall installation
  - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
  - Identification of services – a legend for colour coded services.
- Product details, including for each item of plant and equipment:
  - Name, address and contact details of the manufacturer.
  - Catalogue number or reference
  - Manufacturer's technical literature, including detailed operating and maintenance instructions.
  - Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
  - Starting up, operation and shutting down
  - Control sequences
  - Procedures for seasonal changeover
  - Procedures for diagnostics, troubleshooting and faultfinding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- 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.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- Lubrication: Schedules of all lubricated items
- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.  
Timescale for completion: As noted.

150      CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
  - residual hazards and how they have been dealt with
  - hazardous materials used
  - information regarding the removal or dismantling of installed plant and equipment
  - health and safety information about equipment provided for cleaning or maintaining the structure;
  - the nature, location and markings of significant services,
  - information and as-built drawings of the structure, its plant and equipment



- 160      **PRESENTATION OF BUILDING MANUAL**
- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
  - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
  - As-built drawings: The main sets may form annexes to the Manual.
- 210      **INFORMATION FOR COMMISSIONING OF SERVICES**
- General: Submit relevant drawings and preliminary performance data to enable Employer's staff to familiarise themselves with the installation.
  - Time of submission: At commencement of commissioning.
- 220      **TRAINING**
- Objective: Before Completion, explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
  - Operating time: Include a minimum of 1 days.
- 230      **SPARE PARTS**
- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Employer for maintenance of the services installations.
  - Content: Include in the priced schedule for:
    - Manufacturers' current prices, including packaging and delivery to site.
    - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
    - Referencing to the plant and equipment list in Part 3 of the Building Manual.
    - Painting, greasing, etc. and packing to prevent deterioration during storage.
  - Latest date for submission: Two weeks before completion
- 250      **TOOLS**
- General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
  - Quantity: Two complete sets.
  - Time of submission: At completion.

## **A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF**

### **110 MANAGEMENT AND STAFF**

- Cost significant items: All items deemed to be required by the Contractor. The Contractor is to list all cost items as may be required, with fixed charges and time related charges as appropriate.

## **A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION**

### **110 SITE ACCOMMODATION**

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- Cost significant items: All items deemed to be required by the Contractor. The Contractor is to list all cost items as may be required, with fixed charges and time related charges as appropriate.

## **A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES**

*Listed but not limited to:-*

- 110 POWER
  - Cost significant items: All items deemed to be required by the Contractor.
- 120 LIGHTING
  - Cost significant items: All items deemed to be required by the Contractor.
- 130 FUELS
  - Cost significant items: All items deemed to be required by the Contractor.
- 140 WATER
  - Cost significant items: All items deemed to be required by the Contractor.
- 150 TELEPHONE AND ADMINISTRATION
  - Cost significant items: All items deemed to be required by the Contractor.
- 160 SAFETY, HEALTH AND WELFARE
  - See clause A34/210.
  - Cost significant items: All items deemed to be required by the Contractor.
- 170 STORAGE OF MATERIALS
  - Cost significant items: All items deemed to be required by the Contractor.
- 180 RUBBISH DISPOSAL
  - See clause A34/430.
  - Cost significant items: All items deemed to be required by the Contractor.
- 190 CLEANING
  - See clause A33/710.
  - Cost significant items: All items deemed to be required by the Contractor.
- 200 DRYING OUT
  - See clause A34/410.
  - Cost significant items: All items deemed to be required by the Contractor.
- 210 PROTECTION OF WORK IN ALL SECTIONS
  - Cost significant items: All items deemed to be required by the Contractor.
- 220 SECURITY
  - See clause A34/150.
  - Cost significant items: All items deemed to be required by the Contractor.
- 230 MAINTAIN PUBLIC AND PRIVATE ROADS
  - See clause A34/520.
  - Cost significant items: All items deemed to be required by the Contractor.
- 240 SMALL PLANT AND TOOLS
  - Cost significant items: All items deemed to be required by the Contractor.
- 310 ADDITIONAL SERVICES AND FACILITIES ITEMS
  - Cost significant items: All items deemed to be required by the Contractor. The Contractor is to list all cost items as may be required, with fixed charges and time related charges as appropriate.

## **A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT**

*Listed but not limited to:-*

- 110 CRANES
  - Cost significant items: All items deemed to be required by the Contractor.
- 120 HOISTS
  - Cost significant items: All items deemed to be required by the Contractor.
- 130 PERSONNEL TRANSPORT
  - Cost significant items: All items deemed to be required by the Contractor.
- 140 TRANSPORT
  - Cost significant items: All items deemed to be required by the Contractor.
- 150 EARTHMOVING PLANT
  - Cost significant items: All items deemed to be required by the Contractor.
- 160 CONCRETE PLANT
  - Cost significant items: All items deemed to be required by the Contractor.
- 170 PILING PLANT
  - Cost significant items: All items deemed to be required by the Contractor.
- 180 PAVING AND SURFACING PLANT
  - Cost significant items: All items deemed to be required by the Contractor.
- 200 ADDITIONAL MECHANICAL PLANT
  - Cost significant items: All items deemed to be required by the Contractor. The Contractor is to list all cost items as may be required, with fixed charges and time related charges as appropriate.

## **A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS**

*Listed but not limited to:-*

**110 TEMPORARY ROADS**

- Cost significant items: All items deemed to be required by the Contractor.

**120 TEMPORARY WALKWAYS**

- Cost significant items: All items deemed to be required by the Contractor.

**130 ACCESS SCAFFOLDING**

- Cost significant items: All items deemed to be required by the Contractor.

**140 SUPPORT SCAFFOLDING AND PROPPING**

- Cost significant items: All items deemed to be required by the Contractor.

**150 HOARDINGS, FANS, FENCING, ETC.**

- Cost significant items: All items deemed to be required by the Contractor.

**160 HARDSTANDING**

- Cost significant items: All items deemed to be required by the Contractor.

**170 TRAFFIC REGULATIONS**

- Cost significant items: All items deemed to be required by the Contractor.

**200 ADDITIONAL TEMPORARY WORKS**

- Cost significant items: All items deemed to be required by the Contractor. The Contractor is to list all cost items as may be required, with fixed charges and time related charges as appropriate.

**A50**  
**WORK/ PRODUCTS BY/ ON BEHALF OF THE**  
**EMPLOYER**

## **A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER**

### **110 WORK BY/ ON BEHALF OF EMPLOYER**

- Not Applicable

### **120 PRODUCTS / EQUIPMENT PROVIDED BY/ ON BEHALF OF EMPLOYER**

- General: Details of such products / equipment are given in the tender documents, for fixing and final connection by the Contractor. Use for no other purpose than the Works.
- Handling: Accept delivery, check against receipts and take into appropriate storage.  
Surplus products: Keep safe and obtain instructions.



**A53**  
**WORK BY STATUTORY AUTHORITIES/  
UNDERTAKERS**

## **A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

Not Applicable

**A54**  
**PROVISIONAL WORK/ ITEMS**

## **A54 PROVISIONAL WORK/ ITEMS**

Not Applicable



## **A55 DAYWORKS**

Not Applicable

**A56**  
**ADVANCE PROCUREMENT**

## **A56 ADVANCE PROCUREMENT**

Not Applicable



## **A60 DEVELOPMENT CONTROL REQUIREMENTS / BUILDING AND ACCOMMODATION REQUIREMENTS**

### **DEVELOPMENT CONTROL REQUIREMENTS**

- 120 **PLANNING PERMISSION:**  
The Employer will obtain Planning Approval (if applicable) for the works.  
The Contractor shall comply with the permission plus any reserved matters and conditions insofar as they relate to the design and construction of the works.  
It is a pre-requisite of Practical Completion that any Planning Conditions have been resolved with the Planning Authorities.
- 122 **REGULATIONS, RULES AND BYE-LAWS:**  
The Contractor shall comply with all regulations, bye-laws, utilities and rules of the local authorities.  
The Employer / PM shall be responsible for preparing and submitting the necessary applications and obtaining Building Regulations / Fire Officer consents plus any other Statutory Requirements / Approvals as may be necessary. The Employer shall pay all fees in connection with these consents and requirements.  
The Employer / PM shall give all necessary notices required by any Public Body, Supply Authority or Act of Parliament and shall pay all fees, charges or dues applicable.  
The Employer / PM must obtain confirmation from the respective authority whether any items need to be tested and stamped.  
The PM shall arrange for copies of all relevant confirmation of compliance correspondence to be forwarded from the Planning Authorities direct to the main contractor and / or the Employer.
- 130 **SCOPE OF CONTRACTOR'S DESIGN RESPONSIBILITY:**  
The standards as noted within these Preliminaries present the minimum standards required for the project and the designs and all materials and workmanship shall either comply with or exceed the minimum standard set out. The successful Contractor shall be required to satisfy the Employer that his designs comply with such standards.  
Should any portion of the Works which could reasonably and obviously be inferred as necessary for the complete safe and satisfactory operation of the installation as a whole not be expressly specified, the Contractor shall identify, provide and execute such work as part of his Contractor's Proposals.
- 140 **DESIGN LIFE:**  
The design life of a product or construction shall be the performance design life as supported by a Products Agreement Certificate or as recommended through research data produced by a recognised trade / product testing laboratory.  
All parts of the Works shall be designed for minimum maintenance during their life. A planned and preventative maintenance schedule is to be co-ordinated with a design that requires the least regular periods between inspections but that requires repair of accidental damage to be affected outside of any such maintenance cycle.  
The Employer is responsible for all Building Regulation Fees.  
The Employer is responsible for submitting samples and obtaining agreement to and by the Planning Authority. The Contractor is responsible for delivery and collection of samples.
- 141 **KEYS:**  
Prior to completion the Employer (or Employers representative e.g. NOCS) will provide specific lock barrels with keys free of charge to be fitted into any new doors by the contractor.

## **A65 FUNCTIONAL AND ANCILLARY REQUIREMENTS**

### **200 SPECIFICATION REQUIREMENTS:**

The Contractor's Proposals are to include the specification requirements as incorporated within the Employer's Requirements.

### **400 SPECIFICATION DOCUMENTATION:**

Where any conflict clarification or expansion of specification requirements exists, the contractor is to inform the PM of any conflicting items which are found during the pricing period. Failure to do so will result in the contractor being exclusively liable for any additional costs that may be incurred.

### **450 SPECIFICATION AMENDMENTS:**

Where the Contractor proposes to depart from the Specification for any reason he is to make clear the items within a non-compliant bid giving reasons for the proposed change and the affect on cost.