

**PROJECT PARTICULAR
PRELIMINARIES**

FOR REBUILDING WORKS

AT

**HARWORTH & BIRCOTES TOWN HALL,
SCROOBY ROAD, BIRCOTES, DN11 8JP**

9 MARCH 2018



<p>A</p> <p>PROJECT PARTICULAR PRELIMINARIES</p> <p>These project specific preliminaries are to be read in conjunction with:</p> <p>Section No. 2 – Schedule of Works - Building [Including Appendices A to E]</p> <p>The Tender Drawings [Refer to list to Appendix 1]</p> <p>Pre-contract Health and Safety Information</p> <p>A10</p> <p>PROJECT PARTICULARS</p> <p>A</p> <p>THE PROJECT:</p> <p>Name: Rebuilding works</p> <p>Location: Harworth & Bircotes Town Hall, Scrooby Road, Bircotes, DN11 8JP</p> <p>Nature of the Works: The works encompass the renewal of construction elements including floors and external walls.</p> <p>Timescale for completion of the construction work: A period of 9 weeks on site.</p> <p>The project is programmed to commence Monday 7th May 2018 and be completed within eight weeks. The above dates are to be agreed with the CA prior to contract agreement.</p> <p>B</p> <p>EMPLOYER (CLIENT):</p> <p>Harworth & Bircotes Town Council Scrooby Road Bircotes DN11 8JP</p> <p>Tel: 01302 759037</p> <p>C</p> <p>PRINCIPAL CONTRACTOR:</p> <p>To be confirmed</p> <p>D.</p> <p>DESIGNER/ARCHITECT:</p> <p>Sherwood Surveyors & Property Consultants Ltd Cavendish House The Welbeck Estate Worksop Nottinghamshire S80 3LL</p> <p>Tel: 01909 511229</p>		<p>£</p>	<p>p</p>
<p>E</p> <p>CONTRACT ADMINISTRATOR (hereinafter referred to as 'CA'):</p> <p>Sherwood Surveyors & Property Consultants Ltd Cavendish House The Welbeck Estate Worksop Nottinghamshire S80 3LL</p> <p>Tel: 01909 511299</p> <p>Sherwood Surveyors & Property Consultants Ltd will administer the Contract throughout the whole period of the Works (Note: CA refers to any remarks made in this tender documentation in respect to the wording of 'Project Manager').</p>			
<p>Carried to Collection</p>		<p>£</p>	<p>p</p>

F	<p>CDM (PRINCIPAL DESIGNER):</p> <p>Sherwood Surveyors & Property Consultants Ltd Cavendish House The Welbeck Estate Worksop Nottinghamshire S80 3LL</p> <p>Tel: 01909 511299</p>	£	p
G	<p>QUANTITY SURVEYOR</p> <p>Sherwood Surveyors & Property Consultants Ltd Cavendish House The Welbeck Estate Worksop Nottinghamshire S80 3LL</p> <p>Tel: 01909 511299</p>		
A11	<p>TENDER DOCUMENTS</p> <p>A The works are identified in the schedule of works and appendices and on the following tender drawings and documentation together with all specialist drawings and specifications as identified:</p> <ul style="list-style-type: none"> • Section No. 1 – Project Particular Preliminaries • Section No. 2 – Schedule of Works - Building [Including Appendices A to E] • The Tender Drawings prepared by Sherwood Surveyors and other consultants [Refer to list to Appendix A] • Pre-contract Health and Safety Information <p>Note: The Contractor is to include and declare any additional items of works not specifically itemised in the tender drawings and documentation that are considered necessary to complete the project.</p> <p>B. THE CONTRACT DRAWINGS will be the same as the tender drawings.</p> <p>C. THE PRE-CONTRACT HEALTH AND SAFETY INFORMATION is included in these preliminaries in Section A34. It refers to information given in the preliminaries, specification/schedule of works and drawings.</p>		
A12	<p>THE SITE/EXISTING BUILDINGS</p> <p>A. THE SITE:</p> <p>The working areas hereafter referred to as 'the site' will be the internal and external areas of the building as shown on the plans [Refer to list to Appendix A] and allocated to the Contractor for use during the contract period.</p> <p>The access for loading and unloading is restricted to between the hours of 08.00 - 17.00 hours, Monday to Saturday. No access is allowed to the site on Sunday. The contractor is to ensure that all deliveries and removals are carried out within these periods.</p> <p>The Town Hall will continue to be operational throughout the duration of the works.</p>		
Carried to Collection		£	p

<p>B.</p> <p>DEMOLITION AND REMOVAL:</p> <p>The scope of ripping out will be all that is necessary to achieve the works and any absence of reference in the following schedule shall not deem it to be excluded.</p> <p>The general scope of ripping out will be as outlined on the drawings and in the schedule of works. The contractor is responsible for ensuring that all aspects of the demolition works can be achieved.</p> <p>In all cases allow for any making good necessary to the external areas.</p> <p>In all cases allow for the making good of adjacent wall, floor and ceiling surfaces.</p> <p>In all cases allow for suitable protection to all remaining retained finishes during the works.</p> <p>Preparation of new décor – Where new wall finishes are required, the existing surface is to be prepared in accordance with the recommended procedures determined by the respective manufacturer of the new surface finishes specified.</p> <p>C.</p> <p>EXISTING MAINS/SERVICES:</p> <p>The unit includes existing mains electrical and gas services which are currently used. The mains services are to be located and identified on site handover.</p> <p>D.</p> <p>HEALTH AND SAFETY FILE:</p> <p>Refer to the Employer and CA for all relevant existing health and safety information.</p> <p>The works are to be carried out in accordance with the Construction (Design and Management) Regulations 2015. The project is Notifiable to HSE. Works may only commence when the appointed Contractor has completed a Construction Phase Health and Safety Plan approved by the CA.</p> <p>The nature and condition of the site/building cannot be fully ascertained prior to it being opened up. Refer to the Employer and CA for all relevant existing health and safety information regarding the present site.</p> <p>The principal designer is as clause A10/F.</p> <p>The Contractor shall provide to the CA, an accurate and up to date statement relating to the organisations health and safety provisions. The Contractor must disclose at tender stage any changes in policy, recent HSE enforcement or any other circumstantial change that may affect that organisations undertakings to safeguard the health and safety of operatives on site.</p>		<p>£</p>	<p>p</p>
Carried to Collection		£	p

<p>E.</p>	<p>ACCESS TO THE SITE:</p> <p>DURING THE TENDER PERIOD</p> <p>Internal access will only be available if previously agreed in writing with the Employer.</p> <p>Access to be via the front door located at ground floor level.</p> <p>NB: Contractors will only be allowed to visit if they:</p> <ul style="list-style-type: none"> a) Arrange the visit with at least 48 hours notice with the Employer's on site representative Mrs Helen Rodgers [01302 759037]. b) Present a copy of the tender letter/email at the time they visit. <p>DURING THE WORKS:</p> <p>Access to the site will be by means of designated site entrances to the left and right of the building which are the existing entrance to the office and hall [via ramp] respectively.</p> <p>All entrance/exit doors must be kept closed at all times to safeguard the security of the site and the contents of the building.</p> <p>The parking area to the front of the building [located to front left of building] will be the designated area for delivery and storage of materials. Where 'special' delivery is required by this access [For example: use of crane for delivery of pallets of masonry]; arrangements with Mrs Helen Rodger [01302 759037] must be made and agreed in writing at least five working days prior to the delivery.</p>	<p>£</p>	<p>p</p>
<p>F.</p>	<p>USE OF THE SITE:</p> <ul style="list-style-type: none"> • Do not use the site for any purpose other than carrying out the Works. • Works to be carried out as stipulated as in clause A10/A. 		
<p>G.</p>	<p>SURROUNDING LAND/BUILDING USES:</p> <p>The land to the front and left of the building will be used by the public as means of access and egress to and from the building. The Contractor will be responsible for ensuring that physical barriers are provided at all times to ensure safe means of access and egress by the public. The access road and car park, will need to be kept clear at all times in order to ensure unrestricted access for the day to day operation of the building.</p> <p>Damage to any and all access areas is to be made good prior to Practical Completion at no extra cost to the contract. The contractor shall be required to undertake a 'dated' photographic record prior to commencement of the works of the condition of these areas. This will then need to be sent to the CA & Employer.</p> <p>The Contractors site manager is to inspect the site daily at the end of every shift, the site must be left in a clean and safe state at all times. Secure fencing will also need to be erected to prevent unauthorised access to the site or material storage area.</p> <p>An area of the car park to the front left corner of the building will be designated for the position of site cabin, WC, storage and skips. The contractor shall ensure that this area is fenced at all times in order to prevent any unauthorised access.</p>		
<p>H.</p>	<p>RISKS TO HEALTH AND SAFETY:</p> <ul style="list-style-type: none"> • The nature and condition of the site/building cannot be fully and certainly ascertained before it is opened up; however, any risks that are or may be present may be in the Health and Safety File for the site/building. • The accuracy and sufficiency of this information is not guaranteed by the Employer or the CA and the Contractor must ascertain any additional information required to ensure the safety of all persons and the Works. 		
	<p>Carried to Collection</p>	<p>£</p>	<p>p</p>

I.	<p>SITE VISIT:</p> <p>Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.</p> <p>The Contractor must inspect the site prior to submission of his tender to ensure that all incidental costs necessary due to the nature of the site and physical constraints of the site are included in the tender price. Where sub-contractors do not inspect the site, this must be stated upon submission of the tender.</p>	£	p
J.	<p>SITE VISIT to be as noted above.</p>		
A13	<p>DESCRIPTION OF THE WORK</p>		
A.	<p>THE WORK:</p> <p>The works encompass the full refurbishment and alteration of a pair of semi-detached traditional built properties in order to convert them into office and welfare accommodation.</p>		
B.	<p>WORKS BY OTHERS CONCURRENT WITH THE CONTRACT is described in sections A30 and A50 of the tender documentation.</p>		
A20	<p>THE CONTRACT</p>		
A.	<p>STANDARD FORM OF BUILDING CONTRACT: The Form and Condition of contract will be the JCT 2016 Minor Works Building Contract with Contractor's Design (MWD) incorporating current JCT amendments.</p>		
B.	<p>CONTRACT: The Contract shall be executed as a deed under hand.</p>		
C.	<p>THE RECITALS</p>		
	<p>First Recital</p>		
	<p>The Employer wishes to have the following works carried out:</p>		
	<p>The demolition and re-building of construction elements of the existing building, including the provision of new windows and internal finishes.</p>		
	<p>at</p>		
	<p>Harworth & Bircotes Town Hall, Scrooby Road, Bircotes, DN11 8JP.</p>		
	<p>Under the directions of the Contract Administrator referred to in Article 3;</p>		
	<p>The reference to: Architect will be deleted.</p>		
	<p>Second Recital</p>		
	<p>[Contractor designed elements]</p>		
	<p>The Works include the design and construction of:</p>		
	<p>1. The electrical installations including:</p>		
	<p>i) Provision of temporary electrical supply</p>		
	<p>iii) Removal and reinstatement of all; lighting, small power, fire detection and alarm installations</p>		
	<p>iii) Removal and reinstatement of elements of the CCTV installation</p>		
	<p>iv) Removal and reinstatement of elements of the intruder alarm</p>		
	<p>v) Removal and reinstatement of data cabling installation</p>		
Carried to Collection		£	p

	<p>2. The mechanical and plumbing installations, including:</p> <ul style="list-style-type: none"> i) Provision of temporary water supply ii) Removal and reinstatement of all; radiators, tanks, pumps, pipework and ancillary items in connection with the works <p>3. The new windows</p> <p>Third Recital</p> <p>The Employer has had the following document prepared which show and describe the work to be done:</p> <p>The drawings numbered/listed in:</p> <ul style="list-style-type: none"> • Appendix A of Section 1 – Project Particular Preliminaries ('the Contract Drawings') <p>The reference to: '<i>a Specification</i>' will be deleted.</p> <p>Other documents showing or describing or otherwise stating his requirements for the design and construction of the Contractor's Designed Portion ("the Employers Requirements"):</p> <ul style="list-style-type: none"> • Section No. 1 – Project Particular Preliminaries • Section No. 2 – Schedule of Works <p>[The 'Work Schedules']</p> <p>Forth Recital</p> <p>The Contractor has supplied the Employer with a copy of the priced Work Schedules.</p> <p>The reference to: '<i>Contract Specification</i>' and '<i>Schedule of Rates</i>' will be deleted.</p>	£	p
	Carried to Collection	£	p

<p>D.</p>	<p>THE ARTICLES</p> <p>Article 1 – Contractor’s obligations</p> <p>Article 2 – Contract Sum</p> <p>Article 3 – Architect/Contract Administrator</p> <p>The reference to ‘<i>Architect</i>’ shall be deleted. Contract Administrator (CA): Refer to clause A10/E.</p> <p>Article 4 – Principal Designer</p> <p>The reference to ‘<i>Architect</i>’ shall be deleted.</p> <p>Principal Designer (PD): Refer to clause A10/F</p> <p>Article 5 – Principal Contractor</p> <p><i>‘Name of Principal Contractor’</i> to be inserted.</p> <p>Article 6 – Adjudication</p> <p>The Principal Contractor for the purposes of the CDM regulations</p> <p>If any dispute or difference arises under this Contract either Party may refer it to adjudication in accordance with clause 7.2.</p> <p>Article 7 - Arbitration</p> <p>The arbitration provisions of Article 7 and Schedule 1 apply and the words “do not apply” must be deleted.</p> <p>Article 7 Applies, the subject to article 6 and the exceptions set out below, and dispute or difference between the Parties of any kind whatsoever arising out of or in connection with this Contract shall be referred to arbitration in accordance with Schedule 1 and the 2016 edition of the Construction Industry Model Arbitration Rules (CIMAR).</p> <p>The exceptions to this Article 7 are:</p> <ul style="list-style-type: none"> • any disputes or differences arising under or in respect of the Construction Industry Scheme or VAT, to the extent that legislation provides another method of resolving such disputes or differences; and • any disputes or differences in connection with the enforcement of any decision of an Adjudicator. 	<p>£</p>	<p>p</p>
	<p>Carried to Collection</p>	<p>£</p>	<p>p</p>

			£	p
E.	THE CONTRACT PARTICULARS			
	Clauses etc.	Subject		
	Fifth Recital and Schedule 2 (paragraphs 1.1, 1.2, 1.5, 1.6, 2.1, and 2.2)	Base Date	10 days before the date for return of tender	
	Fifth Recital and clause 4.2	Construction Industry Scheme (CIS)	Employer at the Base Date is a 'contractor' for the purposes of the CIS	
	Sixth Recital	CDM Regulations	The project is notifiable.	
	Seventh Recital	Framework Agreement	N/A	
	Eighth Recital and Schedule 3	Supplementary Provisions		
		Collaborative Working	Supplemental Provision 1 applies	
		Health and Safety	Supplemental Provision 2 applies	
		Cost savings and value improvements	Supplemental Provision 3 applies	
		Sustainable development and environmental considerations	Supplemental Provision 4 applies	
		Performance Indicators and monitoring	Supplemental Provision 5 applies	
		Notification and negotiation of disputes	Supplemental Provision 6 applies	
	Transparency		Supplemental Provision 7 applies	
	The Public Contracts Regulations 2015		Supplemental Provision 8 applies	
		Where paragraph 6 applies, the respective nominees of the Parties are Employer's nominee Wendy Davies Contractor's nominee To be confirmed Or such replacement as each Party may notify to the other from time to time		
	Article 7 - Arbitration	Article 7 and Schedule 1 (Arbitration) apply		
	2.3 – Date for Commencement of the Works	07.05.18		
	2.3 – Date for Completion	16.07.18		
	2.9 – Liquidated damages	At the rate of £500 per week or part thereof		
	2.11 – Rectification Period	12 months from the date of practical completion		
	4.3 – Percentage of the total value of work etc.	95 per cent		
	Carried to Collection		£	p

			£	p
4.3 First Interim Valuation Date	31.5.18			
4.3 Payment Intervals	28 days			
4.3 Payments due prior to practical completion	95%			
4.3 Payments becoming due on or after practical completion	97.5%			
4.3 and 4.8 and Schedule 2	Contribution, levy and tax changes	N/A due to limited duration of contract period		
4.3 and 4.8 and Schedule 2 – (paragraph 13)	Percentage addition for Fluctuations Option	N/A due to limited duration of contract period		
4.8.1	Supply of documentation for computation of amount to be finally certified 1 month from the date of practical completion			
5.3	Contractor's Public Liability insurance: injury to persons or property – insurance cover	£5,000,000.00 for any one occurrence of series of occurrences arising out of one event		
5.4A, 5.4B and 5.4C	Insurance of the Works etc. – alternative provisions Clause 5.4B (Works and existing structures insurance by Employer in joint Names – does not apply)	Clause 5.4A (Works insurance by Contractor in Joint Names) applies Clause 5.4C (Existing structures insurances by Employer in own Name) applies		
5.4A and 5.4B	Percentage to cover professional fees	15 per cent		
7.2	Adjudication The adjudicator is to be nominated. Nominating body – where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act The nominating body shall be: The Royal Institution of Chartered Surveyors	Delete: <ul style="list-style-type: none"> • Royal Institute of British Architects • Constructionadjudicators.com • Association of Independent Construction Adjudicators • Chartered Institute of Arbitrators 		
7.2	Arbitration Appointer of Arbitrator (and of any replacement) The Royal Institution of Chartered Surveyors	Delete: <ul style="list-style-type: none"> • Royal Institute of British Architects • Chartered Institute of Arbitrators 		
Carried to Collection			£	p

<p>A30</p> <p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p> <p>E.</p> <p>F.</p> <p>G.</p> <p>H.</p> <p>I.</p> <p>J.</p> <p>K.</p> <p>L.</p>	<p>TENDERING/SUBLETTING/SUPPLY</p> <p>SCOPE: The conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.</p> <p>TENDERING PROCEDURE will be in accordance with the principles of the 'Code of Procedure for Single Stage Selective Tendering' 1996.</p> <p>EXCLUSIONS: If the Contractor cannot tender for any part(s) of the works defined in the tender documents he must inform the CA as soon as possible, defining the relevant part(s) and stating the reasons for his inability to tender.</p> <p>ACCEPTANCE OF TENDER: The Employer and his representative:</p> <ul style="list-style-type: none"> • Will not be responsible for any cost incurred in the preparation of any tender. <p>PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 13 weeks from the date fixed for the submission or lodgement of the tenders. Information on the date of possession/commencement is given in section A20.</p> <p>PROJECTS WITHOUT QUANTITIES: 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.</p> <p>PRICING OF SPECIFICATION/SCHEDULE OF WORKS: Alterations and qualifications to the specification/schedule of works must not be made without the written consent of the CA. Tenders containing the unauthorised alterations or qualifications must be rejected. Costs relating to items in the specification/schedule of works which are not priced will be deemed to have been included elsewhere in the tender.</p> <p>THE PRICED SPECIFICATION/SCHEDULE OF WORKS must be completed in full with a price inserted after each and every clause - and form part of the tender return.</p> <p>THE DRAWINGS AND SCHEDULE OF WORKS/SPECIFICATIONS are intended to convey the extent of the Works and provide a minimum guide to the Contractor. The Employer is expressly relying on the skill and judgement of the Contractor for the installation and ultimate performance of the Works, together with ease of maintenance. The installations and carrying out of the works should be in accordance with all the latest applicable regulations and recommendations and statutory authority requirements.</p> <p>DRAWINGS AND INFORMATION PRODUCED BY THE CONTRACTOR shall be sent to the CA for comments prior to construction and within sufficient time to enable the CA to comment before fabrication/installation.</p> <p>TENDER STAGE METHOD STATEMENTS must be submitted within one week of request describing how and when the Contractor proposes and undertakes to carry out the following:</p> <ul style="list-style-type: none"> • A detailed phased on-site programme to show all works carried out. Under no circumstances should any works be carried out if the general public gain access to the site. • The programme must incorporate all suppliers, subcontractors and DEC works as far as the availability of such information permits at the time. • The Contractor may, at his discretion and at the same time, submit method statements for other parts of the Works. <p>ALTERNATIVE TIME TENDERS:</p> <ul style="list-style-type: none"> • <u>In addition</u> to and the same time as this tender based upon the date or period specified in section A20, the Contractor may, at his discretion, submit an alternative tender based upon a different date for completion or period. • If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender. 		
	Carried to Collection	£	p

M.	<p>SUBSTITUTE PRODUCTS: If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution. Substitutions which have not been specified at tender stage will not be considered. Substitutions sanctioned by the CA will be subject to the verification requirements of clause A31/D.</p>		
N.	<p>HEALTH AND SAFETY INFORMATION: A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of sub-contractors and of any person who may be affected by the works, including:</p> <ul style="list-style-type: none"> • A copy of the contractor's health and safety policy document, including risk assessment procedures. • Accident and illness records for the past five years. • Records of previous Health and Safety Executive enforcement action. • Records of training and training policy. • The number and type of staff responsible for health and safety on this project with details of their qualifications and duties. 		
P.	<p>SUB-CONTRACTORS</p> <ul style="list-style-type: none"> • The Contractor shall include in his tender sum for providing all attendances and liaison with all sub-contractors and allow them all facilities including free use of all necessary and adequate storage areas, scaffolding, power, water, lighting, plant, cutting away and making good, cleaning up etc. as required by them for the duration of the Contract. • The Employer will not accept any claims for profit and attendance as these are deemed to be included in the Contractor's tender. • The Contractor must closely co-operate with all parties and obtain from them their requirements for recesses, chases, holes, cable routes, etc. in order that, where necessary, they may be correctly marked off and formed thus avoiding alterations afterwards. If the works contractor's fail to do this the onus of the alterations must fall upon him to and he will have to carry out the additional works at his own expense. No extensions for extension of time or monetary claims will be considered in this instance. A meeting will all parties will be organised early in the contract period to co-ordinate their works. • Allow for providing all attendance. • It is the Employers policy to seek direct reimbursement from the Contractor for any additional expense incurred as a result of the following: <ul style="list-style-type: none"> - Delays in the Contractor's programme affecting dates/programmes agreed between the Suppliers, Sub-contractors and the Contractor. - Costs of abortive visits by any of the above due to the site or working area not being ready. - Costs of abortive or remedial work due to damage to any of the works by the Contractor or his Sub-contractors. - Additional works required to be carried out by any Sub-contractors due to site Conditions i.e. excessive dirty site on handover, protective measures to prevent damage by water, entry etc. 		
A31	<p>PROVISION, CONTENT AND USE OF DOCUMENTS</p> <p>DEFINITIONS AND INTERPRETATIONS</p> <p>A. IN WRITING: When required to notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.</p> <p>B. APPROVAL (and words derived there from) means the approval in writing of the CA unless specified otherwise.</p>		
	Carried to Collection	£	p

C.	<p>EQUIVALENT PRODUCTS:</p> <ul style="list-style-type: none"> Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the CA and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents. Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide Revised drawings, specification and manufacturer's guarantees as required by the CA. 		
D.	<p>EQUIVALENT PRODUCTS: Wherever products are specified by proprietary name and the phrase 'or equivalent' is not included, it is deemed to be included.</p>		
E.	<p>REFERENCES TO BSI DOCUMENTS: Are to the versions and amendments listed in the BSI Standards Catalogue current at the date of tender.</p>		
F.	<p>SIZES: Unless otherwise stated –</p> <ul style="list-style-type: none"> Products are specified by their co-ordinating sizes. Cross section dimensions of timber shown on drawings are nominal sizes before any required planing. 		
G.	<p>FIX ONLY means all labours in unloading, handling, storing and fixing in position, including use of all plant.</p>		
H.	<p>SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.</p> <p>TERMS USED IN REFURBISHMENT/ALTERATION</p>		
I.	<p>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 does not include removing associated pipework, wiring, ductwork or other services unless these works are referred to in the tender documents.</p>		
J.	<p>KEEP FOR REUSE means:</p> <ul style="list-style-type: none"> During removal prevent damage to the stated components or materials, and 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. 		
K.	<p>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:</p> <ul style="list-style-type: none"> Replacement of components or parts of components [unless broken or damaged by the Contractor]. 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. 		
L.	<p>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,</p>		
M.	<p>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 works as inconspicuous as possible, all to approval of appearance.</p>		
	Carried to Collection	£	p

	<p>DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</p> <p>N. ADDITIONAL COPIES OF DRAWINGS: One copy of the drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge.</p> <p>P. ADDITIONAL COPIES OF THE SPECIFICATION/SCHEDULE OF WORKS: After execution of the Contract, one copy of the Specification/Schedule of Works will be issued to the Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Contractor.</p> <p>Q. DIMENSIONS: The accuracy of dimensions scaled from the drawings are not guaranteed. Obtain from the CA any dimensions required but not given in the figures on the drawings nor calculable from the figures on the drawings.</p> <p>R. THE SPECIFICATION/SCHEDULE OF WORKS: All sections of the specification/schedule of works must be read in conjunction with the Main Contract Preliminaries/General Conditions.</p> <p>DOCUMENTS PROVIDED BY THE CONTRACTOR</p> <p>S. TECHNICAL LITERATURE: The Contractor is required to keep copies of the following on site, readily available for reference by all supervisory personnel:</p> <ul style="list-style-type: none"> • Manufacturers' current technical literature relating to all products to be used in the Works. <p>T. MAINTENANCE INSTRUCTIONS AND GUARANTEES:</p> <ul style="list-style-type: none"> • Retain copies delivered with components and equipment (failing which, obtain) register with manufacturer as necessary and hand over to CA on or before Practical Completion, all documents are to be scanned and issued in an electronic format (i.e. PDF file) • Notify CA of telephone numbers for emergency services by Subcontractors after Completion. 		
<p>A32</p>	<p>MANAGEMENT OF THE WORKS</p> <p>A. INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.</p> <p>B. INSURANCE CLAIMS: 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, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.</p> <p>C. OWNERSHIP: Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</p> <p>D. PROGRAMME:</p> <ul style="list-style-type: none"> • As soon as possible and before starting work on site prepare in an approved form a programme for the Works, which must make allowance for all: • Planning and mobilisation by the contractor. • Sub-contractor's work. • Running in, adjustment and testing of engineering services. • Work resulting from instructions issued in regard to the expenditure of provisional sums. • Work by others concurrent with the Contract. • Submit two copies to CA. 		
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E	<p>CA'S SITE MEETINGS:</p> <ul style="list-style-type: none"> The CA will hold site meetings to review progress, budget, health and safety and any other matters arising from the administration of the contract. Meetings will normally be held on a two weekly basis. Ensure the availability of a Contracts Manager for each meeting. The CA will chair the meeting and take and distribute minutes [if required to record issues arising], all attendee's are responsible for taking their own notes and acknowledging actions, from the meeting. 		
F.	<p>NOTICE OF COMPLETION: Give the CA at least one week notice of the anticipated dates of Practical Completion of the whole or parts of the Works.</p>		
G.	<p>CASH FLOW FORECAST: As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the Works at the date of each Interim Certificate [If appropriate] throughout the Contact period and based upon the programme of the Works.</p>		
H.	<p>EXISTING WORK: The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.</p>		
I.	<p>ESTIMATED COST OF VARIATIONS: If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 3 days.</p>		
J.	<p>INTERIM VALUATIONS: At least 7 days before the estimated dates for the interim valuations submit to the CA details of amounts due under the Contact together with all necessary supporting information.</p>		
A33	<p>QUALITY STANDARDS/CONTROL</p> <p>A. GOOD PRACTICE: Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:</p> <ul style="list-style-type: none"> Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and In accordance with relevant good building practice. <p>B. GENERAL QUALITY OF PRODUCTS:</p> <ul style="list-style-type: none"> Products to be new unless otherwise specified. For products specified to a British or European Standard obtain certificates of compliance from the manufacturers when requested. When a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested. Ensure the whole quantity of each product required is of consistent kind, size, quantity and overall appearance. When consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together. If products are prone to deterioration or have limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition. <p>C. PROPRIETARY PRODUCTS:</p> <ul style="list-style-type: none"> Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations. Inform CA if these conflict with any other specified requirement. Submit copies when requested. The tender will be deemed to be based on the products specified and recommendations on their use given in the manufacturers' literature current at the date of tender. Where British Board of Agrēment certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates. 		
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<p>D.</p> <p>E.</p> <p>F.</p> <p>G.</p> <p>H.</p>	<p>CHECKING COMPLIANCE OF PRODUCTS: Check all documentation and the products themselves to ensure compliance with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:</p> <ul style="list-style-type: none"> • The source, type, qualities, finishes and colours are correct, and match any approved samples. • All accessories and fixings which should be supplied with the products have been supplied. • Sizes are correct. Where tolerances are critical, measure a sufficient quantity to ensure compliance. • The delivered quantities are correct, to ensure that shortages do not cause delays in the works. • The products are clean, undamaged and in good condition. • Products which have a limited shelf life are not out of date. <p>PROTECTION OF PRODUCTS:</p> <ul style="list-style-type: none"> • Prevent over-stressing, distortion and other damage. • Keep clean and free from contamination. Prevent staining, chipping, scratching and other disfigurement, particularly of products exposed to view in the finished work. Keep dry to prevent premature setting, moisture movement and similar defects, moisture movement. Where appropriate store off the ground and allow free air movement between stored products. • Prevent excessive 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. • Keep products in their original wrappings, packings 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. <p>SUITABILITY OF RELATED WORK AND CONDITIONS: Provide all trades with necessary details of related types of work. Before starting each type of work, ensure that:</p> <ul style="list-style-type: none"> • Previous work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work. • All necessary preparatory work has been carried out, including provision of services, openings, supports, fixings, damp proofing, priming and sealing. • The environmental conditions are suitable, particularly that the building is suitably weather tight. <p>GENERAL QUALITY OF WORKMANSHIP:</p> <ul style="list-style-type: none"> • Operatives must be appropriately skilled and experienced for the type and quality of work. • Take all necessary precautions to prevent damage to the work from frost, rain and other hazards. • Inspect components and products carefully before fixing or using and reject any which are defective. • Fix or lay securely, accurately and in alignment. • Provide suitable packings at screwed and bolted fixings to take up tolerances and prevent distortion. Do not over tighten. • Adjust location and fixing of components and products so that joints which are open to view are even and regular. • Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval. <p>WATER FOR THE WORKS: If other than mains supply is proposed provide evidence of suitability.</p>		
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	<p>SAMPLES/APPROVALS</p> <p>I. SAMPLES: Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product to be used in the works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.</p> <p>J. APPROVALS: Where and to the extent that products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:</p> <ul style="list-style-type: none"> • To the express approval of the CA • To match a sample expressly approved by the CA as a standard for the purpose. <p>ACCURACY/SETTING OUT GENERALLY</p> <p>K. SETTING OUT: Check the level and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify the CA in writing of any discrepancies and obtain instructions before proceeding.</p> <p>L. SETTING OUT: Inform CA when overall setting out is complete and before commencing construction.</p> <p>M. APPEARANCE AND FIT:</p> <ul style="list-style-type: none"> • Arrange the setting out, erection, juxtaposition of components and application of finishes to ensure satisfactory fit at junctions, no practically or visually unacceptable changes in plane, line or level and a true, regular finished appearance. • Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible. <p>SERVICES GENERALLY</p> <p>N. SERVICES REGULATIONS: Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.</p> <p>O. WATER REGULATIONS/BYE LAW NOTIFICATION: Notify the Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details. Allow adequate time to receive Undertaker's consent before starting work. Inform the CA immediately if consent is withheld or is granted subject to significant conditions.</p> <p>P. SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.</p> <p>Q. MECHANICAL AND ELECTRICAL SERVICES must have final tests and commissioning carried out so that they are in full working order at Practical Completion.</p> <p>SUPERVISION/INSPECTION/DEFECTIVE WORK</p> <p>R. DEFECTS IN EXISTING CONSTRUCTION to be reported to the CA without delay. Obtain instructions before proceeding with work which may:</p> <ul style="list-style-type: none"> • Cover up or otherwise hinder access to the defective construction, or • Be rendered abortive by the carrying out of the remedial work. <p>S. TIMING OF TESTS AND INSPECTIONS: Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready, if not ready, agree a new date and time.</p>		
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<p>T.</p> <p>U.</p> <p>V.</p> <p>W.</p>	<p>PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORKS/PRODUCTS:</p> <ul style="list-style-type: none"> As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to the CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Such proposals may be unacceptable to the CA, and contrary instructions may be issued. <p>WORK AT OR AFTER COMPLETION</p> <p>GENERALLY:</p> <ul style="list-style-type: none"> Make good all damage consequent upon the work. Remove all temporary markings and protective coatings. 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 to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials. Obtain COSHH data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. Touch up minor faults in painted /repainted work. Carefully matching colour. Repaint badly marked areas back to suitable break or junctions. Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, draws, ironmongery, appliances, valves, and controls. <p>Following the Contract Completion date provided that Practical Completion has been achieved on the agreed date. Snagging will be determined and agreed between all parties and carried out within 3 days of Completion of the works. If the CA has to make more than two return visits to inspect the Snagging works, the cost of the return visits and associated works [for example: preparing updated snagging lists] will be charged via the Employer and Contract against the Contractor at a rate of £75 per hour and 55p per mile.</p> <p>SECURITY AT COMPLETION: Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to CA/Employer with itemised schedule, retaining duplicate schedule signed by the CA /Employer. The contractor shall obtain written confirmation of receipt of the keys from the CA/Employer.</p> <p>MAKING GOOD DEFECTS: Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purpose of making good defects. Note that the building will remain fully operational during this time and that this work may have to be carried out during the night [when the building is not in use], inform all subcontractors of this. Inform CA when remedial works to the various parts of the Works are completed.</p>		
<p>A34</p> <p>A.</p>	<p>SECURITY/SAFETY/PROTECTION</p> <p>GENERALLY</p> <p>PRE-TENDER HEALTH AND SAFETY INFORMATION is integral with the Project Preliminaries, including but not restricted to the sections set out below: Nature of the project: Section A10 and A13. The existing environment: Section A12 Existing drawings: Section A11 and A12 The design: Section A34 Side-wide elements: Section A12 Overlap with client’s undertaking: Section A34 and A36 Site Rules: Section A34 and A35 Continuing liaison: Section A31</p>		
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B.	<p>THE CONSTRUCTION HEALTH AND SAFETY PLAN must be submitted to the CA not less than one week before the proposed date for start of the construction work. Do not start construction work until the CA has confirmed in writing to the Contractor that in their view the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulation 2015. The plan must include:</p> <ul style="list-style-type: none"> • Detailed proposals for managing health and safety during the construction phase together with site rules and emergency procedures. • Method statements related to hazards identified in then pre-tender health and safety plan and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor. 		
C.	<p>HSE APPROVED CODES OF PRACTICE: Comply with the following:</p> <ul style="list-style-type: none"> • Management of health and safety at work. • Managing construction health and safety. 		
D.	<p>SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Work from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.</p>		
E.	<p>STABILITY: Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading.</p>		
F.	<p>OCCUPIED PREMISES:</p> <ul style="list-style-type: none"> • Other buildings adjoining the site will be operational, occupied and in use during the contract. • Carry out the Works without undue inconvenience and nuisance to and without danger to the adjoining occupants and users. • If it transpires that compliance with this clause requires certain operations to be undertaken outside of the set Contract times, authorisation must be obtained from the CA in advance. 		
G.	<p>HARWORTH & BIRCOTES TOWN HALL - RULES AND REGULATIONS: Comply with the Rules and Regulations affecting the site. The contractor is required to consult with the Employer's Site Representative prior to return of tender in relation to site-specific conditions.</p>		
I.	<p>EMPLOYER'S REPRESENTATIVES SITE VISITS: Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) 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.</p> <p>PROTECT AGAINST THE FOLLOWING:</p>		
J.	<p>NOISE:</p> <ul style="list-style-type: none"> • Comply generally with the recommendations of BS 5228:Part 1, clause 9.3 for minimising noise levels during the execution of the works. • Noise levels from the works are to be kept below the requirements of Bassetlaw District Council when measured from the site boundary. • Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. • Do not use pneumatic drills and other noisy appliances unless absolutely necessary. • Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance. • All contractors must note that the building will be occupied throughout the contract and that every effort is to be taken to minimise noise. Refuse delivery/pick up to be in accordance with Bassetlaw District Council rules. 		
K.	<p>POLLUTION: Take all responsible precautions to prevent pollution of the site, the works and the general environment including streams and waterways.</p>		
L.	<p>NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.</p>		
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M.	ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods of safe removal or encapsulation. DISTURBANCE OF EXISTING MATERIALS MUST NOT PROCEED UNLESS THE CONTRACTOR UNDERTAKING THE WORK HAS UNDERTAKEN AN APPROVED ASBESTOS AWARENESS COURSE.	£	p
N.	FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and Loss Prevention Council.		
O.	FIRE PREVENTION: Smoking will not be permitted on the site.		
P.	BURNING ON SITE of materials arising from the work will not be permitted.		
Q.	MOISTURE: Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent: <ul style="list-style-type: none"> • Blistering and failure of adhesion. • Damage due to trapped moisture. • Excessive movement. 		
R.	WASTE: <ul style="list-style-type: none"> • Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy. • Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in. • Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority. • Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations. • Retain waste transfer documentation on site. <p>PROTECT THE FOLLOWING:</p>		
S.	Work in all sections: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.		
T.	EXISTING SERVICES: <ul style="list-style-type: none"> • Notify all service authorities and adjacent owners of the proposed works not less than one week before commencing site operations. • Before starting work check positions of existing services. • Observe service authorities' recommendations for work adjacent to existing services. • Do not interfere with their operation without consent of the service authorities or other owners. • If any damage to services result from the Works, notify CA and appropriate service authority without delay. Make arrangements for making good without delay to the satisfaction of the service authority or other owner as appropriate. • Replace marker tapes or protective covers disturbed by site operations to the service authority's recommendations. 		
U.	EXISTING FEATURES: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features which are to remain in position during the execution of the Works.		
V.	EXISTING WORK: Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.		
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<p>W.</p> <p>X.</p> <p>Y.</p> <p>Z.</p> <p>AA.</p>	<p>BUILDING INTERIORS: Protect building interiors exposed to the weather during the course of alteration works with temporary enclosures of sufficient size to permit execution of the work and which will remain weather tight in severe weather.</p> <p>EXISTING FURNITURE, FITTINGS AND EQUIPMENT: Prevent damage to any furniture, fittings or equipment left in the existing property. Move as necessary to enable the Works to be executed, cover and protect as necessary and replace in original positions. Take photographic schedule of all internal and external areas prior to commencement of the works and send this to the CS.</p> <p>ESPECIALLY VALUABLE/VULNERABLE ITEM(S): Ensure the provision and maintenance of special protective measures to prevent damage to the following: removed windows and doors, handrails and balustrades to the external ramps, the fascias and soffits and all fixtures [including electrical items] attached to the same.</p> <p>ADJOINING PROPERTY: Prevent trespass of workpeople and the public. Take all reasonable precautions to prevent damage to adjoining property or land. Obtain permission as necessary from the owners if required to erect scaffolding on or otherwise use adjoining property or land, and pay all charges. Clear away and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the Works.</p> <p>EXISTING STRUCTURES:</p> <ul style="list-style-type: none"> • Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining, that may be endangered or affected by the Works. • Support existing structure as necessary during cutting of new openings or replacement of structural parts [for example: lintels]. • Do not remove supports until new work is strong enough to support the existing structure. Prevent over-stressing of completed work when removing supports. 		
<p>A35</p> <p>A.</p> <p>B.</p>	<p>SPECIFIC LIMITATIONS OF METHOD/SEQUENCE/TIMING</p> <p>METHOD/SEQUENCE OF WORK: All works shall be carried out between the hours noted below. Monday to Saturday: 0800 to 1700 Sunday: No work allowed</p> <p>If the Contractor or anyone using the site undertakes noisy work outside these hours they may be liable for prosecution by Nottinghamshire County Council and subject to a fine.</p> <p>If the Contractor believes their works are likely to pose a noise risk it is their responsibility to liaise with Nottinghamshire County Council in accordance with The Control of Pollution Act 1974. If so required the Contractor will be fully responsible for all costs associated with obtaining a Section 61 Prior Approval Confirmation under the above Act, for further information contact Nottinghamshire County Council.</p> <p>Note a: On completion of the works each and every day the Contractor shall include all necessary cleaning/making safe, erecting of temporary barriers and warning notices, etc.</p> <p>Note b: Walk around the site to ensure that all areas are safe and acceptable prior to closing down the site for the evening. During this period all contractors are to maintain a suitable level of attendance on site to assist in any remedial work necessary. Each day all areas to be signed off as acceptable and signed log is to be retained on site for inclusion into the Health and Safety File upon completion of the works.</p> <p>Under no circumstance will any works be permitted to be carried out by any sub-contractor or directly employed contractor without the presence of the Principal Contractor on site.</p> <p>ACCESS TO THE SITE: See section A12.</p>		
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C. D. E.	<p>USE OF THE SITE: See section A12.</p> <p>SCAFFOLDING: Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all subcontractors and directly employed contractors. Ensure that young children, thieves and the like are unable to climb the scaffolding.</p> <p>STATUTORY UNDERTAKINGS: All Works are to be carried out in accordance with the current Building Regulations and to the satisfaction of the Local Authority. Applications under the Building Regulations have been made in advance by the CA.</p> <p>The Principal Contractor will be responsible for liaising with the Approved Inspector and shall allow for providing all of the necessary stage notifications throughout the works. The contractor shall ensure that a Contracts Manager is in attendance for all of the inspections by the Approved Inspector.</p> <p>Where necessary, liaise with the Fire Officer for completion inspection if under separate jurisdiction to Building Control.</p> <p>In circumstances where the Local Authority has granted Conditional Approval, the Principal Contractor will be responsible for liaising with the Authority to ensure that the full conditions are met and that all necessary information is issued to the Authority on request.</p> <p>The Approved Inspector for the project is JHAI Ltd.</p> <p>The Building Control Inspection Fees will be invoiced direct to the Client.</p>		
A36	<p>FACILITIES/TEMPORARY WORK/SERVICES</p> <p>A. LOCATIONS: Inform CA of the intended siting of all spoil heaps, temporary works and services.</p> <p>B. MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.</p> <p>C. ACCOMMODATION/LAND NOT INCLUDED IN THE SITE: Not applicable</p> <p>D. NAME BOARDS: Not permitted.</p> <p>E. LIGHTING: During the works and inspection provide temporary lighting, the intensity and direction of which closely resembles that provided by the permanent installation.</p> <p>F. LIGHTING AND POWER: Electricity supply from the Employer's mains may be used for the Works as follows:</p> <ul style="list-style-type: none"> • Supply will be free of charge (subject to acceptable usage by all workpeople). • The Employer will not be held responsible for the effects of any failure or restriction of supply. • Point of supply: Local circuits and mains distribution [Provide temporary supply]. • Anticipated capacity: To be determined on site. • Supply voltage: Contractor to use step down transformer for work use. <p>G. WATER for the Works will be supplied free of cost to the Contractor. Nature of supply: [Provide temporary supply].</p> <p>H. TELEPHONES: Provide as soon as possible after the date of Possession a joint temporary on site telephone for use by the Contractor, Subcontractors and those acting on behalf of the Employer. The Employer telephone line must not be used under any circumstance without the full authority of the CA or in situations of extreme emergency.</p> <p>I. TEMPERATURE AND HUMIDITY: Provide temporary heating installation for drying out the Works and controlling temperature and humidity levels.</p>		
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J.	METER READINGS: Ensure that meter readings are taken at possession and/or completion as appropriate. Ensure copies of readings are supplied to CA.		
A37	OPERATION/MAINTENANCE OF THE FINISHED BUILDING		
A.	<p>THE BUILDING MANUAL:</p> <p>A detailed Manual as required in the form of a Health & Safety File is required. The File shall consist of the following three parts:</p> <p>PART 1: GENERAL INFORMATION: Content as clause A37/C, the information being provided to the Contractor by the CA.</p> <p>PART 2: BUILDING FABRIC INFORMATION: Content as clause A37/D, plus certain as-built drawings and other information provided to the Contractor by the CA.</p> <p>PART 3: BUILDING SERVICES INFORMATION: Content as clause A37/E. The presentation of this Manual is to be as clause A37/F.</p> <p>A complete draft of the manual must be submitted to the CA for comment not less than 1 week before the date for submission of the final copies of the Manual. Do not proceed with production of the final copies of the Manual until authorised to do so by the CA. Final copies of the manual: Provide the CA with 2 copies not less than 1 week before Practical Completion.</p>		
B.	<p>THE HEALTH AND SAFETY FILE</p> <p>is an information source and guide for the Employer and end users providing an understanding of the building and its systems and enabling it to be operated and maintained safely. Provide the principal designer with 2 copies of the information required below not less than 1 week before Practical Completion.</p> <p>A full description of each of the building services systems installed, written to ensure that the Employer's staff fully understand the scope and the facilities provided. Operating and maintenance instructions for all equipment and systems installed. Copies of manufacturers current technical literature and COSHH dated data sheets for all materials, plant and equipment selected by the Contractor. The contractor is responsible for collating and creating the Health & Safety File for the project which is to be issued to the client using an electronic format saved to a compact Disk, which is to be correctly labelled. All files within the H&S File are to be saved as a PDF format to make them legible to all users. The file is to contain copies of all information as required by the principal designer and the Regulations.</p>		
C.	<p>THE BUILDING MANUAL PART 1: GENERAL INFORMATION must include:</p> <ul style="list-style-type: none"> • A description of the building. • Details of ownership and all consultants and designers. • Details of all Authorities plus copies of all consents and approvals obtained. • Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturers. 		
D.	<p>THE BUILDING MANUAL PART 2: BUILDING FABRIC INFORMATION: Provide such information as is reasonably required to reflect the nature of the works, including:</p> <ul style="list-style-type: none"> • Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor including COSHH dated data sheets and manufacturers recommendations for cleaning and maintenance. • Copies of all guarantees, warranties and maintenance agreements offered by subcontractor and manufacturer. • Copies of all test certificates and reports required. 		
	Carried to Collection	£	p

<p>E.</p> <p>F.</p> <p>G.</p> <p>H.</p>	<p>THE BUILDING MANUAL: PART 3: BUILDING SERVICES INFORMATION must include:</p> <ul style="list-style-type: none"> • A full description of each of the systems amended or altered. • The name, address and telephone number of the manufacturer of every item of plant and equipment installed, together with catalogue list numbers. • Manufacturers’ technical literature for all items of plant and equipment installed, including operating and maintenance instructions. • A copy of Test Certificates for all items of plant and equipment used in the installation. • A copy of all manufacturers’ guarantees warranties and maintenance agreements offered by subcontractors and manufacturers. • Emergency procedures, including telephone numbers for emergency services. <p>PRESENTATION OF BUILDING MANUAL: The Manual is to be contained in A4 size, plastic covered, loose leaf, four ring binders with hard covers, indexed, divided and appropriately cover titled. Selected drawings larger than A4, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.</p> <p>TRAINING: Before Practical Completion explain and demonstrate the operation of any new installation to the Employer’s representatives.</p> <p>SPARE PARTS: Not applicable.</p>		
<p>A50</p> <p>A.</p>	<p>WORK/PRODUCTS BY/ON BEHALF OF THE EMPLOYER</p> <p>Refer to Section 2 Schedule of Works - Appendices 1 – 8.</p> <p>The contractor shall allow within his tender a sum to cover profit and attendance for ALL Directly Employed Contractors.</p>		
Carried to Collection		£	p

Summary

Section	Contents	
1.0	Section No. 1 – Project Particular Preliminaries	£
2.0	Section No. 2 – Schedule of Works - Building [Including Appendices A – E]	£
OTHER	The Tender Drawings - Refer to list to Appendix 1	£
	Pre-contract Health and Safety Information	£
Total cost of the works carried to Form of Tender		£

Confirm if site inspected

Date of Site inspection

Signed

On behalf of

Date

APPENDIX A**LIST OF TENDER DRAWINGS PREPARED BY SHERWOOD SURVEYORS AND PROPERTY CONSULTANTS LTD**

EXISTING FRONT [NORTHERN] ELEVATION - OFFICE - DRAWING HAR001

EXISTING FRONT [NORTHERN] ELEVATION – CONFERENCE ROOM & CLEANERS STORE - DRAWING HAR002

EXISTING RIGHT [WESTERN] ELEVATION - CONFERENCE ROOM & STORE - DRAWING HAR003

EXISTING LEFT [EASTERN] ELEVATION - OFFICE - DRAWING HAR004

EXISTING RIGHT [WESTERN] ELEVATION - OFFICE - DRAWING HAR005

PROPOSED FRONT [NORTHERN] ELEVATION - OFFICE - DRAWING HAR006

PROPOSED FRONT [NORTHERN] ELEVATION - CONFERENCE ROOM & CLEANERS STORE - DRAWING HAR007

PROPOSED RIGHT [WESTERN] ELEVATION - CONFERENCE ROOM & STORE - DRAWING HAR008

PROPOSED LEFT [EASTERN] ELEVATION - OFFICE - DRAWING HAR009

PROPOSED LEFT [WESTERN] ELEVATION - OFFICE - DRAWING HAR010

EXISTING GF PLAN - OFFICE - DRAWING HAR011

EXISTING GF PLAN - CONFERENCE ROOM AND CLEANERS STORE - DRAWING HAR012

PROPOSED GF PLAN - OFFICE - DRAWING HAR013

PROPOSED GF PLAN - CONFERENCE ROOM AND CLEANERS STORE - DRAWING HAR014

EXISTING SECTION A - A - DRAWING HAR015

PROPOSED SECTIONS A - A - DRAWING HAR016

EXISTING SECTION B - B - DRAWING HAR017

PROPOSED SECTIONS B - B - DRAWING HAR018

TYPICAL SECTION THROUGH EXPANSION JOINTS 1 OF 2 - DRAWING HAR019

TYPICAL SECTION THROUGH EXPANSION JOINTS 2 OF 2 - DRAWING HAR020

PROPOSED GF PLAN [LOCATION OF WORKS TO FLOOR] 1 OF 2 - DRAWING HAR021

PROPOSED GF PLAN [LOCATION OF WORKS TO FLOOR] 2 OF 2 - DRAWING HAR022