Tendring District Council.
Technical & Procurement Services.
Tel: (01255) 686948 Fax: (01255) 232812

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Tendring
District Council

SPECIFICATION FOR

Bedroom Extension to Provide Facilities for Disabled Person

42 Elm Grove, Clacton on sea

August 2022

Andrew R White BSc MRICS
ASSISTANT DIRECTOR BUILDING AND PUBLIC REALM
Tendring District Council
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

TO COLLLECTION £

Tendring District Council.
Technical & Procurement Services.
Tel: (01255) 686948 Fax: (01255) 222813

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A PRELIMINARIES/GENERAL CONDITIONS

A10 PROJECT PARTICULARS

110 THE PROJECT
- Name: 42 Elm Grove, Clacton
- Nature: Bedroom extension & Internal Alterations
- Location: 42 Elm Grove, Clacton, Essex.
- Length of contract: 8 weeks.

120 EMPLOYER (CLIENT)
- Name: Tendring District Council.
- Address: Town Hall
  Station Road
  Clacton
  CO15 1SE
- Contact: A White
- Telephone: 01255 686319.
- Email: awhite@tendringdc.gov.uk .

130 PRINCIPAL CONTRACTOR (CDM)
- Name: To be Appointed.

140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER
- Title: Andrew R White BSc MRICS
  ASSISTANT DIRECTOR BUILDING AND PUBLIC REALM
- Address: As A10/120 .

150 CDM COORDINATOR
- Name: Tendring District Council .
- Address: As A10/120 .
- Contact: S Pearce
- Telephone: 01255 686868.
- Email: spearce@tendringdc.gov.uk .

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A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS
- The tender drawings are: A2022/10/01 & 02

120 CONTRACT DRAWINGS
- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION
- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE
- Description: Semi-Detached single residence at 42 Elm Grove, Clacton

140 EXISTING UTILITIES AND SERVICES
- Please see Drawings

160 SOILS AND GROUND WATER
- Information: Included in the tender documents.

170 SITE INVESTIGATION
- Report: Included in the tender documents.

180 HEALTH AND SAFETY FILE
- None existing.

200 ACCESS TO THE SITE
- Description: From Public footpath /roads.
- Limitations: none

210 PARKING
- Restrictions on parking of the Contractor’s and employees' vehicles: Do not obstruct access to neighbouring properties.

220 USE OF THE SITE
- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: NO burning of waste on site.

230 SURROUNDING LAND/ BUILDING USES
- General: Adjacent or nearby uses or activities are as follows:
  - Private residential.

240 HEALTH AND SAFETY HAZARDS
- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
- Below ground mains services.
- 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.

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250 SITE VISIT
- Assessment: 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: From Public access.

A13 DESCRIPTION OF THE WORKS

120 THE WORKS
- Description: The works comprise the internal alterations and rear extension to provide facilities for a disabled person.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT
- Description:

  Electrical & Heating to be undertaken by Councils Electrical Termed Maintenance Contractors.

A20 JCT MINOR WORKS BUILDING CONTRACT.

370 JCT MINOR WORKS BUILDING CONTRACT
- The Contract: JCT Minor Works Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE
- General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.

145 TENDERING PROCEDURE
- General: In accordance with NBS Guide to Tendering for Construction Projects.
- Errors: Alternative2 is to apply.

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.

170 ACCEPTANCE OF TENDER
- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

180 CDM PLANNING PERIOD
- Minimum: 4 weeks ending on site possession.

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PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION
- Measurement rules: Preliminaries/ General Conditions have not been prepared in accordance with SMM7/NRM2 .

220 PRICING OF PRELIMINARIES
- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.

250 PRICED DOCUMENTS
- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- 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: Within 1 week of request.

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.

500 TENDER STAGE METHOD STATEMENTS
- Method statements: Prepare, describing how and when the following is to be carried out:
- Installation of steelwork .
- Statements: Submit Within 1 week of request.

510 ALTERNATIVE METHOD TENDERS
- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
- Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- Submit: With tender .

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

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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.

550 HEALTH AND SAFETY INFORMATION
- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
- Include:
- A copy of the contractor's health and safety policy document, including risk assessment procedures.
- Accident and sickness 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.
- Submit: Within 1 week of request .

550 HEALTH AND SAFETY INFORMATION
- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
- Include:
- A copy of the contractor's health and safety policy document, including risk assessment procedures.
- Accident and sickness 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.
- Submit: Submit within 1 week of request .

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Content: Submit the following information within one week of request:
- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for cooperation and coordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.

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- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

595 ENVIRONMENTAL POLICY
- Employer's Environmental Policy:
  - Location: See A11/180.
  - Evidence of compliance: Submit: Within 1 week of request .
- Project Environmental Management System: Develop a system compatible with the Employer's policy.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS
- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions 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.

145 CONTRACTOR'S CHOICE
- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

150 CONTRACTOR'S DESIGN
- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

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155 SUBMIT PROPOSALS
- Meaning: Submit information in response to specified requirements.

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: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply or products to be fixed. 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/ Purchaser 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 manufacture'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.

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- 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.

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.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS
- Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies).
- Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS
- Scaled dimensions: Do not rely on.

460 THE SPECIFICATION
- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS
- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

630 TECHNICAL LITERATURE
- Information: Keep on site for reference by all supervisory personnel:
- Manufacturers' current literature relating to all products to be used in the Works.
- Relevant British, EN or ISO Standards.

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640 MAINTENANCE INSTRUCTIONS AND GUARANTEES
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In the Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: Office hours only.

A32 MANAGEMENT OF THE WORKS

GENERALLY

120 INSURANCE
- Documentary evidence: Submit details before starting work on site 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: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
- Planning and mobilisation by the Contractor.
- Subcontractor's work.
- Running in, adjustment, commissioning and testing of all engineering services and installations.
- Work resulting from instructions issued in regard to the expenditure of provisional sums.
- Work by others concurrent with the Contract.
- Submit: Within 1 week of request.

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 submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
- Key Performance Indicators:
- Details: H&S, Progress ,Costs .

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- Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

255 NOTIFICATION OF COMPENSATION EVENT
- Content: Notwithstanding the Contractor's obligations under the Contract, written notice must also be given of all other causes which apply concurrently.

260 SITE MEETINGS
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Monthly .
- Location: 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): Contract administrator .

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 .

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.
- Details: As soon as possible submit:
- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
- All other relevant information required.

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK
- 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.

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

460 INTERIM VALUATIONS
- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS
- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent

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with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

475 PRODUCTS STORED OFF SITE
- Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.
- Include for products purchased from a supplier:
- A copy of the contract of sale.
- a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a sub-contractor or manufactured or assembled by any subcontractor:
  Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

A32 MANAGEMENT OF THE WORKS

GENERALLY

120 INSURANCE
- Documentary evidence: Submit details before starting work on site 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
- Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 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.

PROGRAMME/ PROGRESS

210 PROGRAMME
- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.
  - Running in, adjustment, commissioning and testing of all engineering services and installations.
  - Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - Work by others concurrent with the Contract.
- Submit: 2 copies to CA

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260 SITE MEETINGS
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: fortnightly.
- Location: site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

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. 2 weeks for main contract.
- Period of notice (minimum): Individual properties 2 days.

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.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - All other relevant information required.

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK
- 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.

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

450 DAYWORK VOUCHERS
- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery, each voucher must be:
  - Referenced to the instruction under which the work is authorized.
  - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: No later than the end of the week following that in which the work has been recorded.

460 INTERIM VALUATIONS
- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

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470 PRODUCTS NOT INCORPORATED INTO THE WORKS
- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

475 PRODUCTS STORED OFF SITE
- Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.
- Include for products purchased from a supplier:
  - A copy of the contract of sale.
  - A written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
  Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

A33 QUALITY STANDARDS/CONTROL

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 Contract.

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 in 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.

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: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.

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- 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.

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.

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.

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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

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 on the drawings

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

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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.

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

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.

435 ELECTRICAL INSTALLATION CERTIFICATE
- Submit: When relevant electrical work is completed.

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.
- Co-ordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

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: Provide at practical completion.

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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 the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

525 ACCESS
- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.

530 OVERTIME WORKING
- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - Minimum period of notice: 24 Hours
- 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.

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.

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 the Building Manual.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS
- Proposals: Immediately any execution 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.

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- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

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 itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS
- Remedial work: Arrange access with CA.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

A34 SECURITY/SAFETY/PROTECTION

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:
  - Hazard: Working with Electrical supply.
  - Precautions assumed: Isolate supply before works.
  - Hazard: Working at height
  - Precautions: provide appropriate access equipment following site specific risk assessments.

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- Hazard: Heavy Lifting / Manual handling
- Precautions: Use appropriate lifting equipment where possible. Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Hazards: Working in occupied property.
- Precautions: Maintain security and means of escape at all times.

130 PRODUCT HAZARDS
- 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.

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.
- Special requirements: ensure all locks/controls fitted within same working day.

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.

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.

PROTECT AGAINST THE FOLLOWING:

330 NOISE CONTROL
- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the works: Maximum level: 50 dB(A) when measured from Site boundary.
- 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 drills and other noisy appliances without consent during the hours of 6.00PM to 8.00AM.
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION
- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

360 NUISANCE
- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

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- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS
A list of properties appearing on Tendring DC asbestos register will be supplied following the appointment of the winning contractor. Contractors must not regard this as an exhaustive list.
- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES
- Duty: Report immediately suspected materials discovered during execution of the Works.
- Do not disturb.
- Agree methods for safe removal or remediation.

380 FIRE PREVENTION
- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.

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 materials 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 particle, toxins and other micro organisms are with in acceptable levels.

430 WASTE
- Includes: Rubbish, debris, spoil, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy.
- 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.

PROTECT THE FOLLOWING:

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510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week 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 service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- 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 appropriate service authority/ statutory undertaker.
  - 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 service authority's/ statutory undertakers recommendations.
- The contractor will be responsible for removing any sky dishes/tv aerials that would be adversely effected by the scaffolding. Temporally re-fixing onto the scaffolding and relocation on completion.

520 ROADS AND FOOTPATHS

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

530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

560 EXISTING FEATURES

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

570 EXISTING WORK

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

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- 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.
- Take all procedures necessary to prevent damage to internal wall/ceiling finishes.

620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

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.

640 MATERIALS FOR RECYCLING/ REUSE
- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

170 WORKING HOURS
- Specific limitations: Between the hours of 8am-6pm, Monday to Friday. Weekend/ Bank holiday working will not be allowed without the express permission of the CA.

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.

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ACCOMMODATION

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer exact location to be agree with Client before work commences.
- The following may be used for the duration of the Contract without charge provided that:
  - It is used solely for the purposes of carrying out the Works.
  - The use to which it is put does not involve undue risk of damage.
  - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
  - It is vacated on completion of the Works or determination of the Contract
  - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- The accommodation/ land: An area of land will be provided for the siting of storage containers, covered skip and portable sanitary accommodation (not supplied by the client). The location of the compound to be agreed a minimum of two weeks prior to commencement of the works.
- Facilities: Welfare and Sanitary accommodation will not be provided for the duration of the contract. The contractor is to allow for providing suitable welfare and sanitary accommodation within the contractor's compound area.

TEMPORARY WORK

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
- Details: None .

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

410 LIGHTING

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

420 LIGHTING AND POWER

- Lighting and power to be provided at the discretion of individual tenants. The contractor to make provision for the possibility of tenants refusing access to power supply and or voids were a supply is not currently available.

440 TELEPHONES

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

540 METER READINGS

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

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- Copies of readings are supplied to interested parties.

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: 2 .
- High visibility waistcoats to BS EN 471 Class 2. Number required: 2 .
- Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2 pairs .
- 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.

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

111 WORK BY/ ON BEHALF OF EMPLOYER
- Title: Heating Installation
- Description of work: First & Second Fix Heating Installation
- Carried out by: Tendring District Councils Electrical termed Maintenance Contractor
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract.

120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER
- General: Details of such products are given in the work sections, for fixing 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.

A54 PROVISIONAL WORK/ ITEMS

590 CONTINGENCIES

- Provisional sum: Include the Provisional Sum of four thousand pounds (£4,000.00)	**4,000**	**00**
To be used or omitted in part or in whole at the discretion of the CA.		

NB. Please note provisional sums for defined works are included in the relevant sections of the schedule of works

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SECTION 2.0 – SPECIFICATION.

C20 DEMOLITION.

05 SURVEY.
- Scope: Before starting deconstruction/ demolition work, examine available information, and carry out a survey of:
  - the structure or structures to be deconstructed/ demolished,
  - the site on which the structure or structures stand, and
  - the surrounding area.
- Report and method statements: Submit, describing:
  - Form, condition and details of the structure or structures, the site and the surrounding area.
  - Type, location and condition of features of historical, archaeological, geological or ecological importance.
  - Type, location and condition of adjoining or surrounding premises that might be adversely affected by removal of the structure or structures or by noise, vibration and/ or dust generated during deconstruction/ demolition.
  - Identity and location of services above and below ground, including those required for the Contractor's use, and arrangements for their disconnection and removal.
  - Form and location of flammable, toxic or hazardous materials, including lead-based paint, and proposed methods for their removal and disposal.
  - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
  - Proposed programme of work, including sequence and methods of deconstruction/ demolition.
  - Details of specific pre-weakening required.
  - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
  - Arrangements for control of site transport and traffic.

10 EXTENT OF DECONSTRUCTION/ DEMOLITION.
- General: Subject to retention requirements specified elsewhere, deconstruct/ demolish structures down to finished floor level.

25 LOCATION OF SERVICES.
- Services affected by the Works: Locate and mark positions.
- Mains services marking: Arrange with the appropriate authorities for services to be located and marked.

32 DISCONNECTION OF DRAINS.
- General: Locate, disconnect and seal disused foul and surface water drains.
- Sealing: Permanent, and within the site.

35 LIVE FOUL AND SURFACE WATER DRAINS.
- General: Protect drains and fittings still in use. Keep free of debris and ensure normal flow during deconstruction/ demolition work.
- Damage: Make good damage arising from deconstruction/ demolition work. Leave clean and in working order at completion of deconstruction/ demolition work.

40 SERVICE BYPASS CONNECTIONS.

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- General: Provide as necessary to maintain continuity of services to occupied areas of the site on which the deconstruction/ demolition is taking place and to adjoining sites/ properties.
- Notice: Give adequate notice to adjoining owners and all affected occupier if shutdown is necessary.

45 SERVICES TO BE RETAINED.
- Damage to services: Give notice, and notify relevant service authorities and/ or owner/ occupier regarding damage arising from deconstruction/ demolition.
- Repairs to services: Complete as directed, and to the satisfaction of the service authority or owner.

50 WORKMANSHIP.
- Standard: Demolish structures in accordance with BS 6187.
- Operatives: Appropriately skilled and experienced for the type of work. Holding, or in training to obtain, relevant CITB Certificates of Competence.
- Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of deconstruction/ demolition to be used.

55 SITE HAZARDS.
- Precautions: Prevent fire and/ or explosion caused by gas and/ or vapour from tanks, pipes, etc.
- Dust: Reduce by periodically spraying with an appropriate wetting agent, or contain.
- Lead dust: Submit method statement for control, containment and clean-up regimes.
- Site operatives and general public: Protect from vibration, dangerous fumes and dust arising during the course of the Works.

60 ADJOINING PROPERTY.
- Temporary support and protection: Provide. Maintain and alter, as necessary, as work proceeds. Do not leave unnecessary or unstable projections.
- Defects: Report immediately on discovery.
- Damage: Minimize. Repair promptly to ensure safety, stability, weather protection and security.
- Support to foundations: Do not disturb.

65 STRUCTURES TO BE RETAINED.
- Extent: Refer to Tendring District Council drawing nos. A2013/27/01,02 and 03 for extent of demolition.
- Parts which are to be kept in place: Protect.
- Interface between retained structures and deconstruction/ demolition: Cut away and strip out with care to minimize making good.

70 PARTLY DECONSTRUCTED/ DEMOLISHED STRUCTURES.
- General: Leave partly in a stable condition, with adequate temporary support at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
- Temporary works: Prevent overloading due to debris.
- Access: Prevent access by unauthorized persons.

71 DANGEROUS OPENINGS.
- General: Provide guarding at all times, including outside of working hours. Illuminate during hours of darkness.
- Access: Prevent access by unauthorized persons.

75 ASBESTOS-CONTAINING MATERIALS - KNOWN OCCURENCES.

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- General: Materials containing asbestos are known to be present in the following locations:
- Textured Coatings to ceilings

76 ASBESTOS-CONTAINING MATERIALS - UNKNOWN OCCURENCES.
- Discovery: Give notice immediately of suspected asbestos-containing materials when discovered during deconstruction/ demolition work. Avoid disturbing such materials.
- Removal: Submit statutory risk assessments and details of proposed methods for safe removal.

78 UNFORESEEN HAZARDS.
- Discovery: Give notice immediately when hazards, such as unrecorded voids, tanks, chemicals, are discovered during deconstruction/ demolition.
- Removal: Submit details of proposed methods for filling, removal, etc.

85 SITE CONDITION AT COMPLETION.
- Debris: Clear away and leave the site tidy on completion.

90 CONTRACTOR'S PROPERTY.
- Components and materials arising from the deconstruction/ demolition work: Property of the Contractor except where otherwise stated.
- Action: Remove from site as work proceeds where not to be reused or recycled for site use.

91 EMPLOYER'S PROPERTY.
- Components and materials to remain the property of the Employer: Description: Light fittings, fittings and apparatus associated with the fire alarm installation, controls and apparatus for the door entry system and low surface temperature radiators.
- Protection: Maintain until these items are removed by the Employer or reused in the Works, or until the end of the Contract.
- Specific limitations: Allow for safe removal and storage of the above items, for reuse elsewhere as part of this contract.

D20 EXCAVATING AND FILLING.

04 SITE INVESTIGATION.
- Report: See preliminaries Section A12.

10 PREPARATORY WORK.
- Clear site of rubbish and vegetation. Grub up large roots.
- Arisings: Remove from site.

20 STRIPPING TOPSOIL.
- General: Excavate from areas where there will be re-grading or construction work.
  - Depth of removal: Full depth of existing top soil.

23 EXCAVATIONS AND BACKFILLING.
- Prior to commencing excavation: Excavate trial pits adjacent to existing foundations to determine extent and formation levels.
  - Allow for inspection of trial pits.
  - Allow time for amendment of details if required.
    Time period: One Week.
- Requirement: Where excavations are close; complete all work including backfilling to the lower excavation before the higher excavation is made.
- Backfill material:

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- Up to higher excavations formation level: Concrete as clause E10/20.
- Above higher excavations formation level: Hardcore filling as clause D20/65.

25 INSPECTING FORMATIONS.
- Notice: Make advance arrangements for inspection of formations for foundations and service trenches.

30 OBSTRUCTIONS.
- Recorded foundations, beds, drains, etc: Break out and seal off drain ends. Remove contaminated earth.
- Unrecorded foundations, beds, basements, filling, tanks, service pipes, drains, etc: Give notice.

35 EXCESS EXCAVATIONS.
- Excavation taken wider than required: Backfill as clause D20/60.
- Excavation taken deeper than required: Backfill with well graded granular material or lean mix concrete.

40 SURPLUS EXCAVATED MATERIAL.
- Topsoil: Spread and level on site as directed by CA.
- Remaining material: Remove from site.

50 HAZARDOUS, AGGRESSIVE OR UNSTABLE MATERIALS.
- Generally: Do not import or use fill materials which would, either in themselves or in combination with other material or ground water, give rise to a health hazard, damage to building structures or instability in the filling.

53 WATER.
- General: Keep excavations free from water until foundations and below ground constructions are completed.

55 PLACING FILL GENERALLY.
- Excavations and areas to be filled: Free from loose soil, rubbish and standing water.
- Freezing conditions: Do not use frozen materials or materials containing ice. Do not place fill on frozen surfaces.
- Fill against structures, membranes or buried services: Place and compact in a sequence and manner which will ensure stability and avoid damage.

58 GEOSYNTHETIC SHEET.
- Type: Geotextile.
- Recycled content: 90% (minimum) to BS EN ISO 14021.
- Jointing: To manufacturers recommendations.
- Preparation of subgrade: before laying geotextile sheet remove humps, sharp projections and fill hollows.
- Protect from:
  - Exposure to light.
  - Contaminants.
  - Materials listed as potentially deleterious by geotextile manufacturer.
  - Wind uplift.

60 BACKFILLING AROUND FOUNDATIONS.
- Under oversite concrete and pavings: Hardcore.
- Under grassed or landscaped areas: Material excavated from the trench, laid and compacted in 300 mm layers.

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62 FROST SUSCEPTIBILITY.
- General: Except as allowed below, fill must be non frost-susceptible as defined in Highways Agency 'Specification for highway works', clause 801.17.
- Frost-susceptible fill: Use only within the external walls of buildings below spaces that will be heated. Protect from frost during construction.

65 HARDCORE.
- Fill: Granular material, free from harmful matter and excessive dust or clay, well graded, all pieces less than 75 mm in any direction, and in any one layer only one of the following:
  - Crushed hard rock or quarry waste.
  - Crushed concrete, brick or tile, free from plaster.
  - Gravel or hoggin.
- Filling: Spread and level both backfilling and general filling in layers not exceeding 150 mm. Thoroughly compact each layer.

67 VENTING HARDCORE LAYER.
- Fill: Clean granular material, well graded, passing a 75 mm BS sieve but retained on a 20 mm BS sieve, and in any one layer only one of the following:
  - Crushed hard rock.
  - Crushed concrete, crushed brick or tile, free from plaster.
  - Gravel.
- Filling: Spread and level in 150 mm maximum layers. Thoroughly compact each layer, whilst maintaining enough voids to allow sufficient venting.

75 BLINDING TO HARDCORE.
- Surfaces to receive sheet overlays or concrete: Blind with:
  - Concrete where shown on drawings; or
  - Sand, fine gravel, or other approved fine material applied to provide a closed smooth surface.
- Permissable deviation on surface level: +0 -25mm.

E10 MIXING/ CASTING/ CURING IN SITU CONCRETE.

15 SPECIFICATION.
- Concrete generally: To BS 8500-2
- Exchange of information: Provide concrete producer with information required by BS 8500-1, clauses 4 and 5.

20 DESIGNATED CONCRETE FOR TRENCH FILL FOUNDATIONS, FLOOR SLAB.
- Designation: Gen 1, C8/10 (as Structural Engineer's details).
- Fibres: Not required
- Aggregates:
  - Size (maximum): 20 mm.
  - Coarse recycled aggregates: RCA permitted.
  - Additional aggregate requirements: None.
- Special requirements for cement/ combinations: None.
- Consistence class: S3.
- Chloride class: Cl 1.0.
- Admixtures: None.

21 DESIGNATED CONCRETE FOR CONCRETE FOOTPATHS/RAMP
- Designation: PAV1, C25/30
- Fibres: Not required

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- Aggregates:
  - Size (maximum): 20 mm.
  - Coarse recycled aggregates: RCA permitted.
  - Additional aggregate requirements: None.
- Special requirements for cement/ combinations: None.
- Consistence class: S3.
- Chloride class: Cl 1.0.
- Admixtures: None.

35 SUBSTITUTION OF STANDARDIZED PRESCRIBED FOR DESIGNATED CONCRETE.

- General: Conform to BS 8500-2, clause 8.
- Substitution: In accordance with BS 8500-1, table A.7.
  - Proposals: Submit for each substitution, stating reasons.
- Site mixing: Conform to BS 8000-2.1, subsections 2, 3 and 4.

45 PROPERTIES OF FRESH CONCRETE.

- Adjustments to suit construction process: Determine with concrete producer. Maintain conformity to the specification.

50 PREMATURE WATER LOSS.

- Requirement: Prevent water loss from concrete laid on absorbent substrates.
  - Underlay: Polyethylene sheet 250 micrometres thick.
  - Installation: Lap edges 150 mm.

60 PLACING AND COMPACTING.

- Surfaces to receive concrete: Clean, with no debris, tying wire clippings, fastenings or free water.
- Timing: Place as soon as practicable after mixing and while sufficiently plastic for full compaction.
- Temperature limitations for concrete: 30°C (maximum) and 5°C (minimum). Do not place against frozen or frost covered surfaces.
- Compaction: Fully compact to full depth to remove entrapped air especially around reinforcement, cast-in accessories, into corners of formwork and at joints. Continue until air bubbles cease to appear on the top surface.
  - Methods of compaction: To suit consistence class and use of concrete.

70 CURING AND PROTECTING.

- Evaporation from surfaces of concrete: Prevent throughout curing period.
  - Surfaces covered by formwork: Retain formwork in position and, where necessary to satisfy curing period, cover surfaces immediately after striking.
  - Top surfaces: Cover immediately after placing and compacting. Replace cover immediately after any finishing operations.
- Curing periods:
  - Surfaces which in the finished building will be exposed to the elements, and wearing surfaces of floors and pavements: 10 days (minimum).
  - Other structural concrete surfaces: 5 days (minimum).
- Protection: Protect concrete from shock, indentation and physical damage.

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E20 FORMWORK FOR IN SITU CONCRETE.

70 FORMWORK.
- General: Accurately and robustly constructed to produce finished concrete to the required dimensions.
- Formed surfaces: Free from twist and bow with intersections, lines and angles square, plumb and true.
- Joints between forms and completed work: Prevent loss of grout and formation of steps.
- Holes and chases: Form with inserts or box out as required.

E41 WORKED FINISHES TO IN SITU CONCRETE.

10 FINISHING.
- Timing: Carry out at optimum times in relation to setting and hardening of concrete.
- Prohibited treatments to surfaces:
  - Wetting to assist surface working.
  - Sprinkling cement.

30 TROWELLED FINISH.
- Surface on completion: Uniform, smooth but not polished, free from trowel marks and blemishes, and suitable to receive specified flooring material.

40 TROWELLED FINISH FOR WEARING SURFACES.
- Surface on completion: Uniform and smooth, free from trowel marks and blemishes.

F10 BRICK / BLOCK WALLING.

05 FACING BRICKWORK ABOVE DPC LEVEL
- Bricks: To BS EN 771-1.
  - Manufacturer: Hanson
    Product reference: LBC Heathers
  - Recycled content: none permitted
  - Special shapes: n/a
- Mortar: As section Z21.
  - Standard: to BS EN 998-2
  - Mix: mix: 1:1/2:4 with sulphate resisting cement
- Bond: Stretcher
- Joints: bucket handle

06 BLOCKWORK ABOVE DPC LEVEL.
- Bricks: To BS EN 771-1.
  - Manufacturer: Lignicite
  - Lignicite GP
- Mortar: As section Z21.
  - Standard: Not Applicable.
  - Mix: 1:1:6. Cement : lime : sand, 4 N/mm² (mortar class 4).
- Bond: Stretcher bond to cavity walls.
- Joints: Bucket handle.

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36 CONCRETE BLOCKWORK TO INTERNAL PARTITIONS.

- Blocks: To BS EN 771-3.
  - Manufacturer: Hanson Heidelberg Cement Group.
    Product reference: Thermalite, Shield 2000.
  - Configuration: Solid to BS5628 Table4.
  - Compressive strength: 3.6 N/mm2
  - Recycled content: 50% (minimum) to BS EN ISO 14021.
  - Work sizes (length x width x height): 440 x 100 x 215mm.
    Tolerance category: D2.
  - Special shapes: N/A.
- Mortar: As section Z21.
  - Standard: To BS 998-2.
  - Mix: 1:1:6. Cement : lime : sand, 4 N/mm² (mortar class 4).
- Bond: Half lap stretcher.

45 ENGINEERING BRICKWORK FOR BELOW GROUND WORK, DWARF WALLS TO RAMPS, BRICK ON EDGE COPINGS AND TO PADSTONES.

- Bricks: To BS EN 771-1.
  - Manufacturer: Ibstock Brick Limited.
    Product reference: N/A.
  - Special shapes: Double Bullnose to be used for coping to dwarf walls of entrance ramp and perimeter wall to refuse enclosure.
  - Type: HD.
  - Mean compressive strength: $\geq$ 75N/mm².
    Category: Class B.
  - Water absorption: $\leq$ 7.0N/mm².
  - Freeze/ thaw category: F2.
  - Active soluble salts content category: S2.
- Mortar: As section Z21.
  - Standard: to BS EN 998-2.
  - Mix: 1:0.25:3. Cement : lime : sand, 12 N/mm² (mortar class 12).
- Bond: Half lap stretcher to cavity walls. English garden wall bond to solid (1 brick thick) walls.
- Joints: Flush.

51 BASIC WORKMANSHIP.

- Bond where not specified: Half lap stretcher.
- Mortar joints: Fill all vertical joints. Lay bricks, solid and cellular blocks on a full bed.
- AAC block thin mortar adhesive and gypsum block adhesive joints: Fill vertical joints. Lay blocks on a full bed.
- Clay block joints:
  - Thin layer mortar: Lay blocks on a full bed.
  - Interlocking perpends: Butted.
- Quoins and advance work: Rack back.
- Locations for equal levelling of cavity wall leaves:
  - Every course containing vertical twist type ties or other rigid ties.
  - Every third tie course for double triangle/ butterfly ties.
  - Courses in which lintels are to be bedded.
- Lift height (maximum) for walling using cement gauged or hydraulic lime mortar: 1.2 m above any other part of work at any time.
- Daily lift height (maximum) for walling using cement gauged or hydraulic lime mortar: 1.5 m for any one leaf.
- Lift height (maximum) for walling using thin joint mortar glue: 1.3 m above any other part of work at any time.

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55 FACEWORK.
- Commencement of facework: Not less than 150 mm below finished level of adjoining ground or external works level.
- Brick/ block selection: Do not use units with damaged faces or arrises.
- Cut masonry units: Where cut faces or edges are exposed cut with table masonry saw.
- Coursing brickwork and concrete blockwork: Evenly spaced using gauge rods. To produce satisfactory junctions and joints with built-in elements and components.

60 ALTERATIONS/ EXTENSIONS.
- Coursing: Line up with existing work.
- Block bonding new walls to existing: Unless agreed otherwise cut pocket requirements as follows:
  - Width: Full thickness of new wall.
  - Depth (minimum): 100 mm.
  - Vertical spacing: As follows:
    Brick to brick: 4 courses high at 8 course centres.
    Block to block: Every other course.
  - Pocket joints: Fully filled with mortar.
- New and existing facework in the same plane: Bonded together at every course to achieve continuity of bond and coursing.
- Support of existing work: Fully consolidate joint above inserted lintel or masonry with semidry mortar to support existing structure.

66 FIRE STOPPING.
- Avoidance of fire and smoke penetration: Fit tightly between cavity barriers and masonry. Leave no gaps.

F30 ACCESSORIES/ SUNDRY ITEMS FOR BRICK/ BLOCK STONE WALLING.

39 WALL STARTERS/ CONNECTORS.
- Manufacturer: Catnic.
  - Product reference: Stronghold SWC.
- Material/ finish: Stainless Steel.

42 MESHWORK JOINT REINFORCEMENT TO PERIMETER WALLS OF RAMP.
- Standard: BS EN 845-3 .
- Manufacturer: BRC McMahon.
  - Product reference: Brickforce.
- Type/ Material: Stainless Steel.
- Width: 40-50 mm less in width than wall or leaf.
- Placement: Lay on an even bed of mortar in a continuous strip with full laps at angles. Keep back 20 mm from face of external work, 12 mm back from face of internal work and finish joint to normal thickness.
  - Lap length (minimum): 225mm.

44 DAMP PROOF COURSE - BITUMEN BASED.
- Standard: To BS 6398.
  - Class: A or B .
- Manufacturer: Hyload.
  - Product reference: Pluvex no. 1, no.2 or equal, agreement certified alternative, to CA's approval.

66 INSTALLATION OF HORIZONTAL DPCS.
- Placement: In continuous lengths on full even bed of fresh mortar, with 100 mm laps at joints and full laps at angles.

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- Width: At least full width of masonry leaf. Edges of dpc not covered with mortar or projecting into cavity.
- Overlying construction: Immediately cover with full even bed of mortar to receive next masonry course.
- Overall finished joint thickness: As close to normal as practicable.
- Ground level dpcs joint with damp proof membrane: Continuous and effectively sealed.
- Low level dpcs in external walls: Install not less than 150 mm above adjoining finished ground level.
- Sill dpcs form and placement: In one piece and turned up at the back when the sill is in contact with inner leaf.
- Dpcs crossing cavity: Provide support to prevent sagging.

74 INSTALLATION OF VERTICAL DPCS.
- Form: In one piece wherever possible.
  - Joints: Upper part overlapping lower not less than 100 mm.
- Dpcs to jambs of openings: Fully lap behind cavity tray/ lintel at head and over horizontal dpc at sill. Project not less than 25 mm into cavity and maintain full contact with frames.
- Fixing of jamb dpcs to back of built in timber frames: Secure using galvanized clout nails or staples.

85 PREFABRICATED STEEL LINTELS FOR NEW WINDOWS (W1,W2)
- Standard: To BS EN 845-2.
- Manufacturer: Catnic.
  - Product reference: CS50/100
- Types: Single
- Material: Galvanised steel coated with duplex corrosion protection system.
- Sizes: As manufacturer's recommendations to suit aperture/application.
- Placement: Bed on mortar used for adjacent work.
  - Bearing length (minimum): 150mm as manufacturer's recommendations.

86 PREFABRICATED STEEL LINTELS FOR NEW DOOR D1.
- Standard: To BS EN 845-2.
- Manufacturer: Catnic
  - Product reference: BHD100
- Types: combined.
- Material/ finish: Galvanised steel coated with duplex corrosion protection system.
- Sizes: As manufacturer's recommendations to suit aperture/application.
- Placement: Bed on mortar used for adjacent work.
  - Bearing length (minimum): 150mm as manufacturer's recommendations.

87 LAYING.
- Mortar for bedding and jointing:
  - Type: Site batched and mixed.
  - Mix: As used for adjacent work.
- Bedding components: On full bed of mortar.
  - On completion: Point with mortar to match adjacent work.

90 SUPPORT OF EXISTING WORK OVER NEW LINTELS.
- Joint above lintels: Fully fill and compact with semidry mortar.

G12 ISOLATED STRUCTURAL METAL MEMBERS.

10 STEEL SECTIONS AND PLATE.
- Section properties and dimensions: To BS 4-1, BS EN 10055, BS EN 10056 or BS EN 10210, as appropriate.

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- Steel: To BS EN 10025-2 or BS EN 10210-1, as appropriate. Grade: S275JR.
- Surface condition: Free from heavy pitting and rust, burrs, sharp edges and flame cutting dross.

- Cuts and holes: Accurate and neat.
- Welding: Metal arc method to BS EN 1011-2.
  - Welded joints: Fully fused, with mechanical properties not less than those of the parent metal.
  - Site welding: Obtain approval from CA or Structural Engineer.

20 SHOP PRIMING TO STRUCTURAL STEELWORK.
- Preparation: To BS EN ISO 12944-4. Remove fins, burrs, sharp edges and weld spatter, clean out crevices
  - Surface finish: Manually cleaned to BS EN ISO 8501-1, grade St 2.
  - Prepared surfaces: Keep in a dry atmosphere and apply first coating without delay.
- Priming:
  - Primer: One coat zinc phosphate modified alkyd, minimum dry film thickness 40 micrometres.
  - Application: To BS EN ISO 12944-7.

35 BOLT ASSEMBLIES FOR GENERAL USE.
- Designation: Black bolts to BS 4190, grade 4.6.
- Manufacturer: To recommendations of Structural Engineer.
  - Product reference: TBA.
  - Size: To Structural Engineer's detail 13/4917 sheet 16.
- Nuts and washers: Material grade and finish to suit bolts.
- Coating applied by manufacturer: Galvanized.

40 INSTALLATION.
- Accuracy: Members positioned true to line and level using, if necessary, steel packs of sufficient area to allow full transfer of loads to bearing surfaces.
- Fixing: Use washers under bolt heads and nuts.
- Tapered washers: Provide under bolt heads and nuts bearing on sloping surfaces. Match taper to slope angle and align correctly

.
50 COLUMN BASES.
- Levels: Adjust using steel shims or folding wedges no larger than necessary, positioned symmetrically around perimeter of base plate. Do not use a single central pack.
- Accuracy of erection: Check, and correct errors before filling and bedding beneath bases and carrying out other adjacent work.

55 MORTAR FILLING/ BEDDING OF COLUMN BASES.
- Bolt pockets: Completely filled with neat cement slurry.
- Spaces beneath base plates: Completely filled with 1:1 cement: sand mortar, just fluid enough to pour, tamped well as filling proceeds. Provide temporary shuttering as necessary.
- Cement: Portland cement BS EN 197-1 - CEM I 42.5 or 52.5.
- Sand: To BS EN 12620, grade 0/4 or 0/2 (MP).

G20 CARPENTRY/ TIMBER FRAMING/ FIRST FIXING.

02 TIMBER PROCUREMENT.
- Timber (including timber for wood based products): Obtained from well managed forests/ plantations in accordance with:

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- The laws governing forest management in the producer country or countries.
- International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).

- Documentation: Provide either:
  - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or
  - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.

10 UNGRADED SOFTWOOD FOR INTERNAL NONSTRUCTURAL USE.

- Quality of timber: Free from decay, insect attack (except pinhole borers) and with no knots wider than half the width of the section.
- Surface finish: regularized.
- Treatment: Organic solvent impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C8, Service life: 40 years.

30 SELECTION AND USE OF TIMBER.

- Timber members damaged, crushed or split beyond the limits permitted by their grading: Do not use.

32 NOTCHES, HOLES AND JOINTS IN TIMBER.

- Notches and holes: Position in relation to knots or other defects such that the strength of members will not be reduced.
- Scarf joints, finger joints and splice plates: Do not use.

35 PROCESSING TREATED TIMBER.

- Cutting and machining: Carry out as much as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thicknessed, planed, ploughed, etc.
- Surfaces exposed by minor cutting/ drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

40 MOISTURE CONTENT.

- Moisture content of wood and wood based products at time of installation: Not more than:
  - Covered in generally unheated spaces: 24%.
  - Covered in generally heated spaces: 20%.
  - Internal in continuously heated spaces: 20%.

43 BOLTED JOINTS.

- Bolt spacings (minimum): To BS 5268-2, table 81.
- Holes for bolts: Located accurately and drilled to diameters as close as practical to the nominal bolt diameter and not more than 2 mm larger.
- Washers: Placed under bolt heads and nuts that would otherwise bear directly on timber. Use spring washers in locations which will be hidden or inaccessible.
- Bolt tightening: So that washers just bite the surface of the timber. Ensure that at least one complete thread protrudes from the nut.
  - Checking: At agreed regular intervals. Tighten as necessary.

45 FRAMING ANCHORS.

- Manufacturer: Expamet.
  - Product reference: Manufacturer’s recommendations to suit application.
- Material/ finish: Galvanized.
- Fasteners: Galvanized or sherardized square twist nails.
  - Size: Not less than size recommended by anchor manufacturer.

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- Fixing: Secure using not less than the number of nails recommended by anchor manufacturer.

50 ADDITIONAL SUPPORTS.
- Provision: Position and fix additional studs, noggings and/ or battens to support edges of sheet materials, and wall/ floor/ ceiling mounted appliances, fixtures, etc. shown on drawings.
- Material properties: Timber to be of adequate size and have the same treatment as adjacent timber supports.

55 JOISTS GENERALLY
- Centres: Equal, and not exceeding designed spacing.
- Bowed joists: Installed with positive camber.
- End joists: Positioned about 50 mm from masonry walls.

60 JOISTS ON HANGERS
- Hangers: Bedded directly on and hard against supporting construction. Do not use packs or bed on mortar.
- Joists: Cut to leave not more than 6 mm gap at each end. Rebated to lie flush with underside of hangers.
- Fixing to hangers: A nail in every hole.

65 JOIST HANGERS NEW ROOFS
- Manufacturer: Expamet
- Product reference: Short Leg Speedy
- Material/ finish: 0.9mm Pre Galvanised mild steel to BS EN 10327:2004
- Size: To suit joist, design load and crushing strength of supporting construction.

85 VERTICAL RESTRAINT STRAPS
- Type: Flat, bent or twisted
- Manufacturer: Contractors Choice to CA's approval
  - Product reference: n/a
- Material/ finish: Galvanised carbon steel .
- Size: 30x5mm
  - Cross section: Not less than 75mm2.
  - Length: Not less than 1m .
- Centres: Not more than 2m .
- Fixing:
  - To timber members with not less than two 30x3.5mm galvanised, square, twist nails .
  - To masonry with not less than five 4.8 x7mm screws evenly spaced, with at least one screw located within 150 mm of the bottom end of each strap.

90 LATERAL RESTRAINT STRAPS
- Manufacturer: Contractors Choice to CA's approval
  - Product reference: n/a
- Material/ finish: Galvanised carbon steel
- Size: Not less than 30 x 5 mm cross section, 150 mm cranked end and 1200 mm long.
- Fixing: To top of joists/ rafters/ ties at not more than 2m centres and as shown on drawings.
  - Ensure that cranked end is in tight contact with cavity face of wall inner leaf and is not pointing upwards.
- Straps spanning joists/ rafters/ ties running parallel to wall: Fix noggings and packs tightly beneath straps.

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- Size of noggings and packs: Not less than three quarters of joist/ rafter/ tie depth and not less than 38 mm thick.
- Notching: Notch joists so that straps fit flush with surface. Do not notch rafters/ ties.

- Fasteners: Not less than four 50mm x 8 gauge sherardized countersunk screws per strap, evenly spread.

95 STRUTTING TO FLOOR JOISTS

- Type: One of the following:
  - Herringbone strutting: At least 38 x 38 mm softwood.
  - Solid strutting: At least 38 mm thick softwood and at least three quarters of joist depth.
- Fixing: Between joists as follows:
  - Joist spans of 2.5 to 4.5 m: One row at centre span.
  - Joist spans over 4.5 m: Two rows equally spaced.
  - Not projecting beyond top and bottom edges of joists.
- Outer joists: Blocked solidly to perimeter walls.

H71 LEAD SHEET COVERINGS/ FLASHINGS.

35 COVER FLASHINGS TO FLAT ROOF ABUTMENT

- Lead:
  - Thickness: 1.75 or 1.80 mm (Code 4).
- Dimensions:
  - Lengths: Not more than 1500 mm.
  - End to end joints: Laps of not less than 100 mm.
  - Cover: Overlap to upstand not less than 75 mm.
- Fixing:
  - Top edge: Lead wedges into bed joint.
  - Bottom edge: Clips.

Material: Lead
Spacing: 300mm centres.

60 MATERIALS AND WORKMANSHIP GENERALLY.

- Lead production method:
  - Rolled, to BS EN 12588.
  - Machine cast: BBA certified.
- Identification: Colour marked for thickness/ code, weight and type.
- Workmanship standard: To BS 6915 and latest editions of 'Rolled lead sheet. The complete manual' published by the Lead Sheet Association.
- Fabrication and fixing: To provide a secure, free draining and weathertight installation.
- Marking out: Do not use scribers or other sharp instruments to mark out lead without approval.
- Solder: Use only where specified.
- Finished leadwork: Fully supported, adequately fixed to resist wind uplift but also able to accommodate thermal movement without distortion or stress.
- Patination oil: Apply smear coating to all visible lead, evenly in one direction and in dry conditions.

75 TIMBER FOR USE WITH LEADWORK

- Quality: Planed, free from wane, pitch pockets, decay and insect attack (ambrosia beetle excepted).
- Moisture content: Not more than 22% at time of fixing and covering. Give notice if greater than 16%.

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- Preservative treatment: Organic solvent as section Z12 and Wood Protection Association Commodity Specification C8.

76 UNDERLAY.
- Handling: Prevent tears and punctures.
- Laying: Butt or overlap jointed onto a dry substrate.
  - Fixing edges: With copper or stainless steel staples or clout nails.
  - Do not lay over roof edges.
  - Turn up at abutments.
- Protection: Keep dry and cover with lead at the earliest opportunity.

78 FIXING LEAD SHEET.
- Top edge: Secured with two rows of fixings, 25 and 50 mm from edge.
- Fixings:
  - Nails to timber substrates: Copper clout nails to BS 1202-2, or stainless steel (austenitic) clout nails to BS 1202-1.
  Shank type: Annular ringed, helical threaded or serrated.
  Length: Not less than 20 mm or equal to substrate thickness.
  - Screws to concrete or masonry substrates: Brass or stainless steel to BS 1210.
  Diameter: Not less than 3.35 mm.
  Length: Not less than 19 mm.
  Washers and plastics plugs: Compatible with screws.

80 CLIPS.
- Material:
  - Lead clips: Cut from sheets of the same thickness/ code as sheet being secured.
  - Copper clips: Cut from 0.70 mm thick sheet to BS EN 1172, temper R220 (soft) or R240 (half hard) depending on position, dipped in solder if exposed to view.
  - Stainless steel: Cut from 0.38 mm sheet to BS EN 10088, grade 1.4301(304), terne coated if exposed to view.
- Dimensions:
  - Width: 50 mm where not continuous.
  - Length: To suit detail.
- Fixing clips: Secure each to substrate with either two screw or three nail fixings not more than 50 mm from edge of lead sheet. Use additional fixings where lead downstands exceed 75 mm.
- Fixing lead sheet: Welt clips around edges and turn over 25 mm.

83 WEDGE FIXING INTO JOINTS/ CHASES.
- Joint/ chase: Rake out to a depth of not less than 25 mm.
- Lead: Dress into joint/ chase.
  - Fixing: Lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead.
- Sealant: Not applicable.

J31 LIQUID APPLIED WATERPROOF ROOF COATINGS

10 WARM DECK ROOF COATING
- Substrate: Plywood structural roof deck
- Preparation: Prime surfaces as required with Polyroof SA primer (refer to manufacturer's instructions)
- Vapour Barrier: Self-adhesive Polyroof SA Vapour Barrier

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- Insulation: 120mm Celotex Crown-Bond insulation
- Insulation adhesive: Polyroof Twin-Pack Insulation Adhesive
- Overlay to insulation: Not required
- Carrier membrane: Not required
- Waterproof coating: Protec System (flexible polyester resin)

o System manufacturer: Polyroof Products Limited
Furness House
Castle Park Industrial Estate
Flint
Flintshire
CH6 5XA
T: 0800 801 890
E: technical@polyroof.co.uk

 Primer reference: Not required to Polyroof RES Insulation (T&G)
 Coating reference: Protec System

o Local Reinforcements: Protec Resin and 75mm wide Polymat 450 to all insulation board joints, all junctions at upstands, penetrations and outlets.
o Protec first coat application: 1.3 - 1.5 Litres/m2
o Protec second coat application: 0.5 Litres/m2
o Reinforcement: Polymat 450 (450g/m2) to general areas in first coat
o Minimum dry film thickness: 1.85mm
o Colour: Light Grey

- Surface protection: Not required for standard application..
- Accessories: Polyroof pre-formed GRP trims
- Other surfaces: For preparation and priming of any other surfaces not itemised in this outline specification please refer to the Protec Manual issued by Polyroof Products Limited for guidance.
- Installation: The system should only be installed by contractors in possession of a current approval certificate and applied strictly in accordance with the Protec Manual issued by Polyroof Products Limited. -

15 ROOFING GENERALLY

- Substrates: Secure, clean, dry, smooth, free from frost, contaminants, voids and protrusions.
- Adverse weather: Do not apply coatings in wet or windy conditions or at temperatures below 5°C, unless otherwise permitted by coating manufacturer.
- Unfinished areas of roof: Keep dry.
- Completed coatings: Firmly adhered, fully sealed, smooth, weatherproof and free draining.

25 TIMBER TRIMS, ETC

- Quality: Planed, free from wane, pitch pockets, decay and insect attack (except ambrosia beetle damage).
- Moisture content at time of covering (maximum): 22%.
- Preservative treatment: CCA as section Z12 and British Wood Preserving and Damp-proofing Association Commodity Specification C8
- Fixing: Sherardized steel screws at minimum 600 mm centres.

30 LAYING VAPOUR CONTROL LAYER

- Sheets: Loose laid, flat and smooth.
- Laps: Sealed using materials and method recommended by sheet manufacturer.
- Upstands, kerbs and other penetrations: Enclose edges of insulation. Lap with roof coatings to form a complete seal.

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35 LAYING WARM DECK ROOF INSULATION

- Setting out:
  Long edges: Fully supported and run at right angles to direction of span / existing boards / metal deck troughs / structure
  Joints: Tongue and Groove.
  Ends: Adequately supported
  Joints: Tongue and Groove (staggered).
  - Bonding: Polyroof Twin-Pack Insulation Adhesive applied in accordance with manufacturer's recommendations
  - Mechanical fixing: Not required
  - Completion: Boards must be in good condition, well-fitting and stable.

45 LAYING CARRIER MEMBRANE

- Bond: Full to provide a continuous surface for application of coatings.
- Mechanical fixing: If required, nail in accordance with membrane manufacturer's recommendations.

50 APPLICATION OF ROOF COATINGS

- Primer/ Conditioner: Brush well in to ensure local or full area coverage according to type. Allow to dry before overcoating.
- Movement joints in substrate: Apply debonding tape and reinforcement strip bedded in a preliminary application or roof coating.
- Reinforcement strip: Apply to junctions at upstands, penetrations and outlets, also joints and fixings in discontinuous unit substrates. Bed in a preliminary application of coating.
- Roof coatings: Monitor thickness by taking wet/ dry film thickness readings. Maintain full thickness around angles, junctions and features.
- Rainwater outlets: Form with watertight joints.

55 SKIRTINGS AND UPSTANDS

- Top edges of coatings: Where not protected by flashings, apply into chases cut to a minimum depth of 10 mm.
- Completion of chases: When coatings are fully cured, prepare chase and apply sealant as section Z22.
- Sealant: To BS EN ISO 11600
- Colour: As coating

65 INSPECTION

- Coating surfaces: Check when cured for discontinuities.
- Defective areas: Apply another coating.

J40 FLEXIBLE SHEET WATERPROOFING/ DAMP PROOFING.

10 SOFT BLINDING TO HARDCORE BEDS

- Material: Soft Sand
  - Thickness (minimum): 50mm
  - Finish on completion: Smooth, consolidated bed free of sharp projections.

20 LOOSE LAID POLYETHYLENE DAMP PROOFING UNDERSLAB -
Substrate:
- Soft blinded hardcore
- Membrane:
  - Manufacturer: Hyload.

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Product reference: Universal Damp Proof Membrane or equivalent Agrément approved alternative to CA's approval.
- Thickness/ Gauge: 1200 gauge polyethylene.
- Recycled content: To BS EN ISO 14021, clause 7.8.
- Joints:
  - Surfaces to be joined: Clean and dry beyond full width of joint.
  - Laps (minimum): End and side, 150 mm.
  - Sealing: Continuous mastic strip between overlaps, edge of top sheet sealed with jointing tape.

50 WORKMANSHIP GENERALLY.
- Condition of substrate:
  - Clean and even textured, free from voids and sharp protrusions.
  - Moisture content: Compatible with damp proofing/ tanking.
- Air and surface temperature: Do not apply sheets if below minimum recommended by membrane manufacturer.
- Condition of membrane at completion:
  - Neat, smooth and fully supported, dressed well into abutments and around intrusions.
  - Completely impervious and continuous.
  - Undamaged. Prevent puncturing during following work.
- Permanent overlying construction: Cover membrane as soon as possible.

65 JUNCTIONS WITH FLUSH DPCS/ CAVITY TRAYS.
- Adjoining surfaces: Clean and dry.
- Dpcs/ Cavity trays:
  - Expose edge where concealed.
  - Lap and fully bond/ seal sheeting to wall.
  - Dressing of sheeting beyond dpc/ cavity tray (minimum): 50 mm.
  - Bonding/ Sealing: Mastic tape.

K10 PLASTERBOARD DRY LININGS/ PARTITIONS/ CEILINGS.

15 LINING ON TIMBER PARTITIONS.
- Substrate: Timber studs at 400mm centres.
- Linings: 1 layer of 12.5mm British-Gypsum 'Gyproc Wallboard' with staggered joints.
- Fixing: Dry wall screws at a minimum of 300mm centres. Screws are not to be placed less than 10mm at the edges of boards.
- Finishing: Taped joints with skim finish.
- Primer/ Sealer: As recommended by manufacturer for a paint finish.
- Accessories: Metal beads / stops as recommended by manufacturer.
-

25 LINING ON TIMBER FRAMED CEILINGS.
- Substrate: Timber ceiling joists at 400mm centres.
- Linings: 12.5mm British-Gypsum 'Gyproc Wallboard Duplex'.
  Note: Gyproc moisture resistant boards are to be used in shower room and bathroom.
- Fixing: Dry wall screws at a minimum of 230mm centres. Screws are not to be placed less than 10mm at the edges of boards.
- Finishing: Skim coat plaster.
  - Primer/ Sealer: As recommended by manufacturer for a paint finish.
  - Accessories: N/A.

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65 DRY LINING GENERALLY.
- General: Use fixing, jointing, sealing and finishing materials, components and installation methods recommended by board manufacturer.
- Plasterboards: To BS EN 520.
- Cutting plasterboards: Neatly and accurately without damaging core or tearing paper facing. Minimize cut edges.
- Two layer boarding: Stagger joints between layers.
- Finishing: Neatly to give flush, smooth, flat surfaces free from bowing and abrupt changes of level.

67 SKIM COAT PLASTER FINISH.
- Plaster type: British Gypsum Thistle Durafinish.
- Thickness: 2-3 mm.
- Joints: Fill and tape except where coincident with metal beads.
- Finish: Tight, matt, smooth surface with no hollows, abrupt changes of level or trowel marks.

69 INSTALLING BEADS/ STOPS.
- Cutting: Neatly using mitres at return angles.
- Fixing: Securely using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.
- Finishing: After joint compounds/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

70 ADDITIONAL SUPPORTS.
- Framing: Accurately position and securely fix to give full support to:
  - Partition heads running parallel with, but offset from main structural supports.
  - Fixtures, fittings and services.
  - Board edges and lining perimeters.

85 MINERAL WOOL INSULATION.
- Fitting insulation: Closely butted joints and no gaps. Prevent slumping.
- Electrical cables overlaid by insulation: Size accordingly.

87 SEALING GAPS AND AIR PATHS.
- Sealing: Apply sealant to perimeter abutments and around openings as a continuous bead with no gaps.
  - Gaps between floor and underside of plasterboard: After sealing, fill with joint compound.

90 SEAMLESS JOINTING.
- Filling and taping: Fill joints, gaps and internal angles with jointing compound and cover with continuous lengths of tape, fully bedded.
- Finishing: Feather out jointing compound to give a flush, smooth, seamless surface.
- Nail/ screw depressions and minor indents: Fill to give a flush surface.

L10 WINDOWS.

GENERAL

100 STANDARDS
- Generally windows shall be supplied and fitted to achieve the requirement of the LHC U10 specification.

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- All windows shall be CE marked in accordance with the Construction Products Directive under EN 14351-1.
- Windows to be fitted fully in accordance with manufacturer's instructions with appropriate FENSA certification being provided on completion.

103 DURABILITY
- Windows shall have a minimum service life of 30 years as defined in BS 7543 – Guide to durability of buildings and building elements products and components. Steel components to be carrion resistant to BS EN1670 2007 grade 4, 240 hours. Components tested to 50,000 cycles of operation in accordance with BS 6375

105 SAFETY AND SECURITY
- All replacement windows shall meet "Secured by Design" criteria. All Windows at ground floor level and those easily accessible above ground floor shall comprise an outer pane of 6.4mm laminated glass.
- Replacement windows shall meet the current Enhanced security performance requirements for windows in the UK (as defined in the LHC U10 Framework arrangement specification).
- Consideration must be given to the safe use and cleaning of windows and the recommendations given in BS 8213-1 and in particular the risk assessments guides there in.

108 THERMAL PERFORMANCE
- All windows shall meet the requirements of the Building Regulations Part L 1B & L2B.
- Furthermore as a minimum requirement all doors supplied shall be certified to BFRC window energy rating band C or above. Gas filled double glazed units to comply with all six parts of BS EN1279.

110 EVIDENCE OF PERFORMANCE
- Certification: Provide independently certified evidence that all incorporated components comply with specified performance requirements.
- Authority: The Glass and Glazing Federation (GGF) Fenestration Self-Assessment Scheme (FENSA).

115 FIRE RESISTANCE:
- The specified performance is to be the minimum period attained when tested for integrity in accordance with BS476: Part 8 or BS476: Part 22.

120 SITE DIMENSIONS
- Procedure: Before starting work on designated items take site dimensions, record on shop drawings and use to ensure accurate fabrication. No claim arising from non-measurement will be taken into consideration.

125 WEATHER PERFORMANCE
Supplied windows will need to meet the following exposure categories as classified in BS 6375-1 2009, Table 1. Third party accreditation will be required to demonstrate that compliance with the minimum exposure categories are achieved.

Exposure Category	Air permeability	Water tightness	Resistant to wind
800	Class 2	Class 3A	Class A2
1200	Class 2	Class 3A	Class A3
1600	Class 2	Class 5A	Class A4
2000	Class 2	Class 5A	Class A5
2000+	Class 2	Class 7A	Class AE

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PRODUCTS

360 PVC-U DOUBLE GLAZED WINDOWS

- Standards:
  - Manufacture: To BS 7412.
  - Manufacturer: A firm currently registered under a quality assurance scheme operated by a certification and inspection body accredited by the United Kingdom Accreditation Service (UKAS) and accredited to BS EN ISO 9001 for manufacturing and management systems for PVCu profile production.
  - Profile: BS EN12608 compliant profile to best match the shape and profile of the existing windows to be replaced.
- Colour/ Texture: White PVCu.
- Exposure category to BS 6375-1
- Glazing details: 24mm sealed unit with low emissivity Pilkington “k” glass providing a minimum U-value of 1.8 W/m2 K. Obscure glass (digital pattern to match existing) to be used to toilet and guest shower room windows.
  - Beading: Internal clip in beads. Glazed internally securely fixed and to comply with BS 6262: 1982 Code of Practice for Glazing Buildings.
- Ironmongery / Accessories: Choice of the hardware is left to the contractor but must be supplied from a manufacture holding a product licence under the auspices of the Home Office ‘Secured by Design’ initiative with the aim for fulfilling the obligations of the housing provider to ensure a reasonable level of security to the occupants as outlined in Section 17 of the crime and disorder Act 1998. All components should be supplied by the manufacture complying with BS EN ISO 9001:2000 accredited quality system, have a minimum corrosion resistance to BS EN 1670:2007 Grade 4, 240 hours. Tested to 50,000 cycles of operations in accordance to BS 6375.
- Trickle ventilation: Ensure adequate levels of trickle ventilation are provided to meet the requirements of Building Regulations Approved Document F – Ventilation.
- Fixing: Method of fixing frames shall comply with the requirements of BS8213-4, with all frames fixed to opening by mechanical fixings, foam fixing of frames will not be acceptable. All fixings shall have a minimum corrosion resistance of Grade 3 within BS EN 1670.
  - Fastener spacing: When not predrilled or specified otherwise, position fasteners 150-250 mm from ends of each jamb, adjacent to each hanging point of opening lights, but no closer than 150 mm to a transom or mullion centre line, and at maximum 600 mm centres.
- Internal cill board S/W bull nose with paint finish.

EXECUTION

700 REMOVAL AND REFITTING

- It is the responsibility of the contractor to check the dimension of the new windows before removal takes place. Any anomalies or “mis-measures” are to be brought to the attention of the CA as soon as practically possible and before any works are undertaken by the contractor.
- New windows are to be fitted immediately following on from the removal of the existing windows at each individual property. It will not be acceptable to remove multiple windows at multiple properties before the installation of the replacement windows commences.

710 PROTECTION OF COMPONENTS

- General: Do not deliver to site components that cannot be installed immediately or placed in clean, dry floored and covered storage.
- Stored components: Stack vertical or near vertical on level bearers, separated with spacers to prevent damage by and to projecting ironmongery, beads, etc.

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760 REPLACEMENT WINDOW INSTALLATION
- Standard: To BS 8213-4.

765 WINDOW INSTALLATION GENERALLY
- Installation: Into prepared openings.
- Gap between frame edge and surrounding construction:
  - Maximum:10mm .
- Distortion: Install windows without twist or diagonal racking.
- Drainage holes: Leave clear of swarf or other debris on completion of installation.

783 FIXING OF PVC-U FRAMES
- Standard: As section Z20.
- Fasteners: Mechanical fixings only, foam fixings of frames will not be acceptable.
  - Spacing: When not predrilled or specified otherwise, position fasteners 150-250 mm from ends of each jamb, adjacent to each hanging point of opening lights, but no closer than 150 mm to a transom or mullion centre line, and at maximum 600 mm centres.

820 SEALANT JOINTS
- Sealant: Silicone sealant.
  - Manufacturer: Contractors choice to CA's approval.
    Product reference: TBA
  - Colour: White to match frame members.
  - Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.

830 IRONMONGERY
- Fixing: Assemble and fix carefully and accurately using fasteners with matching finish supplied by ironmongery manufacturer. Do not damage ironmongery and adjacent surfaces.
- Checking/ Adjusting/ Lubricating: Carry out at completion and ensure correct functioning.

855 MAKING GOOD
- The contractor is to take sufficient care when removing existing windows so as to minimise the required amount of making good. Generally the contractor shall make good openings, plaster and render disturbed by the works both internally and externally. If the contractor finds large areas of loose or defective render plaster around openings this should be brought to the attention of the CA before works continue. The internal junction of window and window reveals is to be made good with a bead of sealant and or by the use of matching plastic cover strips. The use of cover strips should not be disproportionate to window openings.

L20 DOORS

10 TIMBER PROCUREMENT.
- Timber (including timber for wood based products): Obtained from well managed forests and/ or plantations in accordance with:
  - The laws governing forest management in the producer country or countries.
  - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
  - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.

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- Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.

20 DOORS – INTERNAL DOORS: Ground Floor Rooms (D1 D2)

- Manufacturer and reference: Jeld Wen Paint Grade Ply Faced Door. 926IP5
- Door: 926x2040mm
- Door Leaf: Single.
- Thickness: 40mm
- Facings: Internal grade
- Lippings: Ply
- Moisture content on delivery: 10-14%
- Ironmongery: 3no. 100mm steel butt hinges, Nichols & Clarke Lever handle rose type: H3900001, mortise latch, indicator bolts as per section P21
- Colour: As colour schedule. White, Crown Trade Full Gloss

100 STANDARDS

- Generally all doors and door sets shall be supplied and fitted to achieve the requirements of the LHC – U10 specification.
- All door sets must be fit for purpose and comply with BS 6375 Parts 1-3:2009. "General performance requirements for door assemblies." (Formerly PAS 23).
- All external doors and door sets shall be CE marked in accordance with the Construction Products Directive under EN 14351-1, BS8529 & PAS 23-1 and are required to achieve the manufacturing tolerances thereof, specifically BS8529.
- Doors to be fitted fully in accordance with manufacturer's instructions with appropriate FENSA certification being provided on completion.
- All products supplied shall be designed to meet the requirements of the Building Regulations the most pertinent sections are as follows:
- Part B – Fire Safety
- Part L – Conservation of fuel and power
- Part M – Access to and use of buildings
- Part N – Glazing safety

103 DURABILITY

- Windows shall have a minimum service life of 30 years as defined in BS 7543 – Guide to durability of buildings and building elements products and components. Steel components to be carrion resistant to BS EN1670 2007 grade 4, 240 hours. Components tested to 50,000 cycles of operation in accordance with BS 6375.

105 SECURITY

- All replacement door sets shall meet "Secured by Design" criteria.
- Replacement doors shall meet the current requirements of PAS 24:2007+A1:2009 – "Enhanced security performance requirements for door assemblies.

108 THERMAL PERFORMANCE

- All doors, door sets assemblies, including side lights, fan lights and panels must achieve the U-value requirements of the Building Regulations Part L 1B & L2B.
- Furthermore as a minimum requirement all doors supplied shall be certified to BFRC window energy rating band C or above. Gas filled double glazed units to comply with all six parts of BS EN1279.

110 EVIDENCE OF PERFORMANCE

- Certification: Provide independently certified evidence that all incorporated components comply with specified performance requirements.
- Authority: The Glass and Glazing Federation (GGF) Fenestration Self-Assessment Scheme (FENSA).

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120 SITE DIMENSIONS

- Procedure: Before starting work on designated items take site dimensions, record on shop drawings and use to ensure accurate fabrication. No claim arising from non-measurement will be taken into consideration.
- Removal and refitting: It is the responsibility of the contractor to check the dimension of the new doors before removal takes place. Any anomalies or "mis-measures" are to be brought to the attention of the CA as soon as practically possible and before any works are undertaken by the contractor.

125 WEATHER PERFORMANCE

External doors and door sets will need to meet the following exposure categories as classified in BS 6375-1 2009, Table 1. Third party accreditation will be required to demonstrate that compliance with the minimum exposure categories are achieved.

Exposure Category	Air permeability	Water tightness	Resistant to wind
800U	Class 0	Class 0	Class A2
800X	Class 1	Class 2A	Class A2
800	Class 2	Class 3	Class A2
1200	Class 2	Class 3A	Class A3

PRODUCTS

480 PVC-U DOORSETS.

- Standards:
  - Manufacture: All replacement PVC-U doorsets are to be to BS 7412 and meet the requirements of PAS 24:2007+A1:2009 - "Enhanced security performance requirements for door assemblies". Manufacturer to have Secure by Design accreditation and all doorsets to meet "Secured by Design Criteria".
  - Manufacturer: A firm currently registered under a quality assurance scheme operated by a certification and inspection body accredited by the United Kingdom Accreditation Service (UKAS) and accredited to BS EN ISO 9001 for manufacturing and management systems for PVCu profile production.
- Front Door Leaf: BS EN12608 compliant profile to be Larkin style with "digital pattern" glazing.
- Back Door Leaf: BS EN12608 compliant profile to be 2XG style with "clear" glazing.
- Frame and architraves: Outer frame to be PVC-U to BS EN12608:2003 fully reinforced with aluminium extrusion to BS6063.
- Cill: Cill width options to suite existing apertures and provide level access threshold to comply with Part M of the Building Regulations.
- Colour/ Texture: White PVCu.
- Exposure: External composite doors are to meet with a class 'C' severe weather rating for weather resistance and DD171 prEN 1121 for hygrothermal/ thermal distortion.
- Glazing/ Infill details: Double glazed units with 'low E' glass and 6.4mm laminated outer pane. All entrance doors to have grade 2 "digital pattern" obscure glass or equivalent, to comply with BS4315 Part 1. All rear doors to have clear glazing.
  - Manifestation: Doors to have upper glazed section (minimum 25% of door surface)
  - Beading: Internal clip in beads. Glazed internally securely fixed and to comply with BS 6262: 1982 Code of Practice for Glazing Buildings.
- Ironmongery: All doors to have 3no. hinges per leaf, multipoint door locking mechanism and leaver/leaver PZ configuration handles with spring cassette system and snib retention of latch. Front doors to include; double sided sleeved weather sealed letter plates, URN style door knocker mounted at a height of between 1100mm – 1400mm from bottom of the door leaf, Door viewer with 180 degree wide angle sight

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scope with internal swivel cover, numerals and security chain fitted at a height of 1440mm from bottom of door .

- Finish: All hardware to be supplied in stainless steel (excluding locking system).

- Perimeter seals: BS1774 EDPM flipper gasket.
- Other requirements:
- Doorsets to be as near to existing brick opening size as possible or as recommended by manufacturer. Doors to be within manufacturers standard sizes. Largest door size to suit the opening with door frames with add on pieces to suit as recommended by door manufacturer. All the above to be included in the tender price.
- Fixing: Method of fixing frames shall comply with the requirements of BS8213-4, with all frames fixed to opening by mechanical fixings, foam fixing of frames will not be acceptable. All fixings shall have a minimum corrosion resistance of Grade 3 within BS EN 1670.

EXECUTION

700 REMOVAL AND REFITTING

- It is the responsibility of the contractor to check the dimension of the new and existing doors before removal takes place. Any anomalies or “mis-measures” are to be brought to the attention of the CA as soon as practically possible and before any works are undertaken by the contractor.
- Allow for the careful removal of existing doors and removal from site in the Contract Sum. If tenant makes a specific request to retain an existing door then refer to CA before disposal.
- New doors are to fitted immediately following on from removal at each individual property; it will not be acceptable to remove doors at multiple properties before installation of replacement doors commences.
- Properties must be left in a secure condition at the end of each working day.

710 PROTECTION OF COMPONENTS

- General: Do not deliver to site components that cannot be installed immediately or placed in clean, dry, floored and covered storage.
- Stored components: Stacked on level bearers, separated with spacers to prevent damage by and to projecting ironmongery, beads, etc.

715 FIXING OF FRAMES

- The method of fixing of all frames shall comply with the requirements of BS 8213-4. Fixings shall have a minimum corrosion resistance of Grade 3 within BS EN 1670. All frames shall be fixed to openings by mechanical fixings, foam fixing of frames alone will not be acceptable.

720 INSTALLATION AND SUPERVISION

- The contractor shall be responsible for ensuring the supplied products are consistent with the specification or alternatively as agreed with the CA. The contractors chosen installers shall carry out each installation with regard to the manufactures recommendations, the requirements of the LHC and guidance contained within BS8213-4.

820 SEALANT JOINTS

- Sealant: Silicone sealant.
  - Manufacturer: Contractors choice to CA’s approval.
    Product reference: TBA
  - Colour: White to match frame members.
  - Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.

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830 FIXING IRONMONGERY GENERALLY
- All doors and multi-point locks are to be fitted fully in accordance with manufacturers instructions.
- Fasteners: Supplied by ironmongery manufacturer.
  - Finish/ Corrosion resistance: To match ironmongery.
- Holes for components: No larger than required for satisfactory fit/ operation.
- Adjacent surfaces: Undamaged.
- Moving parts: Adjusted, lubricated and functioning correctly at completion.

850 LOCATION OF HINGES
- Primary hinges: Where not specified otherwise, positioned with centre lines 250 mm from top and bottom of door leaf.
- Third hinge: where specified, positioned on centre line of door leaf.
- Hinges for fire resisting doors: Positioned in accordance with door leaf manufacturer's recommendations.

855 MAKING GOOD
- The contractor is to take sufficient care when removing existing doors so as to minimise the required amount of making good. Generally the contractor shall make good openings, plaster and render disturbed by the works both internally and externally. If the contractor finds large areas of loose or defective render plaster around openings this should be brought to the attention of the CA before works continue. The internal junction of window and window reveals is to be made good with a bead of sealant and or by the use of matching plastic cover strips. The use of cover strips should not be disproportionate to door openings.

L40 GENERAL GLAZING.

GENERAL REQUIREMENTS

150 WORKMANSHIP GENERALLY
- Glazing generally: All double glazed units to be hermetically sealed and shall comply with Construction Products Directive requirements, BS EN 1279 and BS 6262.
- Integrity: Glazing must be wind and watertight under all conditions with full allowance made for deflections and other movements.
- Dimensional tolerances: Panes/ sheets to be within ± 2 mm of specified dimensions.
- Materials:
  - Compatibility: Glass/ plastics, surround materials, sealers, primers and paints/ clear finishes to be used together to be compatible. Avoid contact between glazing panes/ units and alkaline materials such as cement and lime.
  - Protection: Keep materials dry until fixed. Protect insulating glass units and plastics glazing sheets from the sun and other heat sources.

152 PREPARATION
- Surrounds, rebates, grooves and beads: Clean and prepare before installing glazing.

155 GLASS GENERALLY
- Standards: To BS 952 and relevant parts of:
  - BS EN 572 for basic soda lime silicate glass.
  - BS EN 1096 for coated glass.
  - BS EN 1748-1-1 for borosilicate glass.
  - BS EN 1748-2-1 for ceramic glass.
  - BS EN 1863 for heat strengthened soda lime silicate glass.
  - BS EN 12150 for thermally toughened soda lime silicate safety glass
  - BS EN 12337 for chemically strengthened soda lime silicate glass.

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- BS EN 13024 for thermally toughened borosilicate safety glass.
- BS EN ISO 12543 for laminated glass and laminated safety glass.

- Panes/ sheets: Clean and free from obvious scratches, bubbles, cracks, rippling, dimples and other defects.
- Edges: Generally undamaged. Shells and chips not more than 2 mm deep and extending not more than 5 mm across the surface are acceptable if ground out.

165 HEAT SOAKING OF THERMALLY TOUGHENED GLASS

- Standard: BS EN 14179.
  - Holding period (minimum): 2 hours.
  - Mean glass temperature: 290° ± 10°C.
- Certified evidence of treatment: Submit.
- Designated locations: All glazing below a height of 800mm, when measured from finished floor level.

TYPES OF GLAZING

370 DOUBLE GLAZED BEAD FIXED INSULATING GLASS UNITS TO PVCu WINDOWS.

- Pane material: 24mm sealed insulating glass units to BS EN 1279, kitemark certified, with low emissivity Pilkington “K” glass providing a minimum U-value of 1.8 W/m2 K.
  - Perimeter taping: Do not use.
- Surround/ bead: Proprietary PVCu beads supplied with windows.
  - Preparation: To the recommendations of the window manufacturer /installer.
  - Bead location: Internal, securely fixed to comply with BS 6262: 1982 Code of Practice for Glazing Buildings.
  - Bead fixing: To the recommendations of the screen manufacturer /installer.
  - Glazing system: Insert proprietary gasket sections supplied with window.
- Glazing installation:
  - Insulating unit: Located centrally in surround using setting and location blocks and distance pieces.
  - Gaskets and beads: Installed as recommended by screen manufacturer.
  - Gasket fit at corners: Tight, without gaps.
  - Drainage and ventilation holes: Unobstructed.
- Additional requirements:
- Obscure glass to be used to toilet and guest shower room windows. Pattern to be grade 2 ‘digital pattern’, to match existing.
  - The coating to ‘Low E’ glass is to be applied to the cavity side of the inner pane of glass. Where obscure glazing is specified, the coating may be applied to the outer pane.
    - All glazing below a height of 800mm, when measured from finished floor level to be toughened glass.
  - All double glazed units to BFRC ’C’ energy rated or better. Gas filled double glazed units to comply with all six parts of BS EN1279

EXECUTION

SAFTEY GLASS.

- Glass in “Critical Locations” to comply with the requirements of Approved Document N of the Building Regulations and conform to the following standards:

- BS EN 12150 for toughened safety glass
- BS EN 14449 for laminated safety glass
- BS EN 12600 for pendulum impact test method.

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Safety glass shall be clearly and indelibly marked with the product standard, classification and identification mark of manufacturer or installer.

M10 CEMENT BASED LEVELLING/ WEARING SCREEDS.

02 BONDED CEMENT: SAND LEVELLING SCREEDS TO SOLID FLOORS.
- Substrate: 100mm Celotex ridged insulation.
- Screed construction: Fully bonded.
- Thickness:
  - Minimum: 65 mm.
  - Maximum: 75 mm.
- Mix:
  - Proportions (cement:sand): 1:3-4
- Finish: Trowelled, as clause 75.
  - To receive: 2.5mm Altro vinyl sheet floor covering to circulation areas.

30 FULLY BONDED CONSTRUCTION.
- Removing mortar matrix: Shortly before laying screed, expose coarse aggregate over entire area of hardened base.
- Texture of surface: Suitable to accept screed and achieve a full bond over complete area.
- Bonding coat: Manufacturer's standard or Polymer modified cement slurry.

45 AGGREGATES AND CEMENTS.
- Sand: To BS EN 13139.
  - Grading limits: To BS 8204-1, Table B.1.
- Coarse aggregates:
  - Standard: To BS EN 12620.
- Cement:
  - Cement types: In accordance with BS 8204-1, clause 5.1.3.

47 ADMIXTURES.
- Standards; In accordance with BS 8204-1, Table 1.
- Calcium chloride: Do not use in admixtures.

50 MIXING.
- Water content: Minimum necessary to achieve full compaction.
- Mixing: Mix materials thoroughly to uniform consistency in a suitable forced action mechanical mixer.

52 COMPACTION.
- General: Compact thoroughly over entire area.
- Screeds over 50 mm thick: Lay in two layers of equal thickness. Roughen surface of compacted lower layer then immediately lay upper layer.

55 JOINTS IN LEVELLING SCREEDS.
- Laying screeds: Lay continuously using 'wet screeds' between strips or bays. Minimize defined joints.

75 TROWELLED FINISH TO LEVELLING SCREEDS.
- Floating: To an even texture with no ridges or steps.
- Trowelling: To a uniform smooth surface, free from trowel marks and other blemishes, and suitable to receive specified flooring material.

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90 CURING.
- Curing period (minimum): As soon as screed has set sufficiently, closely cover with polyethylene sheeting for seven days.
- Drying after curing: Allow screeds to dry gradually.

M20 PLASTERED/ RENDERED/ ROUGHCAST COATING

30 LIGHTWEIGHT GYPSUM PLASTER TO EXTERNAL WALLS AND INTERNAL BLOCKWORK PARTITIONS.
- Substrate: Lightweight blockwork.
  - Preparation: Thistle GypPrime.
- Manufacturer: British Gypsum.
- Undercoats: To BS EN 13279-1.
  - Product reference: Hardwall plaster.
  - Thickness (excluding dubbing out): 10mm.
- Final coat: Finish plaster to BS EN 13279-1, class B.
  - Product reference: Thistle Durafinish.
  - Thickness: 2–3 mm.
  - Finish: Smooth.

50 GYPSUM PLASTER SKIM COAT ON PLASTERBOARD.
- Plasterboard manufacturer: Substrates as sections K10/15 and 25.
- Plaster: Board finish plaster to BS EN 13279-1, class B.
  - Manufacturer: British Gypsum.
    Product reference: Thistle Durafinish.
  - Thickness: 2-3mm.
  - Finish: Smooth.

67 COLD WEATHER.
- Internal work: Take precautions to prevent damage to internal coatings when air temperature is below 3°C.
- External work: Avoid when air temperature is at or below 5°C and falling or below 3°C and rising.

71 SUITABILITY OF SUBSTRATES.
- General: Suitable to receive coatings. Sound, free from contamination and loose areas.

74 EXISTING DAMP AFFECTED PLASTER/ RENDER
- Plaster affected by rising damp: Remove to a height of 300 mm above highest point reached by damp or 1 m above dpc, whichever is higher.
- Perished and salt contaminated masonry:
  - Mortar joints: Rake out.
  - Masonry units: Submit proposals.
- Drying out substrates: Establish drying conditions.

76 REMOVING DEFECTIVE EXISTING PLASTER.
- Plaster for removal: Loose, hollow, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.
- Removing plaster: Cut back to a square, sound edge.

78 REMOVING DEFECTIVE EXISTING RENDER
- Render for removal: Detached, hollow, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.

TO COLLLECTION £

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- Removing defective render: Cut out to regular rectangular areas with straight, square cut or slightly undercut edges.
  - Render with imitation joints: Cut back to joint lines.
- Cracks (other than hairline cracks): Cut out to a width of 75 mm (minimum).

80 PLASTERBOARD BACKINGS.
- Additional framing supports:
  - Fixtures, fittings and service outlets: Accurately position to suit fasteners.
  - Board edges and perimeters: To suit type and performance of board.
- Joints:
  - Joint widths (maximum): 3 mm.
  - End joints: Stagger between rows.
  - Two layer boarding: Stagger joints between layers.
- Joint reinforcement tape: Apply to joints and angles except where coincident with metal beads.

82 BEADS/ STOPS.
- Location: External angles and stop ends.
- Materials:
  - External render: Stainless steel.
  - Internal plaster/ render: Galvanized steel.
- Fixing: Secure and true to line and level.
  - Beads/ stops to external render: Fix mechanically.

87 APPLICATION OF COATINGS.
- General: Apply coatings firmly and achieve good adhesion.
- Appearance of finished surfaces: Even and consistent. Free from rippling, hollows, ridges, cracks and crazing.
  - Accuracy: Finish to a true plane with walls and reveals plumb and square.
- Drying out: Prevent excessively rapid or localized drying out.
- Keying undercoats: Cross scratch plaster coatings and comb render coatings. Do not penetrate undercoat.

M50 RUBBER/ PLASTICS/ CORK/ LINO/ CAPRET TILING/ SHEETING.

22 NON SLIP VINYL SHEET FLOOR COVERING TO KITCHEN AND GROUND FLOOR BEDROOM
- Base: Concrete screed with towelled finish.
  - Preparation: Latex levelling compound where required.
- Flooring roll: Non-slip vinyl sheet, safety flooring installed to BS 8203:2001.
  - Manufacturer: Altro (Tel: 01462 707600).
    Product reference: Walkway safety flooring.
  - Recycled content: 25% minimum.
  - Width: 2.0m roll.
  - Thickness: 2mm.
  - Colour/ pattern: To be confirmed following consultation with residents/ scheme manager.
- Adhesive (and primer if recommended by manufacturer): To manufacturer's recommendations.
- Seam welding: All hot welded.

40 LAYING COVERINGS ON NEW WET LAID BASES.

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- Base drying aids: Not used for at least four days prior to moisture content test.
- Base moisture content test: Carry out in accordance with BS 5325, Annexe A or BS 8203, Annexe A.
- Commencement of laying coverings: Not until all readings show 75% relative humidity or less.

45 EXISTING FLOOR COVERING REMOVED.
- Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing compound to give smooth, even surface.

65 LAYING COVERINGS.
- Base/ substrate condition: Rigid, dry, smooth, free from grease, dirt and other contaminants.
- Use a primer where recommended by adhesive manufacturer. Allow to dry thoroughly.
- Adhesive: As specified, as recommended by covering manufacturer or, as approved.
- Conditioning of materials prior to laying: As recommended by manufacturer.
- Environment: Before, during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after building is occupied.
- Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks, stains, trowel ridges and high spots.

70 EDGINGS AND COVER STRIPS.
- Manufacturer: Morley's limited.
  - Product reference: To suit application.
- Material/ finish: Aluminium with nonslip vinyl inserts.
- Fixing: Secure (using matching fasteners where exposed to view) with edge of covering gripped.

84 SKIRTINGS TO SHOWER ROOM.
- Types: Proprietary, plastic coved skirting.
- Manufacturer: Altro (Tel: 01462 707600).
  - Product reference: CF38R / 20R cove former in black and C7 capping strip in a colour to complement or match vinyl flooring.
- Fixing: Securely bond with mitred corners to manufacturer's recommendations.

85 WASTE.
- Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Hand over selected pieces to Employer.

M60 PAINTING/ CLEAR FINISHING.

05 EMULSION PAINT TO NEW WALLS AND CEILING SURFACES.
- Manufacturer: ICI Dulux.
  - Product reference: Trade vinyl matt.
- Surfaces: New internal plaster and plasterboard surfaces.
  - Preparation: To paint manufacturer's recommendations.
- Initial coats: 1 no. mist coat.
- Finishing coats: 2 no. full coats.

08 EMULSION PAINT TO EXISTING WALLS AND CEILING SURFACES IN ALL GROUND & FIRST FLOOR ROOMS
- Manufacturer: ICI Dulux.
  - Product reference: Trade diamond matt.

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- Surfaces: Existing previously painted or wall papered, internal plaster and plasterboard surfaces.
  - Preparation: Remove existing decorations and prepare surfaces, as clauses 30 and 32.
- Initial coats: 1 no. mist coat.
- Finishing coats: 2 no. full coats.

12 GLOSS PAINT TO INTERNAL EXPOSED SOFT WOOD.
- Manufacturer: ICI Dulux.
  - Product reference: Trade new work undercoat and trade new work gloss.
- Surfaces: Internal flat doors, door frames, existing window cills, architraves, skirtings and new (unfinished) joinery.
  - Preparation: To paint manufacturer's recommendations.
- Undercoat: Trade new work undercoat.
  - Number of coats: One.
- Finishing coats: Trade new work gloss.
  - Number of coats: Two.

13 GLOSS PAINT TO METALWORK.
- Manufacturer: ICI Dulux.
  - Product reference: Glidden trade metal primer zinc phosphate and trade high gloss.
- Surfaces: Metal guarding and handrails to ramps and platforms.
  - Preparation: Rub down and remove existing loose surfaces and corrosion.
- Undercoats: Glidden trade metal primer zinc phosphate.
  - Number of coats: One.
- Finishing coats: Glidden trade high gloss.
  - Number of coats: Two.

30 PREPARATION GENERALLY.
- Standard: In accordance with BS 6150.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
- Substrates: Sufficiently dry in depth to suit coating.
- Efflorescence salts, dirt, grease and oil: Remove.
- Surface irregularities: Provide smooth finish.
- Organic growths and infected coatings:
  - Remove with assistance of biocidal solution.
  - Apply residual effect biocidal solution to inhibit regrowth.
- Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
- Dust, particles and residues from preparation: Remove and dispose of safely.
- Doors, opening windows and other moving parts:
  - Ease, if necessary, before coating.
  - Prime resulting bare areas.

32 PREVIOUSLY COATED SURFACES GENERALLY.
- Preparation: In accordance with BS 6150, clause 11.5.
- Contaminated or hazardous surfaces: Give notice of:
  - Coatings suspected of containing lead.
  - Substrates suspected of containing asbestos or other hazardous materials.
  - Significant rot, corrosion or other degradation of substrates.

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- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- Alkali affected coatings: Completely remove.
- Retained coatings:
  - Thoroughly clean.
  - Gloss coated surfaces: Provide key.
- Partly removed coatings: Apply additional preparatory coats.
- Completely stripped surfaces: Prepare as for uncoated surfaces.

35 FIXTURES AND FITTINGS.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removal: Before commencing work remove: Ironmongery, coverplates, grilles, wall clocks and other surface mounted fixtures.
- Replacement: Refurbish as necessary, refit when coating is dry.

37 WOOD PREPARATION.
- General: Provide smooth, even finish with lightly rounded arrises.
- Degraded or weathered surface wood: Take back surface to provide suitable substrate.
- Degraded substrate wood: Repair with sound material of same species.
- Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
- Resinous areas and knots: Apply two coats of knotting.
- Defective primer: Take back to bare wood and reprime.

39 STEEL PREPARATION.
- Corrosion and loose scale: Take back to bare metal.
- Residual rust: Treat with a proprietary removal solution.
- Bare metal: Apply primer as soon as possible.

43 PLASTER PREPARATION.
- Nibs, trowel marks and plaster splashes: Scrape off.
- Overtrowelled ‘polished’ areas: Provide suitable key.

52 SEALING OF INTERNAL MOVEMENT JOINTS.
- General: To junctions of walls and ceilings with architraves, skirtings and other trims.
- Sealant: Water based acrylic.
  - Manufacturer: Contractor’s choice to CA’s approval.
    Product reference: N/A.
  - Preparation and application: As section Z22.

61 COATING GENERALLY.
- Application: In accordance with BS 6150, clause 9.
- Conditions: Maintain suitable temperature, humidity and air quality.
- Surfaces: Clean and dry at time of application.
- Thinning and intermixing: Not permitted unless recommended by manufacturer.
- Priming coats: Apply as soon as possible on same day as preparation is completed.
- Finish:
  - Even, smooth and of uniform colour.
  - Free from brush marks, sags, runs and other defects.
  - Cut in neatly.

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- Doors, opening windows and other moving parts: Ease before coating and between coats.

P20 UNFRAMED ISOLATED TRIMS/ SKIRTINGS/ SUNDRY ITEMS.

10 SOFTWOOD TO ARCHITRAVES.
- Quality of wood and fixing: To BS 1186-3.
  - Species: Redwood.
  - Class: 1 (minimum 2).
- Moisture content at time of fixing: 6-10%.
- Preservative treatment: WPA Commodity Specification C5; desired service life 30 years.
- Fire rating: BS 476-7, Class A2.
  - Profile: Bull Nose.
  - Finished size: 16 x 50mm.
- Finish as delivered: Prepared and primed, M60/10.
- Fixing: Plugged and screwed at 450mm centres.

15 SOFTWOOD TO SKIRTINGBOARDS.
- Quality of wood and fixing: To BS 1186-3.
  - Species: Redwood.
  - Class: 1 (minimum 2).
- Moisture content at time of fixing: 6-10%.
- Preservative treatment: WPA Commodity Specification C5; desired service life 30 years.
- Fire rating: BS 476-7, Class A2.
  - Profile: Bull Nose.
  - Finished size: 16 x 120mm.
- Finish as delivered: Prepared and primed, M60/10.
- Fixing: Plugged and screwed at 450mm centres.

20 SOFTWOOD TO WINDOW CILL BOARDS.
- Quality of wood and fixing: To BS 1186-3.
  - Species: Contractor's choice.
  - Class: 1 (minimum 2).
- Moisture content at time of fixing: 6-10%.
- Preservative treatment: WPA Commodity Specification C5; desired service life 30 years.
- Fire rating: BS 476-7, Class A2.
  - Profile: Bull nosed.
  - Finished size: Depth to match cills in existing building.
- Finish as delivered: Prepared and primed, M60/10.
- Fixing: Plugged and screwed at 450mm centres.

80 INSTALLATION GENERALLY.
- Joinery workmanship: As section Z10.
- Metal workmanship: As section Z11.
- Methods of fixing and fasteners: As section Z20.
- Straight runs: To be in one piece, or in long lengths with as few joints as possible.
- Running joints: Location and method of forming to be agreed where not detailed.
- Joints at angles: Mitred unless shown otherwise.
- Position and level: To be agreed where not detailed.

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P21 DOOR IRONMONGERY.

02 QUANTITIES AND LOCATIONS
- Quantities and locations of ironmongery are given in section L20/45, 50, 55, 60 and 65.
- Fixing: As section L20.

08 DOOR HINGES TO INTERNAL DOORS.
- Manufacturer: Nicholls & Clarke Architectural Ironmongery.
  - Product reference: H0442714.
- Type: Washered butt hinges.
- Size: 102 x 75 x 3mm.
- Material/ finish: Satin stainless steel.
- Hinge grade: Minimum grade 11.
- Other requirements: 3 no. hinges per door leaf.

28 DOOR LATCHES TO INTERNAL DOORS.
- Standard: To BS EN 12209.
- Manufacturer: Nicholls & Clarke Architectural Ironmongery.
  - Product reference: H0041003
- Type: Tubular mortice latch.
- Backset: 57mm.
- Material/ finish: Nickel plated.
- Latch spring strength: Select to prevent unsprung lever handles drooping.

36 PRIVACY INDICATOR BOLTS FOR DOORS TO SHOWER ROOM & BATHROOM
- Manufacturer: Nicholls & Clarke Architectural Ironmongery.
  - Product reference: H3704504.
- Type: Extended Thumb turn & Release.
- Material/ finish: Satin stainless steel.
- Emergency release facility: Required.

38 LEVER HANDLES TO INTERNAL DOORS.
- Standard: To BS EN 1906.
- Manufacturer: Nicholls & Clarke Architectural Ironmongery.
  - Product reference: H3700004.
- Style: Specifier range, lever on rose.
- Size: As supplied.
- Material/ finish: Satin stainless steel.
- Mounting: Lever handle on rose.

P31 HOLES, CHASES, COVERS AND SUPPORTS FOR SERVICES.

10 HOLES, RECESSES AND CHASES IN MASONRY.
- Locations: To maintain integrity of strength, stability and sound resistance of construction.
- Sizes: Minimum needed to accommodate services.
  - Holes (maximum): 300 x 300 mm.
- Walls of hollow or cellular blocks: Do not chase.
- Walls of other materials:
  - Vertical chases: No deeper than one third of single leaf thickness, excluding finishes.

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- Horizontal or raking chases: No longer than 1 m. No deeper than one sixth of the single leaf thickness, excluding finishes.
- Chases and recesses: Do not set back to back. Offset by a clear distance at least equal to the wall thickness.
- Cutting: Do not cut until mortar is fully set. Cut carefully and neatly. Avoid spalling, cracking and other damage to surrounding structure.

20 NOTCHES AND HOLES IN STRUCTURAL TIMBER.
- General: Avoid if possible.
- Sizes: Minimum needed to accommodate services.
- Position: Do not locate near knots or other defects.
- Notches and holes in same joist: Minimum 100 mm apart horizontally.
- Notches in joists: Locate at top. Form by sawing down to a drilled hole.
  - Depth (maximum): 0.125 x joist depth.
  - Distance from supports: Between 0.07 and 0.25 x span.
- Holes in joists: Locate on neutral axis.
  - Diameter (maximum): 0.25 x joist depth.
  - Centres (minimum): 3 x diameter of largest hole.
  - Distance from supports: Between 0.25 and 0.4 of span.
- Notches in roof rafters, struts and truss members: Not permitted.
- Holes in struts and columns: Locate on neutral axis.
  - Diameter (maximum): 0.25 x minimum width of member.
  - Centres (minimum): 3 x diameter of largest hole.
  - Distance from ends: Between 0.25 and 0.4 of span.

30 PIPE SLEEVES.
- Material: Match pipeline.
- Sleeves: Extend through full thickness of wall or floor. Position accurately.
  - Clearance around service (maximum): 20 mm or diameter of service, whichever is the lesser.
  - Installation: Bed solid.

40 SEALING AROUND SERVICES.
- Service: Electrical cabling and fittings.
- Location: Walls and ceiling.
- Sealing material: Mastic sealant, with the exception of fire stopping which is to section P12/10 and 47.
- Method: Bed backboxes on sealant and seal neatly around cable entry into fittings.

Q20 GRANULAR SUB-BASE PAVING.

10 THICKNESSES OF SUB-BASES are specified in the relevant paving section.

30 COMPACTION OF SUBGRADE:
- Defer final excavation to formation level until immediately before compaction of subgrade.
- Soft spots must be brought to the attention of the CA.
  Obtain instructions before proceeding.
- Subgrade must be relatively dry at time of compaction.
- Where use of a roller is impracticable use a suitable mechanical rammer.
- Where local excavation and backfilling has taken place make additional passes of the roller.
- Immediately before placing sub-base thoroughly compact subgrade with a roller weighing not less than 2.5 tonnes or equivalent other plant.

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40 SUB-BASE:
- Granular material free from ice, harmful matter and excessive dust or clay, well graded, passing a 75 mm BS sieve, and selected from one of the following:
  Crushed hard rock or quarry waste (other than chalk)
  Crushed concrete, crushed brick or tile, free from plaster
  Gravel or hoggin
  Sound blastfurnace slag (other than from steelmaking)
  Unburnt colliery spoil (minestone).
- Ensure that subgrade is unfrozen and free from loose soil, rubbish and standing water.
- Take all necessary precautions to ensure stability of adjacent structures. Place and compact material against or over structures, membranes or buried services in a sequence and manner which will ensure stability and avoid damage.
- Spread and level and, as soon as possible thereafter, compact with a roller weighing not less than 2.5 tonnes or other equivalent plant.

50 ACCURACY: Maximum permissible deviation from the required levels, falls and cambers to be as follows:
Subgrade +/- 20 mm
Sub-base +/- 12 mm

60 BLINDING: Surfaces to receive interlocking brick or block paving to section Q24 to have sufficient sand, fine gravel, PFA or other approved fine material applied and surface vibrated to provide a close and smooth surface.

70 PROTECTION:
- Cover sub-bases as soon as practicable with subsequent layers, specified elsewhere.
- Prevent damage to subgrades and sub-bases from construction traffic, construction operations and inclement weather.

Q21 IN SITU CONCRETE PAVINGS

110 UNREINFORCED CONCRETE PAVING TO FOOTPATHS/PATIO
- Granular sub-base: As section Q20.
  Thickness: 100 mm.
- Separation membrane: Polyethylene sheet 125 micrometres thick. Lap edges 300 mm.
- Concrete:
  Designated mix: Pav 1 to BS 5328.
  Nominal maximum size of aggregate: 20mm.
  Exposure condition: Moderate
  Workability: 50mm slump.
- Minimum thickness(es) of slab(s): 100mm.
- Finish: Tamped as clause 520.

240 ACCEPTANCE OF SUB-BASE: Before starting work ensure that:
- The base is sound, free of debris, mud and soft spots, and suitably close textured.
- The levels and falls of the sub-base are as detailed, within the specified tolerances of ±20 mm (vehicular areas) and ±12 mm (pedestrian areas).
- Drainage outlets are within +0 to -10 mm of the required finished level.
- Kerbs and edgings are complete, adequately bedded and haunched and to the required levels.

265 TIMBER FORMWORK:
- 150 x 38 mm softwood board, drilled as required for dowel bars, fixed with galvanized nails to 50 x 50 x 450 mm long softwood pegs driven into the ground at 1200 mm centres.

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- Preservative treatment : As section Z12 and British Wood Preserving and Damp-Proofing Association Commodity Specification C4.
  Type/Desired service life: CCA or creosote, 20 years.

LAYING CONCRETE

310 TRANSPORTING CONCRETE:
- When ready mixed concrete is transported in a truck mixer, water must be added under supervision either on site or at the central batching plant. Under no circumstances must water be added in transit.
- Avoid contamination, segregation, loss of ingredients, excessive evaporation and loss of workability. Cover concrete during heavy rain.
- Clean equipment immediately after use and whenever cement or aggregate is changed.
- Use suitable walkways and barrow runs for traffic over reinforcement and freshly placed concrete.

320 LAYING GENERALLY:
- At time of placing, ensure that surfaces on which concrete is to be placed are free from debris and standing water.
- Place as soon as practicable after mixing and while sufficiently plastic for full compaction. After discharge from the mixer do not add water or retemper mixes.
- Place in final position in one continuous operation up to construction joints.
- Ensure that temperature of concrete at point of delivery is not more than 30°C in hot weather and not less than 5°C in cold weather. Do not use frozen materials nor place concrete against frozen or frost covered surfaces.
- Do not place concrete when the air temperature is below 3°C on a falling thermometer and do not resume placing until the rising air temperature has reached 3°C.
- Spread and strike off with surcharge sufficient to obtain required compacted thickness.
- Form neat junctions with and prevent damage to adjacent work. Keep clean all channels, kerbs, inspection covers, etc.

330 COMPACTING:
- Fully compact concrete to full depth (until air bubbles cease to appear on the surface) especially around reinforcement, cast-in accessories, into corners and at joints.
- Poker vibrators must not be used to make concrete flow into position and must not come into contact with fabric reinforcement.
- Rectify any irregularities at wet formed joint grooves by means of a vibrating float.
- Finish with an approved scraping straightedge immediately after completing compaction to produce a dense, even textured surface free from laitance or excessive water.
- Remove any excess concrete from top of groove formers.

340 MANHOLE COVER/GULLY GRATING FRAMES:
- Set frames in independent concrete slabs placed over, but slightly larger than, the exterior of the manhole shaft or gully pot and any concrete surround.
- Position joints in main slab so that manhole/gully slabs are adjacent to a main transverse joint, unless specified otherwise.
- Separate the independent slabs from main slabs with 25mm thick joint filler board. Set board 20 mm below top of slab to form a sealing groove.

350 LEVELS:
- Lines and levels of finished surface to be smooth and even, with regular falls to prevent ponding.

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- Finished surfaces to be within ±6 mm of required levels (+6 -0 mm adjacent to gullies and manholes).

JOINTS

410 JOINTS GENERALLY:
- All joints to be accurately located, straight and well aligned.
- Construction joints made at the end of the working day to be formed as contraction joints.
- If modifications to any joint design or location are necessary on site, agree revisions with CA before proceeding.
- Do not allow concrete to enter any gaps or voids in the formwork or to render the movement joints ineffective.
- Do not allow concrete to impregnate or penetrate any materials used as compressible joint fillers.
- Do not place concrete simultaneously on both sides of movement joints.

SURFACE FINISH

520 TAMPED FINISH: Tamp surface with edge of a board or beam to give an even texture of parallel ribs.

CURING/PROTECTION/FINISHING

610 CURING:
- Immediately after completion of surface treatment prevent evaporation from the surface and exposed edges of the slab for a minimum period of seven days.
- Coverings for curing to be a suitable impervious sheet material, a resin based aluminised curing compound containing a fugitive dye and with an efficiency index of 90% when tested to BS 7542 or an approved sprayed plastics film.
- Curing compounds applied to surfaces that are to be decorated/stained must be removed by light grit blasting.
- Until the surface of fresh concrete is in a state suitable to receive sheets which are in direct contact or a sprayed curing compound as applicable, cover with waterproof sheeting held clear of the surface and well sealed against draughts at edges and junctions.

660 PROTECTION: Prevent damage to concrete:
- From rain, indentation, physical damage, dirt, staining, rust marks and other disfiguration.
- From thermal shock and in cold weather from the entrapment of water in pockets, etc. and freezing expansion thereof.

R10 RAINWATER PIPEWORK/ GUTTERS.

16 PVC-U GUTTERS.
- Standard: To BS EN 607 and BS EN 1462, kitemark certified.
- Manufacturer: Marley Plumbing & Drainage.
  Lenham,
  Maidstone,
  Kent,
  ME17 2DE.
- Product reference: Deepflow.
- Recycled content: 10% (minimum) to BS EN ISO 14021.

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- Profile: Half round to match profile of rainwater good to existing building.
- Colour: White.
- Accessories: To manufacturer's recommendations.
- Fixing: To manufacturer's recommendations.

35 PVC-U PIPEWORK.
- Standard: To BS EN 12200-1, kitemark certified.
- Manufacturer: Marley Plumbing & Drainage.
  Lenham,
  Maidstone,
  Kent,
  ME17 2DE.
  - Product reference: Circular Downpipe.
- Recycled content: 10% (minimum) to BS EN ISO 14021.
- Sections: Round.
- Nominal sizes: To manufacturer's recommendations based upon discharge/performance.
- Colour: White.
- Accessories: To manufacturer's recommendations.
- Fixing: White PVCu clips plugged and screwed to brickwork at centres to meet manufacturer's recommendations.

50 INSTALLATION GENERALLY.
- Discharge of rainwater: Complete, and without leakage or noise nuisance.
- Components: Obtain from same manufacturer for each type of pipework and guttering.
- Allowance for thermal and building movement: Provide and maintain clearance as fixing and jointing proceeds.
- Fixings and fasteners: As section Z20.

60 GUTTERS LAID TO FALL.
- Setting out: To true line and even gradient to prevent ponding or backfall. Position high points of gutters as close as practical to the roof and low points not more than 50 mm below the roof.
- Joints: Watertight.
- Roofing underlay: Dressed into gutter.

70 PIPEWORK.
- Fixing: Securely, plumb and/ or true to line with additional supports as necessary to support pipe collars, particularly at changes in direction.
- Cut ends of pipes and gutters: Clean and square with burrs and swarf removed.

R11 ABOVE GROUND FOUL DRAINAGE SYSTEMS

11 PLASTICS BRANCH PIPEWORK
- Materials and standards: Polypropylene to BS 5255 or BS EN1451 - 1, kitemark certified.
- Manufacturer: Marley Plumbing & Drainage.
  Lenham,
  Maidstone,
  Kent,
  ME17 2DE.
  - Product reference: Soil & Waste Product Range.
- Colour: Black.
- Jointing: Push fit.
- Fixing: Plastic clips, colour to match pipes, at 500mm centres.
- Accessories: Access fittings as necessary.

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21 PVC-U SOIL/ VENT PIPEWORK AND WC BRANCHES
- Standard:
  - To BS EN 1329-1, Kitemark certified; or
  - To BS 4514, Kitemark certified.
- Manufacturer: Marley Plumbing & Drainage.
  Lenham,
  Maidstone,
  Kent,
  ME17 2DE.
- Product reference: Soil & Waste Product Range.
- Colour: Black.
- Jointing: Push fit.
- Fixing: Galvanized steel brackets at 1800mm centres.
- Accessories: SVP to First Floor Sanitryware.

45 AIR ADMITTANCE VALVES
- Standard: To BS EN 12380 or Agrément certified.
- Manufacturer: Marley Plumbing & Drainage.
  Lenham,
  Maidstone,
  Kent,
  ME17 2DE.
  - Product reference: Soil & Waste Product Range – Durgo air admittance valve.
- Position: Vertical.
- Unheated locations: Fit manufacturer's insulating cover.

50 INSTALLATION GENERALLY
- Standards: To BS EN 12056-1, BS EN 12056-2 (including National Annexes NA-NG) and BS EN 12056-5.
- Drainage from appliances: Quick, quiet and complete, without blockage, crossflow, backfall, leakage, odours, noise nuisance or risk to health.
- Components: From same manufacturer for each type of pipework.
- Access: Provide access fittings in convenient locations to permit cleaning and testing of pipework.
- Thermal and building movement: Provide and maintain clearance as fixing and jointing proceeds.
- Fixings: Allow the pipe to slide.
  - Finish: Plated, sherardized, galvanized or other nonferrous.
  - Compatibility: Suitable for the purpose, material being fixed and substrate.

60 PIPEWORK
- Fixing: Securely plumb and/ or true to line. Fix lengths of discharge stack pipes at or just below socket collar or coupling.
  - Additional supports: Provide as necessary at junctions and changes in direction.
- Cut ends of pipes: Clean and square with burrs and swarf removed.

70 PIPEWORK TEST
- Preparation: Temporarily seal open ends of pipework using plugs.
- Testing: Connect a 'U' tube water gauge and pump air into pipework until gauge registers 38 mm.
- Required performance: Allow a period for temperature stabilisation, after which the pressure of 38 mm is to be maintained without loss for at least 3 minutes.

R12 BELOW GROUND DRAINAGE SYSTEMS.

TO COLLLECTION £

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02 EXISTING DRAINS.
- Setting out: Before starting work, check levels and positions of existing drains, inspection chambers and manholes. Report any discrepancies or concerns identified.

04 IN SITU CONCRETE FOR USE IN DRAINAGE BELOW GROUND.
- Standard: To BS 8500-2.
- Concrete: GEN 1.

14 PLASTICS PIPELINES FOR DRAINAGE GENERALLY.
- Pipes, bends and junctions: PVC-U to BS EN 1401-1.
  - Manufacturer: Marley Plumbing & Drainage.
    Product reference: Solid wall underground drainage.
- Recycled content: 10% (minimum) to BS EN ISO 14021.
- Sizes: 110mm.
- Type of subsoil: Firm dark orange – brown, sandy clay.
- Bedding class: (To be determined by pipe location and site conditions see clauses 23, 25, 27, 29, 37 and 39 below).
- Warning marker tape: Required. Colour of warning to correspond with type of buried service.

19 EXCAVATING PIPE TRENCHES.
- Trench from bottom up to 300 mm above crown of pipe: With vertical sides.
  - Width: As small as practicable but not less than external diameter of pipe plus 300 mm.
- Type of subsoil: Where the type of subsoil at the level of the crown of the pipe differs from that stated for the type of pipeline, give notice.
- Timing: Excavate to formation immediately before laying beds or pipes.
- Mud, rock projections, boulders and hard spots: Remove. Replace with bedding material, well consolidated.
- Local soft spots: Harden by tamping in bedding material.

21 BEDDING AND JOINTING.
- Laying pipes: To true line and regular gradient on even bed for full length of barrel with sockets (if any) facing up the gradient.
- Jointing: Lubricate. Leave gaps at ends of spigots to allow for movement.

31 CLASS W GRANULAR SURROUND (suitable for bedding flexible pipes under solid ground floors with cover depth of 300mm or more).
- Timing: Excavate trench after hardcore has been laid and compacted.
- Granular material: To BS EN 12620, size 4/10.
- Granular bedding: Compacted to a thickness of 100 mm (minimum). Scoop out locally at couplings and sockets and lay pipes digging slightly into bed and resting uniformly on their barrels. Adjust to line and gradient.
- Granular surround: After initial testing, lay and compact by hand more granular material to 100 mm above crown of pipe.
- Backfilling: Hardcore or granular material compacted in layers not exceeding 300 mm thick up to slab formation.

37 CLASS Y CONCRETE SURROUND FOR SHALLOW PIPES UNDER BUILDINGS.
- Locations: Where crown of pipe is less than 300 mm below underside of slab.
- Timing: Excavate trench after hardcore has been laid and compacted.
- Concrete blinding: 25 mm thick, over full width of trench.
- Temporary pipe support: Folding wedges of compressible board, pipe inverts 100 mm (minimum) above blinding.
- Concrete pipe surround: Same mix as slab and cast integrally with slab. Extend length to within 150 mm of nearest flexible joint.

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39 CLASS Z CONCRETE SURROUND.
- Concrete blinding: 25 mm thick, over full width of trench.
- Temporary pipe support: Folding wedges of compressible board, pipe inverts 100 mm (minimum) above blinding.
- Vertical construction joints: At face of flexible pipe joints using 18 mm thick compressible board precut to profile of pipe. Fill gaps between spigot and socket with resilient material to prevent entry of concrete.
- Concrete surround: After testing, place and compact concrete for full width of trench to encase pipe to 150 mm above crown.

41 TRENCHES LESS THAN 1 M FROM FOUNDATIONS.
- Class Z concrete surround: Provide in locations where bottom of trench is lower than bottom of foundation.
  - Top of concrete: Higher than bottom of foundation.

58 INSTALLATION OF FITTINGS.
- Appearance: Square with and tightly jointed to adjacent construction as appropriate.
- Bedding and surround of fittings, traps, etc: Concrete, 150 mm thick.
- Permissible deviation in level of gullies: +0 to -10mm.

67 GRANULAR FILL SOAKAWAYS
- Geotextile membrane:
  - Manufacturer: Contractor's choice to CA's approval.
    Product reference: As above.
- Vertical inspection and distributor pipes:
  - Size: DN 225.
  - Material: Plastics.
  - Perforations: Full depth of granular fill, unperforated above.
- Inspection covers: Contractor's choice to CA's approval.
- Horizontal distributor pipes: Perforated plastics, nominal size DN 110.
- Granular material: Clean broken bricks, crushed rock or gravel, size range 150 mm to 50 mm.
- Construction: Line bottom and sides of pit with geotextile membrane. Insert vertical inspection and distributor pipes and horizontal distributor pipes if required. Fill up to invert level of inlet pipe with granular material. Cover top with geotextile membrane before connecting inlet pipe to inspection and distribution pipe. Backfill with as-dug material.

74 SEALED ACCESS FITTINGS, BRANCHES AND BENCHING.
- Sealed access fitting:
  - Standard: Plastics to BS 4660 and Kitemark certified.
- Manufacturer: Marley Plumbing & Drainage.
  - Product reference: Solid wall underground drainage.
- Sizes and integral branches: To suit each manhole.
- Bedding: 1:3 cement:sand mortar.
- Benching: Concrete, with 10% fall from manhole walls to component rim, and with dense smooth uniform finish.

84 TESTING AND INSPECTION GENERALLY.
- Obstructions and debris: Remove. Check that the installation is clear before testing.

88 FINAL TESTING OF DRAINS.
- Before testing:
  - Cement mortar jointing: Leave 24 h.

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- Solvent welded pipelines: Leave 1 h.
- Standard: In accordance with Building Regulations Approved Document H1.
- Method: Water.

89 WATER TESTING OF MANHOLES AND INSPECTION CHAMBERS.
- Timing: Before backfilling.
- Standard:
  - Exfiltration: To BS EN 1610, water testing (method W).
  - Infiltration: No identifiable flow of water penetrating the chamber.

91 BACKFILLING TO PIPELINES GENERALLY.
- Backfill from top of surround or protective cushion: Material excavated from trench, compacted in 300 mm layers. Do not use heavy compactors before there is 600 mm of material over pipes.

97 CLEANING.
- General: Flush out the whole installation and remove silt and debris immediately before handing over.

U90 GENERAL VENTILATION

PRODUCTS

35 WINDOW TRICKLE VENTILATORS.
- Manufacturer: To recommendations of window manufacturer to achieve the requirements of Part F of the building regulations.

42 VENTILATION FAN UNITS TO BATHROOM.
- Standard: To BS EN 60335-2-80, and BEAB approved.
- Manufacturer: Vent Axia.
  - Product reference: Lo-carbon VA 100XT.
- Performance: 15 l/s.
- Mounting: Through the wall.
- Controls: From light with 15 min run-on.
- Accessories: ducting through floor void above kitchen to external wall.

EXECUTION

84 INSTALLING VENTILATION FANS
- Mounting: Wall fan with telescopic duct in the thickness of a cavity wall.

85 FLEXIBLE DUCTWORK
- Installation: Fully extend without overstretching.
- Support: Form smooth flowing curves without kinking, sagging or slumping.

COMPLETION

91 OPERATION AND MAINTENANCE
- Operating and maintenance instructions: Submit copies of manufacturers' operating and maintenance instructions for equipment and controls.
- Tools: Supply tools for operation, maintenance and cleaning purposes, including keys for valves and vents.

V90 ELECTRICAL SYSTEMS – DOMESTIC.

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GENERAL.

05 LOW VOLTAGE SUPPLY.
- Nature of current: Alternating.
- Phase: Single phase.
- Voltage: 230 V.
- Source: as existing building.
- Metering: as existing building.

07 LV SWITCHGEAR.
- Distribution board: As existing building.

08A LV CABLING FOR SMALL POWER CIRCUITS.
- Cable: PVC insulated and sheathed cable.

08B LV CABLING FOR LIGHTING CIRCUITS.
- Cable: PVC insulated and sheathed cable.

09 CONTAINMENT TO FINAL CIRCUITS.
- Type: PVCu.
- Appearance: Concealed.
- Rewireable installation: Required.

20 GENERAL DESIGN.
- Standards: To BS 7671 and the requirements of the electricity distributor.
- Design: Complete the design and detailing of the electrical installation.
- Design information: Submit calculations, manufacturer's literature and drawings showing equipment positions and routes.

24 GENERAL LIGHTING SYSTEM DESIGN.
- Purpose: Illuminate individual rooms for desired use
- Design: To CIBSE ‘Code for lighting’.
- Room: Bathroom and Bedroom
  - Illuminance level (maintained average): 150 lux.
  - Controls: switches
- Maintenance: n/a.

25 EXTERNAL LIGHTING SYSTEM DESIGN.
- Purpose: Illuminate approach to rear entrance
- Design: To CIBSE ‘Code for lighting’ and Lighting Guide 6.
- Area: Hardstanding / platform and associated ramp forward of main entrance.
  - Illuminance level (maintained average): 50 lux.
  - Illuminance level at any point (minimum): 10 lux.

27 SMALL POWER SYSTEM DESIGN.
- Purpose: Provide power to socket outlets, fused connection units
- Small power outlets: Provide to serve the building and its equipment.
- Room: proposed Bedroom
  - Outlets: Refer to Dwg A2012/08/03
- Fixed equipment: Provide supplies.

PRODUCTS.

30 PRODUCTS GENERALLY.
- Standard: To BS 7671.

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- CE Marking: Required.

35 CONDUIT.
- Standard: To BS EN 61386-1.
- Type: Suitable for location and use.

39 CABLES.
- Standard: To BS 7671.
- Approval: British Approvals Service for Cables (BASEC) certified.
- Cable sizes not stated: Submit proposals and calculations.

40 PROTECTIVE CONDUCTORS.
- Type: Cable conductors with yellow/ green sheath.

41 ELECTRICAL ACCESSORIES.
- Standard: To BS 5733.
  - Switches: To BS EN 60669-1.
- Manufacturer: MK electric.
  - Product reference: Logic plus.
- Finish: White, high gloss thermoset material.
- Mounting: recessed.

45 LUMINAIRES TO BATHROOM.
- Standards: To BS EN 60598-1 and BS EN 55015.
  - Approval: F-mark, CE rated.
- Manufacturer: ASD Lighting Plc.
  - Product reference: Centro LED (CE3/WL4LED1800), in white with opal diffuser.
- Mounting: Surface mounted to concrete ceiling.
- Lamp: 1800 LED Lumens.
  - Wattage: 17w.
- Additional requirements:

46 LUMINAIRES TO LIVINGROOM/BEDROOM
- Standards: To BS EN 60598-1 and BS EN 55015.
  - Approval: F-mark, CE rated.
- Manufacturer: ASD Lighting Plc.
  - Product reference: Centro LED (CE3/WL4LED1800), in white with opal diffuser.
- Mounting: Surface mounted to concrete/plasterboard ceiling.
- Lamp: 1800 LED Lumens.
  - Wattage: 17w.
- Additional requirements:

47 LAMPS GENERALLY
- Standards:
  - Compact fluorescent lamps: To BS EN 60901 and BS EN 61199.
  - High pressure mercury lamps: To BS EN 60188 and BS EN 62035.
  - High pressure sodium lamps: To BS EN 62035.
  - Light emitting diodes (LEDs): To BS EN 62031.
  - Metal halide lamps: To BS EN 62035.
  - Tubular fluorescent lamps:
    Single-capped lamps: To BS EN 60901 and BS EN 61199.
    Double-capped lamps: To BS EN 60081 and BS EN 61195.
  - Tungsten halogen lamps: To BS EN 60432-2 and BS EN 60357.
  - Lamps of the same type and rating: Same manufacturer.

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50 EXTERNAL LUMINAIRES.
- Standards: To BS EN 60598-1 and BS EN 55015.
- Approval: F-mark, CE rated and IK10 rated.
- Manufacturer: ASD Lighting Plc.
  - Product reference: Midi-Pizza AP-WL4LED1800c (with Photocell)
- Mounting: Wall mounted to brickwork.
- Ingress protection to BS EN 60529: IP65.
- Lamp: High frequency compact florescent.
  - Wattage: 17.3
  - Colour temperature: 4000K (Kelvin).
- Spill lighting control: ULOR 8%.
- Additional requirements:
  - Switched internally

EXECUTION.

60 GENERAL EXECUTION.
- Standards: To BS 7671.

63 INSTALLING CONDUIT AND FITTINGS.
- Fixing: Fix securely. Fix boxes independently of conduit.
- Drainage outlets: Locate at lowest points in conduit installed externally, and where condensation may occur.
- Location: Position vertically and horizontally in line with equipment served, and parallel with building lines. Locate where accessible.
- Jointing:
  - Number of joints: Minimize.
  - Lengths of conduit: Maximize.
  - Cut ends: Remove burrs, and plug during building works.
  - Movement joints in structure: Manufactured expansion coupling.
  - Threaded steel conduits: Tightly screw to ensure electrical continuity, with no thread showing.
  - Conduit connections to boxes and items of equipment, other than those with threaded entries: Earthing coupling/ male brass bush and protective conductor.
- Changes of direction: Site machine-formed bends, junction boxes and proprietary components. Do not use elbows or tees. Alternatively, use conduit boxes.
  - Connections to boxes, trunking, equipment and accessories: Screwed couplings, adaptors, connectors and glands, with rubber bushes at open ends.

66 CABLE ROUTES.
- Cables generally: Conceal wherever possible.
  - Concealed cable runs to wall switches and outlets: Align vertically with the accessory.
- Exposed cable runs: Submit proposals.
  - Orientation: Straight, vertical and/ or horizontal and parallel to walls.
- Distance from other services running parallel: 150 mm minimum.
  - Heating pipes: Position cables below.

68 INSTALLING ELECTRICAL ACCESSORIES AND EQUIPMENT.
- Location: To proposed extension
- Arrangement: Coordinate with other wall or ceiling mounted equipment.
- Positioning: Accurately and square to vertical and horizontal axes.
- Alignment: Align adjacent accessories on the same vertical or horizontal axis.
- Mounting: Recessed.

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- Mounting heights (finished floor level to underside of equipment or accessory):
  - Socket outlets to be 450mm.
  - Light switches to be 1250mm.

70 INSTALLING FINAL CONNECTIONS.
- Size: Determine.
- Cable: Heat resisting white flex.
- Length: Allow for equipment removal and maintenance.

72 INSTALLING LUMINAIRES.
- Location: To proposed extension
- Supports: Adequate for weight of luminaire.
- Locations: Submit proposals for CA's agreement / comment.

74 LABELLING.
- Identification and notices:
  - Standards: To BS 5499-5 and BS 5378-2.
  - Equipment: Label when a voltage exceeding 230 V is present.
- Distribution boards and consumer units: Card circuit chart within a reusable clear plastic cover. Fit to the inside of each unit. Include typed information identifying the outgoing circuit references, their device rating, cable type, size, circuit location and details. Label each outgoing way corresponding to the circuit chart.
- Sub-main cables: Label at both ends, with proprietary cable marker sleeves.

78 FINAL FIX.
- Accessory faceplates, luminaires and other equipment: Fit after completion of building painting.

80 CLEANING.
- Electrical equipment: Clean immediately before handover.
- Equipment not supplied but installed under the electrical works: Clean immediately before handover.

COMPLETION.

95 INSPECTION AND TESTING GENERALLY.
- Standard: To BS 7671.
- Notice before commencing tests (minimum): 24 hours.
- Labels and signs: Fix securely before system is tested.
- Inspection and completion certificates: Provide copies to CA within two weeks of completion.
  - Number of copies: Submit one to CA, with a further copy issued to main contractor if required.

99 MAINTENANCE.
- Servicing and maintenance: Undertake.
  - Duration: Twelve months.

91 TESTING AND COMMISSIONING
- Standard: To BS 7671.
- Controls: Check operation.
- Alarm signalling: Check operation.
- Results: Submit.

Z11 PURPOSE MADE METALWORK.

31 METAL PRODUCTS.

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- Grades of metals, section dimensions and properties: To the appropriate British Standards and suitable for the purpose.
- Fasteners: Generally, same metal as component, with matching coating and finish.

FABRICATION.

50 PREPARATION FOR APPLICATION OF COATINGS.
- General: Complete fabrication, and drill fixing holes before applying coatings.
- Paint, grease, flux, rust, burrs and sharp arrises: Remove.

51 FABRICATION GENERALLY.
- Contact between dissimilar metals in components: Avoid.
- Finished components: Rigid and free from distortion, cracks, burrs and sharp arrises.
- Moving parts: Free moving without binding.
- Corner junctions of identical sections: Mitre.
- Prefinished metals: Do not damage or alter appearance of finish.

52 COLD FORMED WORK.
- Profiles: Accurate, with straight arrises.

53 WELDING AND BRAZING GENERALLY.
- Surfaces to be joined: Clean thoroughly.
- Tack welds: Use only for temporary attachment.
- Joints: Fully bond parent and filler metal throughout with no inclusions, holes, porosity or cracks.
- Surfaces of materials that will be self-finished and visible in completed work: Protect from weld spatter.
- Flux residue, slag and weld spatter: Remove.

54 WELDING OF STEEL.
- Method: Metal arc welding to BS EN 1011-1 and -2.

56 FINISHING WELDED AND BRAZED JOINTS VISIBLE IN COMPLETE WORK.
- Butt joints: Smooth, and flush with adjacent surfaces.
- Fillet joints: Neat.
- Grinding: Grind smooth where indicated on drawings.

58 GALVANIZING.
- Standard: To BS EN ISO 1461.
- Vent and drain holes:
  - Location: as necessary.
  - Sealing after galvanizing: Required. Submit proposals.

Z12 PRESERVATIVE/ FIRE RETARDANT TREATMENT

10 TREATMENT APPLICATION.
- Timing: After cutting and machining timber, and before assembling components.
- Processor: Licensed by manufacturer of specified treatment solution.
- Certification: For each batch of timber provide a certificate of assurance that treatment has been carried out as specified.

20 COMMODITY SPECIFICATIONS.
- Standard: Current edition of the Wood Protection Association (WPA) publication 'Industrial wood preservation specification and practice'.

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25 PRESERVATIVE TREATMENT SOLUTION STRENGTHS/ TREATMENT CYCLES.
- General: Select to achieve specified service life and to suit treatability of specified wood species.

70 MAKING GOOD TO PROTECTION TREATMENT ON SITE.
- Fire retardant/ preservative solution: Compatible with off-site treatment.
- Application: In accordance with preservative manufacturer's recommendations.

Z20 FIXINGS AND ADHESIVES.

10 FIXINGS AND FASTENERS GENERALLY.
- Integrity of supported components: Select types, sizes, quantities and spacings of fixings, fasteners and packings to retain supported components without distortion or loss of support.
- Components, substrates, fixings and fasteners of dissimilar metals: Isolate with washers or sleeves to avoid bimetallic corrosion.
- General usage: To recommendations of fastener manufacturers and/ or manufacturers of components, products or materials fixed and fixed to.
- Fixings: To be in straight lines, at regular centres.

25 FASTENER DURABILITY.
- Materials: To have:
  - Bimetallic corrosion resistance appropriate to items being fixed.
  - Atmospheric corrosion resistance appropriate to fixing location.
- Appearance: Submit samples on request.

30 FIXINGS THROUGH FINISHES.
- Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

35 PACKINGS.
- Materials: Noncompressible, corrosion proof.
- Area of packings: Sufficient to transfer loads.

40 CRAMP FIXINGS.
- Fasteners: Fix cramps to frames with screws of same material as cramps.
- Fixings in masonry work: Fully bed in mortar.

50 PELLETED COUNTERSUNK SCREW FIXINGS.
- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Pellets: Cut from matching timber, grain matched, glued in to full depth of hole.
- Finished level of pellets: Flush with surface.

55 PLUGGED COUNTERSUNK SCREW FIXING.
- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Plugs: Glue in to full depth of hole.
- Finished level of plugs: Projecting above surface.

60 APPLYING ADHESIVES.
- Surfaces: Clean. Regularity and texture to suit bonding and gap filling characteristics of adhesive.
- Support and clamping during setting: Provide as necessary. Do not mark surfaces of or distort components being fixed.
- Finished adhesive joints: Fully bonded. Free of surplus adhesive.

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Z21 MORTARS.

10 MORTAR MIXES.
- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.

20 SAND FOR SITE MADE CEMENT GAUGED MASONRY MORTARS.
- Standard: To BS EN 13139.
- Grading: 0/2 (FP or MP).
  - Fines content where the proportion of sand is specified as a range (e.g. 1:1: 5-6):
    Lower proportion of sand: Use category 3 fines.
    Higher proportion of sand: Use category 2 fines.
- Sand for facework mortar: Maintain consistent colour and texture. Obtain from one source.

25 SAND FOR LIME: SAND MASONRY MORTARS.
- Type: Sharp, well graded.
  - Quality, sampling and testing: To BS EN 13139.
  - Grading/ Source: As specified elsewhere.

30 READY-MIXED LIME: SAND FOR CEMENT GAUGED MASONRY MORTARS.
- Standard: To BS EN 998-2.
- Lime: Nonhydraulic to BS EN 459-1.
  - Type: CL 90S.
- Pigments for coloured mortars: To BS EN 12878.

40 CEMENTS FOR MORTARS.
- Cement: To BS EN 197-1 and CE marked.
  - Types: Portland cement, CEM I.
    Portland limestone cement, CEM II/A-LL.
    Portland slag cement, CEM II/B-S.
    Portland fly ash cement, CEM II/B-V.
  - Strength class: 32.5, 42.5 or 52.5.
- White cement: To BS EN 197-1 and CE marked.
  - Type: Portland cement, CEM I.
  - Strength class: 52.5.
- Sulfate resisting Portland cement:
  - Types: To BS 4027 and Kitemarked.
    To BS EN 197-1 fly ash cement, CEM II/B-V and CE marked.
  - Strength class: 32.5, 42.5 or 52.5.
- Masonry cement: To BS EN 413-1 and CE marked.
  - Class: MC 12.5.

50 ADMIXTURES FOR SITE MADE MORTARS.
- Air entraining (plasticizing) admixtures: To BS EN 934-3 and compatible with other mortar constituents.
- Other admixtures: Submit proposals.
- Prohibited admixtures: Calcium chloride, ethylene glycol and any admixture containing calcium chloride.

60 MAKING MORTARS GENERALLY.
- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mix proportions: Based on dry sand. Allow for bulking of damp sand.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.

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- Mortars containing air entraining admixtures: Mix mechanically. Do not overmix.
- Contamination: Prevent intermixing with other materials.

70 MAKING HYDRAULIC LIME:SAND MORTARS.
- Mixing hydrated hydraulic lime:sand: Follow the lime manufacturer's recommendations for each stage of the mix.
  - Water quantity: Only sufficient to produce a workable mix.

Z22 SEALANTS.

PRODUCTS.

31 JOINTS.
- Primer, backing strip, bond breaker: Types recommended by sealant manufacturer.

EXECUTION.

61 SUITABILITY OF JOINTS.
- Presealing checks:
  - Joint dimensions: Within limits specified for the sealant.
  - Substrate quality: Surfaces regular, undamaged and stable.
- Joints not fit to receive sealant: Submit proposals for rectification.

62 PREPARING JOINTS.
- Surfaces to which sealant must adhere:
  - Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
  - Clean using materials and methods recommended by sealant manufacturer.
- Vulnerable surfaces adjacent to joints: Mask to prevent staining or smearing with primer or sealant.
- Backing strip and/ or bond breaker installation: Insert into joint to correct depth, without stretching or twisting, leaving no gaps.
- Protection: Keep joints clean and protect from damage until sealant is applied.

63 APPLYING SEALANTS.
- Substrate: Dry (unless recommended otherwise) and unaffected by frost, ice or snow.
- Environmental conditions: Do not dry or raise temperature of joints by heating.
- Sealant application: Fill joints completely and neatly, ensuring firm adhesion to substrates.
- Sealant profiles:
  - Butt and lap joints: Slightly concave.
  - Fillet joints: Flat or slightly convex.
- Protection: Protect finished joints from contamination or damage until sealant has cured

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Tendring District Council.
Technical & Procurement Services.
Tel: (01255) 686948 Fax: (01255) 222813

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SCHEDULE OF WORKS

Please note: This property will be occupied for the duration of the works. The Contractor should make allowances for this in his Tender and where possible carry out the majority of the works prior to breaking through into the existing building. Access to the rear of the property is available via a side footpath.

1. General

1.1 All items in this schedule are deemed to include for supplying and fixing in accordance with manufactures instructions.

1.2 All items of demolition whether described as such or as taking up, taking down or removal are to include for making good to all finishes in all trades as required. Together with providing and fixing any temporary supports as required. Unless otherwise stated.

1.3 The contractor is to allow for bringing to site and maintaining all plant and machinery required for the proper execution of the works.

1.4 The contractor is to allow for maintaining at all times suitable safe access (particularly the main entrance) and egress from the site. As well as adequately protecting the entire site from unauthorised access if they are working on or at an access point.

1.5 All spoil, debris and rubbish etc, shall be removed from site to the contractors licensed tip and recycled where possible. Evidence of such will be required by the CA. Note: No loose waste material is to be kept on or around the site, skips or other forms of waste points must be kept out of the way on the vehicle entrance(s) and must only be sited with approval of the CA.

1.6 The contractor is to allow for all temporary works, such as safety signs and any other necessary precautions needed to ensure the safety of the buildings and occupants and such visitors throughout the contract period.

2. Demolition/Site Clearance.

2.1 Erect hoardings/security fencing to perimeter of site to create a safe and secure working area for demolition and building operations. Allow for the provision of signage to direct visitors to the main entrance.

2.2 Break up and remove all existing concrete paths to property including sub-base, and cart away to contractors own tip, as indicated on drawing.

2.3 Carefully remove existing PVCu door D1, internal door D2 and window W1, as indicated on drawing.

2.4 Carefully take down and remove existing flat roof covering and deck including removal of all existing insulation, flashings etc, and cart away to contractors own tip

3. Substructure - New Single Storey Rear Extension

3.1 Excavate to reduce site levels in anticipation of foundation works to proposed extension (C20/10).

3.2 Excavate to remove topsoil from site av depth 250mm (D20).

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3.3 Excavate to formation level of ground floor (D20).

3.4 Excavate for trench fill foundations 450mm x nominal 850mm to perimeter of external walls (depth of foundations dependent on ground conditions and Local Authority approval). Supply all necessary trench support and keep free from water.

3.5 Mechanically compact all formations and bases of excavations and allow inspection of excavations by Local Authority Building Inspector.

3.6 Cast concrete for trench fill foundations (E10/10), include for plastic pipe, sleeves and PCC lintels above for services passing through.

3.7 Construct cavity walls up to DPC level in stretcher bond bedded and pointed in 1:1/2:4 cement:lime:sand mortar (F10/06). Fill cavity to ground level with lean mix concrete sloped externally (F30/05).

3.8 Install horizantal damp proof course (F30/48) 150mm above finished ground level and bonded to existing DPC.

3.9 Lay and compact 100mm hardcore to underside of ground floor and blind with 50mm compacted soft sand (J40).

3.10 Supply and install 1200 gauge polythene DPM (J40), lapped with new wall dpc.

3.11 Lay 150mm thick concrete oversite (E10/11), laid level with a textured finish.

3.12 Install 70mm thick Celotex GA4000 Floorboard insulation including upstands at perimeters. Allow for 500 gauge polythene sheet laid over as separating layer.

3.13 Lay 65mm quick drying screed to ground floor (M10).

NB> finished floor level to match existing levels in main house

4. <u>Superstructure - New Single Storey Rear Extension</u>

4.1 Install wall starters/connectors (F30/39) for both inner and outer skins.

4.2 Construct cavity walls (F10) to positions shown on drawings and install full-fill cavity wall insulation and wall ties as work proceeds. Allow for forming all window openings to positions shown on drawings including all necessary cavity barriers, closers, lintels over window opening and cavity tray and stop ends as required (all as F30).

4.3 Cavity Closers to close cavity around external wall openings.

4.4 Form 100mm thick cavities between skins (F30/05).

4.5 Build in cavity wall ties (F30/20-28).

4.6 Build into cavity as work proceeds 100mm thick cavity insulation batts (F30/10).Continue wall insulation up to abut new roof insulation.

4.7 Allow for openings for window and building in of lintels. All lintels to be provided with weep vents/ventilation ducts (F30/17).

4.8 Supply and fit new PVCu doors and windows to new extensions as indicated on drawings (L10/30).

4.9 Construct non-loadbearing blockwork internal walls to positions shown on drawings. Allow for forming door opening to position shown on drawings including all necessary, lintels over door openings

TO COLLLECTION £

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5. Flat Roof Structure to Rear Extension/Existing Kitchen

5.1 Install 100 x 50mm sw wall plates (G20) as necessary, secured to new walls with vertical restraint straps (G20/85).

5.2 Install.170x47mm C24 grade flat roof joists (G20/05) at 400mm ccs secured to wall plate using 30x5mm galvanised mild steel straps at 1500mm ccs.

5.3 Install sw timber firings nailed to joists to provide not less than1:80 falls.

5.4 Install 120mm Celotex insulation on 1000 gauge polythene VCL, over 18mm Plywood deck to BSEN 636-2, fixed to 18mm Plywood/OSB3 spreadsheet.

5.5 Install 18mm Plywood/OSB3 deck above insulation and prime surface.

5.6 Apply two-coat GRP roofing system including reinforcement matting. Allow for the provision of all GRP upstands and perimeter drips to eaves and verges. (J41/120)

5.7 Construct abutment detail with waterproofing detail turned up existing wall 150mm min. and code 4 lead cover flashing (H71/35) chased into wall min. of 50mm.

5.8 Supply and fit white PVC-U fascia and soffits (G20/99) to new extension. (H65/47).

5.9 Fix 12.5mm British-Gypsum 'Gyproc Wall Board Duplex' foil backed plasterboard to underside of joists. Ensuring that all joints are closely butted together.

6. Alterations/Structural Works to Existing Building.

6.1 Raise new internal blockwork to partially block up existing window opening and carefully cut existing brickwork to take new door into new extension, as indicated on drawing. Allow for plastering wall and all making good in all trades as necessary.

6.2 Raise new internal blockwork to block up existing door opening in Kitchen, as indicated on drawing. Allow for plastering wall and all making good in all trades as necessary

6.3 Carefully cut existing blockwork and partially raise blockwork to form new opening to Bathroom to take 826mm door. Allow for plastering wall and all making good in all trades as necessary

6.4 Carefully cut new door opening into existing Kitchen to take new 900mm door as indicated on drawing. Allow for new steel lintels, plastering walls and all making good in all trades as necessary

6.5 Supply and fit new PVCu door to Kitchen (D4), as indicated on drawings (L10/30).

7. Drainage Below Ground

7.1 Excavate for new pipe trench (R12/19) and install upvc drain pipes (R12/14) to new soakaway.

7.2 Excavate for and construct 1050mm diameter soakaway 1500mm deep to position shown on drawing.

7.3 Backfill trenches in accordance with section R12..

TO COLLLECTION £

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8.	**Drainage Above Ground**		
8.1	Carefully take down and remove existing downpipe including all connections.		
8.2	Install new guttering and down pipes to existing building and new extensions (R10/16 and 35) Include for all stop-ends, outlets, offsets, swan necks, brackets, etc. (R10).		
8.3	Water test all new guttering upon completion (R10).		
9.	**First Fix – Joinery**		
9.1	Install new door linings to all new door positions (D1-D2), as indicated on drawing.		
9.2	Install window boards to new window and new Bedroom (W1).		
10.	**Services**		
NB.	**Complete electrical installation to New Extensions and Existing Dwelling to be carried out by the Councils Electrical Termed Maintenance Contractor.**		
10.1	Contractor is to provide access for the Councils contractor to carry out electrical installation.		
NB.	**Complete Heating installation to be carried out by the Councils Heating Refurbishment Termed Contractor.**		
10.2	Contractor is to provide access for the Councils contractor to carry out heating installation.		
11.	**Second Fix – Joinery.**		
11.1	Supply and fix architraves to all door openings and decorate.(D1-D2)		
11.2	Supply and install sw skirting boards to Hallway and new extension		
11.3	Install new internal doors (D1-D2) as section L20 and provide and fit all associated ironmongery as section P21.		
11.4	Include the Provisional Sum **of £2,000.00** for carrying out alterations to existing Kitchen Units Allow for all necessary fitting, plumbing and connections. To be used or omitted in part or in whole at the discretion of the CA.	**2000**	**00**
12.	**Finishes.**		
12.1	Fix 12.5mm British-Gypsum Gyproc square edge plasterboard to ceiling joists in new Bedroom.		
12.2	Apply Durafinish skim coat to new ceiling ready to receive painted finish (K10/25).		
12.3	Plaster new internal wall surfaces with 2 coats of plaster as section M20/30. Include for installation of lath over wall plates and provision of angle formers and edge beading etc. to manufacturer's recommendations. Allow for localised areas of making good to damaged and disturbed wall finishes, including; to and around door openings, service protrusions and where other alterations have carried out.		
12.4	Make good damaged and disturbed wall finishes where alterations have been undertaken, including; to and around new internal door openings. Allow for applying 2 coats of plaster as section M20/30 and include for installation of lath, the provision of angle formers and edge beading etc. to manufacturer's recommendations.		

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12.5 Lay Altro 'Walkway' safety floor covering to Bedroom (M50), including threshold strips to junctions. Welded seam joints with adjacent sections of vinyl to be positioned in line with doors, where possible.

12.6 Completely decorate the interior of the new extension as section M60. Include for painting ceiling and wall surfaces and all items of joinery. All colours are to be agreed with CA.

13. Second Fix – Services.

NB. Complete electrical installation to be carried out by the Councils Electrical Termed Maintenance Contractor.

13.1 Contractor is to provide access for the Councils contractor to carry out electrical installation.

NB. Complete Heating installation to be carried out by the Councils Heating Refurbishment Termed Contractor.

13.2 Contractor is to provide access for the Councils contractor to carry out heating installation.

14. External Works.

General Footpaths/Patio

14.1 Level and compact adjacent ground around perimeter of complete property.

14.2 Lay 100mm thick concrete with smooth floated finish on minimum of 100mm hardcore sub-base, to area indicated on plan. Allow for forming neat expansion joint with adjacent paved areas. (Q21/110)

TO COLLLECTION £

Tendring District Council.
Technical & Procurement Services.
Tel: (01255) 686948 Fax: (01255) 222813

£ p

COLLECTION

PRELIMINARIES (PAGES 1 -26) £_____

A54 PROVISIONAL SUM (PAGE 26) £ 5,000.00

SPECIFICATION (PAGES 27 -78) £_____

SCHEDULE OF WORKS

Page 79 £_____

Page 80 £_____

Page 81 £_____

Page 82 £_____

Page 83 £_____

TOTAL £_____

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APPENDIX 1

INSTRUCTIONS TO TENDERERS.

PRICED SPECIFICATION: A fully priced copy, monied out in ink to agree with the amount of tender shall be submitted in the separate envelope provided to the Head of Legal and Administration Services, Westleigh House, Carnarvon Road, Clacton on Sea, CO15 6QF. By the specified time and date. No Late Tenders will be Considered.

UNPRICED ITEMS should have 'Nil' or 'Included' against them and costs relating to items which are not priced will be deemed to have been included elsewhere in the Specification.

OBSCURITY: Where any doubt or obscurity as to the meaning of any item in the Specification occurs the Contractor is to seek immediate clarification and confirmation in writing from the Technical Services Manager before sending in his tender in order that such doubt or obscurity may be removed, for should any misunderstanding arise during the contract the decision of Technical Services Manager as to the true intent and meaning of any dimensions, clause, appendices, work or sentence, shall be conclusive and binding.

ALTERATIONS AND QUALIFICATIONS TO SPECIFICATION. No alteration or qualifications shall be made to the Specification or drawings without instruction from or prior approval of the Technical Services Manager. Should a tenderer qualify his tender he shall be given the opportunity to withdraw such qualifications without amending his tender; if he fails to do so his whole tender will be rejected if it has afforded an unfair advantage.

EXAMINATION AND CORRECTION OF PRICING: Alternative 1 of Section 6 of the Code of Procedure for single stage Selective Tendering 1994 will apply. Tenderers will be given details of any errors and afforded the opportunity of confirming or withdrawing their offer.

Where the tenderer prices items together as lump sums or make overall adjustments on the general summary then a clear indication of the method of calculations of such sums will be required before the tender is accepted (see Code of Estimating Practice published by the Chartered Institute of Building).

Lump sum adjustments at the end of the Specification will be converted to a percentage (excluding preliminary items, prime cost sums, provisional sums and contingency sums) in such a manner that the tender sum is not affected.

THE EMPLOYER does not accept responsibility for any expense the Contractor may incur in preparing his tender. The Council is not bound to accept any tender submitted.

TENDER ENVELOPES: All tenders must be returned in the official envelope provided bearing no name or mark indicating the sender. The tenderer is to ensure that any Company or individual used to deliver the tender does not place any label or markings on the envelope so as to indicate the sender. Any tender envelope bearing any mark or name indicating the tenderer will invalidate the tender contained therein.

CANVASSING: Canvassing directly or indirectly will disqualify.

V.A.T.: The tender figure is to be exclusive of V.A.T.

PREPARATION: The contractor is advised to prepare his tender relative to the sections of the specification and/ or schedule of works. Any quantities upon which the contractor bases his tender will not form part of this contract.

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Tendring District Council.
Technical & Procurement Services.
Tel: (01255) 686948 Fax: (01255) 222813

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APPENDIX 2

CODE OF CONDUCT WHILST WORKING IN AND AROUND RESIDENTIAL PROPERTY

This code of conduct sets out the standards that tenants and leaseholders have a right to expect from every employee or contractor employed by us in connection with the carrying out of planned maintenance or improvement works.

This code will be sent to all tenants and leaseholders whose properties are to be included in planned maintenance or improvement scheme and included in all relevant contract documentation. Tenants and leaseholders will also receive information about how they can help us to ensure the works are carried out efficiently.

In order to minimise the disturbance and inconvenience experienced during the completion of major improvement, maintenance works or surveys, the following are to be adhered to by the Council's employees, contractors and their sub-contractors (if appropriate) on all occasions: -

GENERAL CONDUCT

All employees, contractors and their sub contractors are required to act in an manner that recognises and respects that the work undertaken will be in property which, whilst in the ownership of the Council, is the tenant's home.

Tenants, leaseholders and their families will be treated in a courteous, polite and reasonable manner.

Positive steps should be taken to ensure that residents are not discriminated against either directly or indirectly, on the grounds of gender, age, disability, marital status, sexual orientation, creed/religion, ethnic or national origin.

All employees, contractors and their sub contractors should recognise the diversity of the residents of Tendring and their diverse backgrounds, culture and needs and ensure that the service they deliver is appropriate. Every effort should be made to remove any barriers to the services we provide.

Under no circumstances will racist, sexist, offensive or abusive language or behaviour be tolerated.

Special provisions will be made, where necessary, to accommodate the needs of older persons, those with disabilities, those from a black or minority ethnic background, children and young people or any other vulnerable groups.

Special provision should be made to safeguard the welfare of resident's pets, where applicable.

Appropriate and respectable clothing will be worn at all times, together with all necessary personal protective equipment or clothing.

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The use of radios/cassettes or CD players is prohibited in occupied premises.

Smoking is prohibited in occupied premises and, if smoking takes place outside, all associated debris will be removed.

All works must be carried out without undue inconvenience/nuisance and without danger to the occupants.

At all times, residents' property and possessions are to be treated with due care and respect.

HONOURING AGREEMENTS AND APPOINTMENTS

The contractor is required to notify each resident at least seven working days prior to the commencement of works in/to their property and give a reasonable estimate of how long these will take to complete.

If any dates or times then need to be altered, the resident should be notified as soon as possible and new arrangements agreed.

The contractor will pay a compensation payment of £10.00 to the resident for each occasion where it can be shown that a pre arranged appointment was not kept. (This is not applicable where a contractor has been denied or is otherwise unable to gain access or where exceptional and/or emergency circumstances prevent their attendance).

Where circumstances result in the contractor being unable to give seven working days notice, the resident should be contacted as early as possible and their agreement obtained not to have this notice period. A minimum of 12 hours notice should, however, always be given.

IDENTIFICATION

Approved identity cards must be carried at all times and be presented to the resident at the first meeting without having to be requested and subsequently be available for inspection on demand.

WORKING HOURS

The standard working hours are Monday to Friday 8.00 am to 6.00 pm. In some circumstances, working on a Saturday will also be permitted. Any working outside of these hours and times must have the prior consent of the resident and the Council.

PROTECTION OF THE OCCUPIERS PROPERTY AND POSSESSIONS

Clean dustsheets or covers should always be provided and used by the contractor to protect all areas likely to be affected by the works.

Reasonable steps should be taken to prevent any damage occurring to the existing features of the property or to the resident's own furniture, fittings or other

TO COLLLECTION £

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possessions. These should either be moved by the contractor to enable the works to be undertaken and then replaced or covered and protected. Suitable protection shall also be taken to prevent damage to garden areas, shrubs or the like during external works.

Any damage that does occur should be made good at the contractors own expense.

NOISE AND NUISANCE

Whilst it is inevitable that some disturbance will be experienced, the contractor is required to take all reasonable steps and precautions to minimise noise levels and nuisance arising from smoke, dust, rubbish and other causes.

CHOICES MADE BY TENANTS AND LEASEHOLDERS

Wherever possible, appropriate choices will be offered to tenants and leaseholders in respect of the works to their property. In such cases, any choices made must be complied with.

SECURITY

The contractor is to ensure that, wherever practicable, the property is secured at all times during the course of works and always at the end of each working day and on completion.

USE OF RESIDENTS PROPERTY/SERVICES

No item belonging to any resident, such as their telephone, gas, water or electricity supply are to be used unless their prior permission has been given. Where the resident gives permission to use their “service connection” suitable reimbursement should be made.

SERVICES TO THE PROPERTY

All services to the property are to be reconnected at the end of each working day.

Where this is not possible, the resident should be advised accordingly and informed when the service will be restored. Residents are not to be left without heat, water, electricity or sanitary facilities at the end of the day’s work and it shall be the contractor’s responsibility to arrange temporary facilities, such as heaters, if necessary.

HEALTH & SAFETY

A proactive approach to Health & Safety issues should be taken and, at all times the requirements of the Health and Safety Regulations including undertaking risk assessments are to be complied with prior to and during the works. The contractor shall undertake all necessary measures to ensure the safety of residents and visitors at all times. All necessary precautions should be taken in connection with any violent or threatening behaviour from tenants and details of any such incidents should be

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reported to Housing Services.

REMOVAL OF RUBBISH/DEBRIS

All rubbish and debris must be removed from the premises whilst work is in progress and at the end of each working day and keep the property and installation clean and tidy at all times. All spillages shall be immediately cleaned up. Rubbish, debris and other materials or fluids should be disposed of in accordance with the manufacturers instructions and shall not be disposed of into sinks, WC's or drains. All redundant or surplus materials and equipment shall be removed from the premises.

ACCESS

Adequate pedestrian access should be maintained at all times and this should be kept clear and free from mud and debris. Special provisions should be made for older or disabled residents and for those with prams or pushchairs.

Where applicable, communal passageways and entrances are to be left unobstructed and tidy at all times.

PARKING

Wherever possible, residents parking spaces should not be used and will only designated parking areas are to be used for vehicles, material storage and the like. Access areas will not be blocked at any time. On no account will vehicles be parked on grass areas or verges.

SUPERVISION

The contractor is to properly supervise the conduct of his own workforce and that of any sub-contractor to which this code of conduct shall equally apply. Technical and Procurement Services will carry out overall contract supervision.

INSTRUCTIONS

The contractor is to provide residents with individual advice and instruction on the use and setting of any new equipment or installation in addition to any written instructions provided by the supplier or manufacturer. A copy of this will be provided to the resident together with any appropriate safety certificates.

MAKING GOOD

The contractor is required to make good any damage resulting from the works and clean the relevant installation thoroughly.

COMMENTS

All employees, contractors and sub contractors are to ensure that they do not engage in a discussion with residents or express a view on any matter that is contrary to the opinion of the Council, breaches its confidentiality or in any other way has the effect

TO COLLLECTION £

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of embarrassing or bringing the Council's name into disrepute.

DISPUTES/QUERIES

In the event of a dispute with a resident or a neighbour, or a query arising about the work, the contractor should provide the resident with the name and telephone number of the Council's supervising officer to whom a report on the matter should also be made.

The contractor is required to have a reasonable procedure for dealing with complaints.

Any comments or queries regarding the works being undertaken or breaches of this code of conduct may also be referred to:

Tenant Relations
Housing Services
Tendring District Council
Town Hall
Station Road
Clacton-on-Sea

Tel: 01255 686490 or 686491

SERVICE STANDARD

In addition to this code of conduct, all planned maintenance and/or improvement works must be carried out in accordance with the applicable Service Standard.

MONITORING THIS CODE OF CONDUCT

A sample of households whose homes are included in any planned maintenance or improvement programme are to be contacted by telephone or in person following the completion of works in their home, to monitor contractors' compliance with this code. The attached survey should be used for this purpose and any remedial works identified should be forwarded to the supervising Building Surveyor for action.

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APPENDIX 3
EQUAL OPPORTUNITIES

4.8. Race Relations Act 1976 and Equal Opportunities

48.1 The Contractor shall, in so much as this condition is allowed by the Local Government Act 1988, comply with the Race Relations Act 1976, together with:

48.1.1 Any act, rule, statement, code of practice, manual or other instrument or document amending or replacing the foregoing enactment; and

48.1.2 Any other statute, statutory instrument, rules, regulations, order, directions, byelaws or other instrument having force of law, any rule of law, and any contractual obligation other than obligations arising from contracts between the Contractor and his employees (whether owed to the Council under this or any other Contract or to any other person other than his employees), for preventing unlawful discrimination (including victimisation) on grounds of race, creed, gender.

48.2 The Contract shall give to the Council such information, such access to documents and such copies of documents as the Council may require in order to satisfy himself as to the Contractor's compliance with the foregoing sub-clauses.

APPENDIX 4
COMMITMENT TO CUSTOMER CARE

The Contractor is to adopt the Tendring District Council Code of Conduct as detailed in Appendix A. The contractor is to allow for all costs associated in operative training in connection with such customer care issues.

Good Practice Requirements

When employed by the Employer, the Contractor is required to follow certain practices, which the Employer considers fundamental to a quality service. These practices include:

i) Being prompt when an agreed time has been organised to have works undertaken;

ii) Not smoking in tenants homes;

iii) Not playing radios in tenants homes;

iv) Always using dust sheets where mess is likely to result from the works;

v) Always leaving a calling card if the tenant is not in when access required;

vi) Always showing identification cards without being requested to do so before seeking entry for the first time;

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vii) Being courteous to tenants

viii) Never using bad language

ix) Always clearing up any mess left as a result of the works carried out;

x) Not using any of the tenants facilities without their prior permission;

xi) Taking all reasonable steps to ensure the security of the tenant's property and possessions.

APPENDIX 5
CORRUPTION

The Employer shall be entitled by notice to the Contractor to terminate the Contractor's employment, under this or any other contract with the Employer if, in relation to this or any other such contract, the Contractor or any person employed by him or acting on his behalf shall have committed an offence under the Prevention of Corruption Acts 1889 to 1916, or where the Employer is a Local Authority, shall have given any fee or reward the receipt of which is an offence under sub-section (2) of section 117 of the Local Government Act 1972.

APPENDIX 6
DATA PROTECTION

1.1 In relation to all Personal Data, the Contractor and the Council shall at all times comply with the requirements of the Data Protection Act 1998 (as amended) (DPA).

1.2 The Contractor shall and shall procure that each Sub-contractor shall:

1.2.1 process Personal Data belonging to the Council only on the instructions of the Council;

1.2.2 only undertake processing of Personal Data reasonably required in connection with the Agreement and shall not transfer any Personal Data to any country or territory outside the European Economic Area.

1.3 The Contractor shall not disclose Personal Data to any third parties other than:

1.3.1 to employees and Sub-contractors to whom such disclosure is reasonably necessary in order for the Contractor to carry out the Agreement; or

1.3.2 to the extent required under a court order;

TO COLLLECTION £

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1.3.3 provided that disclosure under Clause 1.3.1 is made subject to written terms substantially the same as, and no less stringent than, the terms contained in this Clause 1 (Data Protection) and that the Contractor shall give notice in writing to the Council of any disclosure of Personal Data which it or a Sub-contractor is required to make under Clause 1.3.2 as soon as reasonably practicable.

1.4 The Contractor shall bring into effect and maintain and procure that all relevant Sub-Contractors have in effect and maintain all technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and accidental loss or destruction of, or damage to, Personal Data.

1.5 The Council may, at reasonable intervals, request a written description of the technical and organisational methods employed by the Contractor and the Sub-contractors referred to in Clause 1.4. Within 10 working days of such a request the Contractor shall supply written particulars of all such measures detailed to a reasonable level such that the Council can determine (at all times acting reasonably) whether or not, in connection with the Personal Data, it is compliant with the DPA. Where the Council makes repeated requests under this clause for the same information the Contractor may raise, and the Council will pay, a reasonable charge for such request if compliance with such request would cause the Contractor to incur the expenditure of material time or cost.

1.6 Both parties shall ensure that any Personal Data they obtain and provide to the other party has been fairly and lawfully obtained and complies with the DPA and that the use thereof in accordance with the Agreement by the other party shall not breach any provisions of the DPA.

1.7 If:

1.7.1 under the DPA, the Council is required to provide information to a data subject in relation to Personal Data when it is in the possession or under the control of the Contractor; and

1.7.2 the Council informs the Contractor in writing that this is the case;

1.7.3 then the Contractor shall procure reasonable and prompt co-operation to the Council in meeting its obligations under the DPA including making copies of the relevant Personal Data.

1.8 The Council shall provide the Contractor and the Contractor shall provide the Council as soon as practicable, with such information in relation to Personal Data and their processing as the second party may reasonably request in writing and the first such party may reasonably be able to provide in order for the second party to:-

1.8.1 comply with its obligations under this clause and the DPA, and

1.8.2 assess whether the processing of Personal Data in connection with the Agreement is breaching or may breach the DPA in a manner which is material

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and not effectively sanctioned by any guidance statement issued by the Information Commissioner.

1.9 Each party shall indemnify and keep indemnified the other against all losses, liabilities, costs, claims, demands and expenses incurred by the indemnified party in respect of any breach of this Clause 1 (Data Protection) by the indemnifying party, including in the case of the Contractor any breach of this clause by a Sub-contractor. The obligations of indemnity accepted by each party in this Clause 1 are conditional upon the indemnifying party being allowed the exclusive right to control the investigation, defence and settlement of each such claim and the reasonable assistance of the indemnified party in the defence (including the obligation that the indemnified party makes no admission in relation to any claim arising by breach of this Clause 1 (Data Protection) of the claim.

APPENDIX 7
FREEDOM OF INFORMATION ACT 2000

1.10 The Contractor acknowledges the Council's obligations under the Freedom of Information Act 2000 (referred to as "FOIA") and which may require the Council to provide to a third party information relating to this Agreement or to the Contractor

1.11 The Contractor will facilitate the Council's compliance with FOIA and will comply with any reasonable request from the Council to that
end within 10 working days of receipt of that request.

1.12 For the purposes of this Agreement confidential information shall exclude any information that the Council is obliged to disclose to a person under the provisions of the FOIA and any codes of practice and guidance issued by the Government and the Information Commissioner.

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