

A PRELIMINARIES/GENERAL CONDITIONS

A10 PROJECT PARTICULARS

110 THE PROJECT:

Proposed Car Park
Land adjacent to Three Elms
A25 Bletchingley Road
Godstone, Surrey

NATURE: Construction of Hilly Fields Car Park – TA/2015/1790

120 EMPLOYER (CLIENT):

Godstone Parish Council
The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY
Tel **01883 744209**
e-mail clerk@godstone-pc.gov.uk

127 THE PRINCIPAL CONTRACTOR: The Contractor

TBC

140 ARCHITECT (hereinafter referred to as 'CA'):

A J Younger Dip Arch (Hons) RIBA
102 High Street
Godstone, Surrey
Tel: 01883 742646
Mob: 07818421567
e-mail: ajyounger@aol.com

A11 TENDER AND CONTRACT DOCUMENTS

110 THE TENDER DRAWINGS

A J Younger:
AY:99:418:EXG:01
AY:99:418:01,02

120 THE CONTRACT DRAWINGS will be the same as the tender drawings.

A12 THE SITE/EXISTING BUILDINGS

110 THE SITE

Land adjacent to Three Elms
A25 Bletchingley Road
Godstone, Surrey

200 ACCESS TO THE SITE:

Refer to site plan

220 USE OF THE SITE:

- Do not use the site for any purpose other than carrying out the Works

230 SURROUNDING LAND/BUILDING USES:
Agricultural

240 RISKS TO HEALTH AND SAFETY:

- The nature and condition of the site/building cannot be fully and certainly ascertained before it is opened up.
- The accuracy and sufficiency of this information is not guaranteed by the Employer or the CA and the Contractor must ascertain any additional information required to ensure the safety of all persons and the Works.

280 SITE VISIT: Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

290 SITE VISIT may be made by contacting
Clerk of the Parish Council (01883 744209)

A13 DESCRIPTION OF THE WORK

120 The contract entails the construction of a 38-space public car park with permeable gravel surface, block paved entrance road and footpath with crossing over the existing culvert and a Bellmouth crossover onto the A25 Bletchingley Road, associated fencing, planting, height restriction and street furniture. All as per drawings AY:99:418.01 and AY:99:418.02.

A20 THE CONTRACT

910 AGREEMENT FOR MINOR WORKS: The form of contract will be the JCT Agreement for Minor Building Works 2011 Edition

THE RECITALS

1st Recital

The work comprises the construction of a car park

Architect/Contract Administrator – See Section A10

The reference to Contract Administrator will be deleted.

2nd Recital

The references to 'work schedules' will be deleted.

THE ARTICLES

Article 3

Architect/Contract Administrator: See Section A10

THE CONDITIONS

1 Commencement and completion

1.1 Start and Completion dates to be agreed .
Programme of works to be agreed.

2.8 Liquidated damages: £500 per week

2.10 Defects liability period: 6 months

- 4 Payment
Payment will be made 14 days after issue of Architects Certificate.
- 4.3 Retention percentage: 5 %
- 4.4 Penultimate certificate percentage: 2.5 %
- 4.8.1 Final Certificate
Period for supply of documentation: 3 months
- 4.11 Contribution, levy and tax changes
This clause to be deleted.
- 5.3.2 Injury or damage to property
Insurance cover to be not less than £ 5,000,000
- 5.4 Insurance of the Works and any existing structures by Employer
Clause 5.4B will be deleted
- 7.2 Settlement of disputes

A30 TENDERING/SUBLETTING/SUPPLY

- 110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.
- 120 TENDERING PROCEDURE will be in accordance with the principles of the 'Code of Procedure for Single Stage Selective Tendering'.
- 161 EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents he must inform the CA as soon as possible, defining the relevant part(s) and stating the reasons for his inability to tender.
- 170 ACCEPTANCE OF TENDER: The Employer and his representatives:
- Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.
 - Will not be responsible for any cost incurred in the preparation of any tender.
- 191 PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 13 weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in section A20.
- 315 PROJECTS WITHOUT QUANTITIES: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 320 PRICING OF SPECIFICATION: Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification which are not priced will be deemed to have been included elsewhere in the tender.
- 331 THE PRICED SPECIFICATION must be submitted with the Form of Tender.

341 ERRORS IN THE PRICED DOCUMENTS will be dealt with in accordance with the 'Code of Procedure for Single Stage Selective Tendering', Alternative 1 (the word 'documents' being substituted for 'bills of quantities').

535 SUBSTITUTE PRODUCTS: If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered. Substitutions sanctioned by the CA will be subject to the verification requirements of clause A31/200.

551 HEALTH AND SAFETY INFORMATION: A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:

- A copy of the contractors health and safety policy document, including risk assessment procedures.
- Accident and illness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

130 IN WRITING: When required to notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.

140 APPROVAL (and words derived therefrom) means the approval in writing of the CA unless specified otherwise.

180 CROSS-REFERENCES TO THE SPECIFICATION:

- Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.
- Where a numerical cross-reference is not given, the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.
- Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.
- The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which he may discover.

200 EQUIVALENT PRODUCTS:

- Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the CA and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents.

- Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide revised drawings, specification and manufacturer's guarantees as required by CA.
- 201 EQUIVALENT PRODUCTS: Wherever products are specified by proprietary name and the phrase 'or equivalent' is not included, it is to be deemed included.
- 225 REFERENCES TO BSI DOCUMENTS are to the versions and amendments listed in the BSI Standards Catalogue current at the date of tender.
- 270 SIZES: Unless otherwise stated:
- Products are specified by their co-ordinating sizes.
 - Cross section dimensions of timber shown on drawings are nominal sizes before any required planing.
- 280 FIX ONLY means all labours in unloading, handling, storing and fixing in position, including use of all plant.
- 290 SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.

TERMS USED IN REFURBISHMENT/ALTERATION

- 311 REMOVE means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.
- 321 KEEP FOR REUSE means:
- During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials.
 - Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- 331 REPLACE means:
- Remove the stated existing components, features and finishes.
 - Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.
 - Make good as necessary.
- 341 REPAIR means carry out local remedial work to components, features and finishes as found in the existing building, resecure or refix as necessary and leave in a sound and neat condition. It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- 351 MAKE GOOD means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include.
- Replacement of components or parts of components.
 - Redecoration. The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.

- 361 EASE means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- 371 TO MATCH EXISTING means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

- 410 ADDITIONAL COPIES OF DRAWINGS: Two copies of drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.
- 430 ADDITIONAL COPIES OF SPECIFICATION: After execution of the Contract, two copies of the Specification will be issued to the Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Contractor.
- 440 DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.
- 460 THE SPECIFICATION: All sections of the specification must be read in conjunction with Main Contract Preliminaries/General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR

- 711 TECHNICAL LITERATURE: The Contractor is required to keep copies of the following on site, readily accessible for reference by all supervisory personnel:
- Manufacturers' current technical literature relating to all products to be used in the Works.
- 720 MAINTENANCE INSTRUCTIONS AND GUARANTEES:
- Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.
 - Notify CA of telephone numbers for emergency services by Subcontractors after Completion.

A32 MANAGEMENT OF THE WORKS

- 120 INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.
- 130 INSURANCE CLAIMS: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.
- 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.

- 160 **HARDCORE:** Brick rubble or other hard materials arising from the work may be reused as hardcore, subject to compliance with specification.
- 212 **PROGRAMME:**
- As soon as possible and before starting work on site prepare in an approved form a programme for the Works, which must make allowance for all:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work
 - Running in, adjustment and testing of engineering services.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums
 - Work by others concurrent with the Contract
 - Submit 2 copies to CA.
- 261 **CA'S SITE MEETINGS:**
- The CA will hold site meetings to review progress and other matters. Meetings will normally be held monthly.
 - Ensure the availability of accommodation and attend all such meetings.
 - The CA will chair the meetings and take and distribute minutes.
- 290 **NOTICE OF COMPLETION:** Give CA at least 2 weeks notice of the anticipated dates of Practical Completion of the whole or parts of the Works.
- 410 **CASH FLOW FORECAST:** As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.
- 420 **EXISTING WORK:** The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.
- 430 **ESTIMATED COST OF VARIATIONS:** If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days.
- 461 **INTERIM VALUATIONS:** At least 7 days before the established dates for interim valuations submit to the CA details of amounts due under the Contract together with all necessary supporting information.

A33 QUALITY STANDARDS/CONTROL

MATERIALS AND WORK GENERALLY

- 110 **GOOD PRACTICE:** Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:
- Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and
 - In accordance with relevant good building practice.
- 121 **GENERAL QUALITY OF PRODUCTS:**
- Products to be new unless otherwise specified.
 - For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested.

- Where a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested.
 - Ensure that the whole quantity of each product required is of consistent kind, size, quality and overall appearance.
 - Where consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together.
 - If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.
- 131 PROPRIETARY PRODUCTS:
- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations. Inform CA if these conflict with any other specified requirement. Submit copies when requested.
 - The tender will be deemed to be based on the products specified and recommendations on their use given in the manufacturers' literature current at the date of tender.
 - Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.
- 141 CHECKING COMPLIANCE OF PRODUCTS: Check all documentation and the products themselves to ensure compliance with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:
- The sources, types, qualities, finishes and colours are correct, and match any approved samples.
 - All accessories and fixings which should be supplied with the products have been supplied.
 - Sizes are correct. Where tolerances are critical, measure a sufficient quantity to ensure compliance.
 - The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
 - The products are clean, undamaged and in good condition.
 - Products which have a limited shelf life are not out of date.
- 151 PROTECTION OF PRODUCTS:
- Prevent over-stressing, distortion and other damage.
 - Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work. Keep dry to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement between stored products.
 - Prevent excessively high or low temperatures and rapid changes of temperature in the products.
 - Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
 - Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
 - Keep different types and grades of products separately and adequately identified.
 - Keep products in their original wrappings, packings or containers until immediately before they are used. Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
 - Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.

- 161 **SUITABILITY OF RELATED WORK AND CONDITIONS:** Provide all trades with necessary details of related types of work. Before starting each type of work, ensure that:
- Previous work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work.
 - All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.
 - The environmental conditions are suitable, particularly that the building is suitably weathertight.
- 171 **GENERAL QUALITY OF WORKMANSHIP:**
- Operatives must be appropriately skilled and experienced for the type and quality of work.
 - Take all necessary precautions to prevent damage to the work from frost, rain and other hazards .
 - Inspect components and products carefully before fixing or using and reject any which are defective.
 - Fix or lay securely, accurately and in alignment.
 - Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20.
 - Provide suitable packings at screwed and bolted fixings to take up tolerances and prevent distortion. Do not overtighten.
 - Adjust location and fixing of components and products so that joints which are open to view are even and regular.
 - Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.
- 191 **WATER FOR THE WORKS:** If other than mains supply is proposed provide evidence of suitability.

SAMPLES/APPROVALS

- 211 **SAMPLES:** Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.
- 230 **APPROVALS:** Where and to the extent that products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:
- To the express approval of the CA or
 - To match a sample expressly approved by the CA as a standard for the purpose.

ACCURACY/SETTING OUT GENERALLY

- 321 **SETTING OUT:** Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.
- 322 **SETTING OUT:** Inform CA when overall setting out is complete and before commencing construction.
- 341 **APPEARANCE AND FIT:**

- Arrange the setting out, erection, juxtaposition of components and application of finishes to ensure satisfactory fit at junctions, no practically or visually unacceptable changes in plane, line or level and a true, regular finished appearance.
- Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.

SERVICES GENERALLY

- 410 SERVICES REGULATIONS: Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.
- 420 SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.

SUPERVISION/INSPECTION/DEFECTIVE WORK

- 550 DEFECTS IN EXISTING CONSTRUCTION to be reported to CA without delay. Obtain instructions before proceeding with work which may:
- Cover up or otherwise hinder access to the defective construction, or
 - Be rendered abortive by the carrying out of remedial work.
- 560 TIMING OF TESTS AND INSPECTIONS: Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.
- 570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:
- As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
 - Such proposals may be unacceptable to the CA, and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

- 611 GENERALLY:
- Make good all damage consequent upon the work.
 - Remove all temporary markings and protective coverings.
 - Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials.
 - Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials.
 - Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
 - Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions.
 - Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

640 SECURITY AT COMPLETION: Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

650 MAKING GOOD DEFECTS: Make arrangements with the Architect and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed.

A34 SECURITY/SAFETY/PROTECTION

125 HSE APPROVED CODES OF PRACTICE: Comply with the following:

- Management of health and safety at work.
- Managing construction for health and safety.

130 SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.

140 STABILITY: Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading: details of design loads may be obtained from CA.

170 EMPLOYER'S REPRESENTATIVES SITE VISITS:

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

PROTECT AGAINST THE FOLLOWING:

221 NOISE:

- Comply generally with the recommendations of BS 5228: Part 1, clause 9.3 for minimising noise levels during the execution of the works.
- Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.

231 POLLUTION: Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways.

240 NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

250 ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.

260 FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council.

263 FIRE PREVENTION: Smoking will not be permitted on the site except in designated areas which must be carefully controlled equipped with fire fighting equipment and receptacles for the safe disposal of smokers materials and inspected to guard against risk of fire.

265 BURNING ON SITE of materials arising from the work will not be permitted.

290 WASTE:

- Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy.
- Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.
- Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.
- Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
- Retain waste transfer documentation on site.

PROTECT THE FOLLOWING:

410 WORK IN ALL SECTIONS: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.

421 EXISTING SERVICES:

- Notify all service authorities and adjacent owners of the proposed works not less than one week before commencing site operations.
- Before starting work check positions of existing services.
- Observe service authorities' recommendations for work adjacent to existing services. Do not interfere with their operation without consent of the service authorities or other owners.
- If any damage to services results from the Works, notify CA and appropriate service authority without delay. Make arrangements for making good without delay to the satisfaction of the service authority or other owner as appropriate.
- Replace marker tapes or protective covers disturbed by site operations to the service authority's recommendations.

481 ADJOINING PROPERTY: Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if requiring to erect scaffolding on or otherwise use adjoining property, and pay all charges. Clear away and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the Work.

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING

140 ACCESS TO THE SITE: See section A12.

150 USE OF THE SITE: See section A12.

190 WORKING HOURS:

Weekdays: 8.00am – 5.30pm

Saturday: 8.00am – 12.00pm

A36 FACILITIES/TEMPORARY WORK/SERVICES

- 110 LOCATIONS: Inform CA of the intended siting of all spoil heaps, temporary works and services.
- 120 MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.
- 445 TELEPHONES: Provide as soon as practicable a means of mobile telephone communication with the Contractor's person-in-charge.

A37 OPERATION/MAINTENANCE OF THE FINISHED WORKS

- 115 THE OPERATION & MAINTENANCE MANUAL:
- Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the works and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the CA for checking and for delivery to the Employer.
- 155 PRESENTATION OF MANUAL: The Manual is to be contained in A4 size, plastic covered, loose leaf, four ring binders with hard covers, indexed, divided and appropriately cover titled. Selected drawings larger than A4, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.