

TENDER DOCUMENT –

EXTERIOR REFURBISHMENT & HEATING & HOT WATER UPGRADES

GANG WARILY RECREATION CENTRE
NEWLANDS ROAD
FAWLEY
HAMPSHIRE
SO45 1GA

1st FEBRUARY 2024

ON BEHALF OF:

FAWLEY PARISH COUNCIL

PREPARED BY:



BAYSIDE

BUILDING CONSULTANCY

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DOCUMENT RECORD

Issue No	Date	Comments
01	11 th January 2023	Issued to client.
02	2 nd February 2024	Minor amendments, issued to client for launch on Contract Finder .

1.0 INTRODUCTION

- 1.1 Fawley Parish Council (the client) wishes to employ a Principal Contractor (PC) to deliver Exterior Refurbishment & Heating & Hot Water Upgrades at Gang Warily Recreation Centre, as detailed in this specification document.
- 1.2 To clarify, we the client's offices are based at the building and they will formally notify occupiers and visitors to the premises advising them of the works once a contractor programme is established.
- 1.3 Tenderers are required to submit a single fixed price lump sum tender on the Form of Tender provided in section 7.0 of this document.
- 1.4 Tenders should be returned to BAYSIDE BUILDING CONSULTANCY LIMITED by 5pm on 12th February 2024.
- 1.5 BAYSIDE BUILDING CONSULTANCY LIMITED have been instructed in the capacity of Contract Administrator and will undertake that role as referred and mentioned within the specification.
- 1.6 The form of contract will be a JCT Minor Works Building Contract with Contractors Design 2016.
- 1.7 Tenderers should liaise with BAYSIDE BUILDING CONSULTANCY LIMITED for any queries or concerns regarding the content of this specification.
- 1.8 Given the nature of the works, the Construction (Design and Management) Regulations 2015 apply.

2.0 PRE-CONTRACT PROGRAMME

2.1 All dates below are week ending dates unless otherwise stated:

-	Tender Documents Launched	5 th February 2024
-	Contractor Site Visit	During tender period
-	Tenders returned (By 5pm)	26 th February 2024
-	Tender Review / Analysis	up to 8 th March 2024
-	Council Purchase Order Issued	by 22 nd March 2024
-	Contractor Lead-in	subject to materials and equipment.
-	Start on site	contractor to advise in tender return NB1
-	Completion on site	6-weeks after the start date NB2

NB1. Lead-in period specified in Design Performance Specification, contained in **Appendix A** is 2-weeks, however, contractor to confirm lead-in time when completing the Form of Tender, based on all works being completed in a single phase.

NB2. Completion on site based on 6-week programme specified in Design Performance Specification, contained in **Appendix A**, however, lead-in time for windows and doors forming part the exterior refurbishment works may determine overall programme duration.

2.2 The project is to last no longer than **6-weeks on site**. The contractor is to submit a detailed construction programme considering the above dates and for the entire contract of works and indicating wherever possible how these dates can be improved.

2.3 The works are to be completed in a single phase.

3.0 PRELIMINARIES

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A10	PROJECT PARTICULARS	
A11	TENDER AND CONTRACT DOCUMENTS	
A12	THE SITE/ EXISTING BUILDINGS	
A13	DESCRIPTION OF THE WORK	
A20	JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTORS DESIGN 2016	
A30	TENDERING/ SUBLETTING/ SUPPLY	
A31	PROVISION, CONTENT AND USE OF DOCUMENTS	
A32	MANAGEMENT OF THE WORKS	
A33	QUALITY STANDARDS/ CONTROL	
A34	SECURITY/ SAFETY/ PROTECTION	
A35	SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING	
A36	FACILITIES/ TEMPORARY WORK/ SERVICES	
A37	OPERATION/ MAINTENANCE OF THE FINISHED WORKS	
A40	CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT OF STAFF	
A41	CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION	
A42	CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES	
A43	CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT	
A44	CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS	
A50	WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER	
A53	WORKS BY STATUTORY AUTHORITIES	
A54	PROVISIONAL WORK	
A55	DAYWORKS	

A10	PROJECT PARTICULARS	
110	<p>Project</p> <p>Name: Exterior Refurbishment, Heating & Hot Water Upgrades</p> <p>Nature: Refurbishment and Improvement</p> <p>Location: Gang Warily Recreation Centre, Newlands Road, Fawley, Hampshire, SO45 1GA</p> <p>Length of contract: 6-weeks</p>	
120	<p>Employer</p> <p>Name: Fawley Parish Council</p> <p>Address: As location above.</p> <p>Contact: Stephanie Bennett</p> <p>Telephone: 02380 890761</p> <p>Email: stephanie.bennett@fawley-pc.gov.uk</p>	
130	<p>Principal Contractor (CDM)</p> <p>Name: TBC</p> <p>Address: TBC</p> <p>Contact: TBC</p> <p>Telephone: TBC</p> <p>E-mail: TBC</p>	
132	<p>Principal Contractor</p> <p>Name: As per Principal Contractor (CDM)</p> <p>Address: As per Principal Contractor (CDM)</p> <p>Contact: As per Principal Contractor (CDM)</p> <p>Telephone: As per Principal Contractor (CDM)</p> <p>E-mail: As per Principal Contractor (CDM)</p>	
140	<p>Contract Administrator</p> <p>Name: Bayside Building Consultancy Limited</p> <p>Address: 8 Bankside Road, Bournemouth, BH9 3EF</p> <p>Contact: Nick Pavlou</p> <p>Telephone: 07737 245 506</p> <p>E-mail: nick@baysidebc.co.uk</p>	
150	<p>Principal Designer</p> <p>Name: As per Contract Administrator</p> <p>Address: As per Contract Administrator</p> <p>Contact: As per Contract Administrator</p> <p>Telephone: As per Contract Administrator</p> <p>E-mail: As per Contract Administrator</p>	
160	<p>Quantity Surveyor</p> <p>Name: As per Contract Administrator</p> <p>Contact: As per Contract Administrator</p> <p>Telephone: As per Contract Administrator</p> <p>E-mail: As per Contract Administrator</p>	
170	<p>Structural Engineer</p> <p>Name: N/A</p> <p>Telephone: N/A</p> <p>E-mail: N/A</p>	

175	Mechanical Engineer Name: Client First Services Limited Telephone: 07971 649199 Email: peter@clientfirstservices.com		
178	Electrical Engineer Name: As per Mechanical Engineer Telephone: As per Mechanical Engineer Email: As per Mechanical Engineer		
180	Landscape Architect Name: N/A Telephone: Email: N/A		
190	Clerk of Works Name: N/A Telephone: N/A Email: N/A		

A11	TENDER AND CONTRACT DOCUMENTS	
	Tender Drawings	
	The tender drawings are:	
	Floor Plans in Appendix B , provided for location purposes only.	
120	Contract drawings	
	The Contract Drawings: Contractor's Design Proposals (for the heating and hot water upgrades). .	
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: Recreation & Community Centre	
120	Existing buildings on/ adjacent to the site Description: Football Club and associated courts and pitches.	
180	Health and safety file Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Other documents: Asbestos Register Arrangements for inspection: Contract Administrator	
200	Access to the site Description: via Newlands Road. All Arrangements by the Contract Administrator Limitations: No Access unless by prior agreement with the Contract Administrator at ANY TIME.	
210	Parking Restrictions on parking of the Contractor's and employees' vehicles: Parking Arrangements are to be agreed with the client tender stage.	
220	Use of the site General: Do not use the site for any purpose other than carrying out the Works. Limitations: The Contractor is to make all due provision for the specialist and secure nature of the site and ensuring the site remains secure at ALL Times	
230	Surrounding land/ building uses General: Adjacent or nearby uses or activities are as follows: Recreation areas and buildings, i.e. Football Club, Rugby Club, Scout & Guide HQ, Dog Activity Trail, etc.	
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: Asbestos Containing Materials (ACMs). Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works. Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.	
250	Site visit 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: via the Contract Administrator only	

A13	DESCRIPTION OF THE WORK		
110	Preparatory work by others Works: No Works Description: N/A		

A20

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTORS DESIGN 2016

Contract Particulars:

The conditions of contract will be those contained in the JCT Minor Works Building Contract with Contractors Design 2016 and including the amendments hereunder.

The Recitals:

First – Exterior Refurbishment & Heating & Hot Water Upgrades at Gang Warily Recreation Centre, Newlands Road

Second – Contractors Design Portion

01. All mechanical and electrical works

Third - Contract Documents

01. Contract Specification, and

02. All associated Appendices

Fourth

01. Contract Specification

Fifth – Construction Industry Scheme (CIS)

Not applicable.

Sixth - Construction Design & Management Regulations 2015 (the CDM Regulations) Applies

Seventh - Framework Agreement

Not applicable

Eight - Supplemental Provisions

Applies

The Articles:

1. As per contract

2. Contract Sum: To be confirmed/agreed.

3. Contract Administrator: BAYSIDE BUILDING CONSULTANCY LTD

4. Principal Designer: BAYSIDE BUILDING CONSULTANCY LTD

5. Principal Contractor: To be confirmed

6. Adjudication: Applies

7. Arbitration: Will not apply

The contract particulars shall be as follows:

Clause	Subject	Amendment
Fifth Recital and Schedule 2	Base Date	1 st January 2024
Fifth Recital and clause 4.2	Construction Industry Scheme (CIS)	Deleted
Sixth Recital	CDM Regulations	The project is not notifiable.
Seventh Recital	Framework Agreement	Deleted
Eight Recital and Schedule 3	Supplemental Provisions	Collaborative working - applies Health and safety - applies Cost saving and value improvements - applies

		Sustainable development and environmental considerations - applies Performance indicators and monitoring - does not apply Notification and negotiation of disputes – applies Transparency – Applies The Public Contracts Regulations 2015 - applies Applies – Names to be provided in contract Deleted	
Article 6 and 7.2	Adjudication		
Article 7 and Schedule 1	Arbitration		
2.3	Date for Completion of the Works	Target date is 6-weeks after commencement of the works	
2.9	Liquidated Damages	At the rate of £1,000 per week or part thereof	
2.11	Rectification Period	12 months	
4.3	Percentage of total value of work	95%	
4.3 and 4.8	Fluctuations	Deleted	
Schedule 2			
4.8.1	Supply of documentation for computation of amount to be finally certified	2 weeks	
5.3.2	Contractor's insurance – injury to persons or property Insurance cover (for any one occurrence or series of occurrences arising out of one event)	£2,000,000.00	
5.4A and 5.4C	Insurance of the Works, etc	Applies	
5.4A.1 and 5.4B	Percentage to cover professional fees	15%	
1.2			
7.2	Adjudication	Royal Institution of Chartered Surveyors	
Schedule 1 (paragraph 2)	Arbitration	Deleted	
Contract Execution: Execution under hand is required.			

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 the principles of Quality of Submission, Design Principals and Best Value	
	Arithmetical errors: Pricing document is dominant.	
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.	
190	Period of validity	
	Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 8 Weeks	
	Date for possession/ commencement: See section A20.	
	PRICING/ SUBMISSION OF DOCUMENTS	
210	Preliminaries in the specification	
	The Preliminaries/ General conditions sections (A10-A50 inclusive) must not be relied on as complying with SMM7.	
220	Pricing of preliminaries	
	Abbreviations: The following have been used:	
	- F = Fixed charge item.	
	- TR = Time related charge item.	
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: With tender	
300	Quantities in the priced document	
	Quantities: Where included in the priced document, these have been prepared in accordance with SMM7.	
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.	
360	Priced activity schedule	
	Submit: With tender	

440	Schedule of rates Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. Fully priced copy: Submit with the tender documents.	
445	Standard price book Basis for valuation: A standard price book or BCIS: -The book: Spons Architects Pricing Book -Date of publication: book TBC or BCIS date of review. Percentage adjustments which, subject to agreement, the Contractor wishes to apply to the published rates: Submit details.	
480	Programme Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded. Submit: With tender	
490	Information release schedule Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule. Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.	
500	Tender stage method statements Method statements: Prepare, describing – How and when the works are to be safely carried out. Access and Egress for Materials and Construction Traffic. Statements: Submit with the tender.	
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: Within one week of request.	
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.	
520	<p>Design documents</p> <p>Scope: For Contractor design elements, include the following in the Contractor's Proposals:</p> <ul style="list-style-type: none"> - Design drawings: To Be provided during lead in - Technical information: Submit with tender. 	
530	<p>Substitute products</p> <p>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.</p> <p>Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.</p>	
540	<p>Quality control resources</p> <p>Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.</p> <p>QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.</p> <p>Submit: With the Tender</p>	
550	<p>Health and safety information</p> <p>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.</p> <p>Include:</p> <ul style="list-style-type: none"> - 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. <p>Submit: With the Tender</p>	
570	<p>Outline construction phase health and safety plan</p> <p>Content: Submit the following information within one week of request:</p> <ul style="list-style-type: none"> - 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. 	

	<ul style="list-style-type: none"> - 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. - 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. 	
590	<p>Site Waste Management Plan</p> <p>Person responsible for developing the Plan: The Contractor. Content: Include details of:</p> <ul style="list-style-type: none"> - Principal Contractor for the purposes of the regulations. - Location of the site. - Description of the project. - Estimated project cost. - Types and quantities of waste that will be generated. - Resource management options for these wastes including proposals for minimization/ reuse/ recycling. - The use of appropriate and licensed waste management contractors. - Record keeping procedures. - Waste auditing protocols. Additional requirements: <p>Proposed Skip locations and access/egress. Submit with tender.</p>	
599	<p>Freedom of Information</p> <p>Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.</p> <p>Determination: Submit requests received. Do not supply information outside the project participants without express written permission.</p> <p>Confidentiality: Maintain at all times.</p> <p>SUBLETTING/ SUPPLY</p>	
630	<p>Domestic subcontracts</p> <p>General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.</p> <p>List: Provide details of all subcontractors and the work for which they will be responsible.</p> <p>Submit: With tender</p>	
645	<p>'Listed' domestic subcontractors</p>	

General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.

The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.

Additions to lists:

- The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
- The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.

Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.

Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

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.	
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 of products to be fixed. All products to be supplied and fixed unless stated otherwise.	

	<p>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.</p> <p>Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.</p> <p>Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.</p> <p>Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.</p> <p>Refix: Fix removed products.</p> <p>Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.</p> <p>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.</p> <p>System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.</p> <p>170 Manufacturer and product reference</p> <p>Definition: When used in this combination:</p> <ul style="list-style-type: none"> - 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. <p>Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.</p> <p>200 Substitution of products</p> <p>Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.</p> <p>Reasons: Submit reasons for the proposed substitution.</p> <p>Documentation: Submit relevant information, including:</p> <ul style="list-style-type: none"> - 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. <p>Alterations to adjacent work: If needed, advise scope, nature and cost.</p> <p>Manufacturers' guarantees: If substitution is accepted, submit before ordering products.</p> <p>210 Cross references</p> <p>Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.</p>	
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	Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
	Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
	Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.
220	Referenced documents
	Conflicts: Specification prevails over referenced documents.
230	Equivalent products
	Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.
240	Substitution of standards
	Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
	Before ordering: Submit notification of all such substitutions.
	Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.
250	Currency of documents
	Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.
260	Sizes
	General dimensions: Products are specified by their co-ordinating sizes.
	Timber: Cross section dimensions shown on drawings are:
	- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
	- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.
	DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER
410	Additional copies of drawings/ documents
	Additional copies: Issued free of charge.
440	Dimensions
	Scaled dimensions: Do not rely on.
450	Measured quantities
	Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
	Precedence: The specification and drawings shall override the measured quantities.
460	The specification
	Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.
	DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS
510	Design and production information

550	<p>Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Planning Supervisor/ Principal Designer), comment, inspection, amendment, resubmission and reinspection.</p> <p>Design/ production information: Submit two copies, one could be returned with comments, and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.</p> <p>Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.</p> <p>Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.</p> <p>Final version of design/ production information: Submit two copies.</p> <p>Named subcontractors: Design and production information</p> <p>General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.</p> <p>Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including to the Planning Supervisor/ Principal Designer), comment, inspection, amendment, resubmission and reinspection.</p> <p>Information from Subcontractors:</p> <ul style="list-style-type: none"> - Obtain in time to meet the programme and in accordance with NAM/T where applicable. - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation. <p>Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.</p> <p>Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.</p> <p>Submit two copies</p>
600	<p>Contractor's Design information</p> <p>General: Complete the design and detailing of parts of the Works as specified. Provide:</p> <ul style="list-style-type: none"> - Production information based on the drawings, specification and other information. - Liaison to ensure coordination of the work with related building elements and services.

	<p>Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and reinspection.</p> <p>Information required:</p> <p>Structural Design Including Calculations where appropriate, Electrical and Mechanical proposals including layouts and statute compliance statements to also include all products and manufacturers of materials proposed.</p> <ul style="list-style-type: none"> - Format: Electronically (PDF) - Number of copies: two <p>Submit: Within one week of request.</p>	
620	<p>As built drawings and information</p> <p>Contractor designed work: Provide drawings/ information: All As Built Drawings</p> <p>Submit: At least two weeks before date for completion.</p>	
630	<p>Technical literature</p> <p>Information: Keep on site for reference by all supervisory personnel:</p> <ul style="list-style-type: none"> - Manufacturers' current literature relating to all products to be used in the Works. - Relevant British, EN or ISO Standards. 	
640	<p>Maintenance instructions and guarantees</p> <p>Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.</p> <p>Information location: In Building Manual.</p> <p>Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only</p>	
650	<p>Energy rating calculation</p> <p>Calculation documentation:</p> <ul style="list-style-type: none"> - Number of copies: Two - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual. 	
660	<p>Environmental assessment information</p> <p>Scheme type: Education</p> <p>Assessment information:</p> <ul style="list-style-type: none"> - Provide the following: Annual Building Running Costs - Format: Electronically (PDF) - Submit: Within one week of request. 	

A32	MANAGEMENT OF THE WORKS GENERALLY	
110	Supervision General: Accept responsibility for coordination, supervision, and administration of the Works, including subcontracts. Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker and obtain and supply information as necessary for coordination of the work.	
115	Considerate constructors' scheme Registration: Before starting work, register the site and pay the appropriate fee: Contact: - Address: Considerate Constructors Scheme Office, Suites 3-5, The Maltings, Hoe Lane, Ware, SG12 9LR- Tel. 01920 485959. - Free phone 0800 7831423 - Web. www.ccscheme.org.uk - E mail. enquiries@ccscheme.org.uk Standard: Comply with the Scheme's Code of Considerate Practice. - Minimum compliance level: Excellent	
117	Constructing Better Health scheme Membership: Register and submit evidence of registration. Contact: Constructing Better Health, B&CE Building, Manor Royal Crawley, West Sussex RH10 9QP Tel: 01293 586666	
120	Insurance Documentary evidence: Before starting work on site submit details, and/or policies and receipts for the insurances required by the Conditions of Contract.	
130	Insurance claims Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers. Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.	
140	Climatic conditions Information: Record accurately and retain: - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.	
150	Ownership Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. PROGRAMME/ PROGRESS	
210	Programme Master programme: 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:	

	<ul style="list-style-type: none"> - Work stages or elements of the construction as appropriate for the Works. - Design and production information provided by the Contractor/Subcontractors/ Suppliers, including inspection, and checking (see clause A31/560). - Earliest and latest start and finish dates for each activity and identify all critical activities. - Planning and mobilisation by the Contractor. - 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 (see section A54). - Work by or on behalf of the Employer and concurrent with the Contract (see section A50) the nature and scope of which, the relationship with preceding and following work and any relevant limitations, are suitably defined in the Contract Documents. <p>Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess the Contractor should exclude it and confirm this when submitting the programme.</p> <p>Charges: The programme must show all events relating to fixed and time related charges in the priced Preliminaries including the duration of all time related events.</p> <p>Submit two copies</p>	
230	<p>Submission of programme</p> <p>Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.</p>	
240	<p>Commencement of work</p> <p>Notice: Before the proposed date for commencement of work on site give minimum notice of two weeks</p>	
260	<p>Site meetings</p> <p>General: Site meetings will be held to review progress and other matters arising from administration of the Contract.</p> <p>Frequency: Every two weeks Location: On Site Accommodation: Ensure availability at the time of such meetings.</p> <p>Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.</p> <p>Chairperson (who will also take and distribute minutes): Contract Administrator</p>	
265	<p>Contractor's progress report</p> <p>General: Submit a progress report at least Once a Week, before the site meeting.</p> <p>Content: Notwithstanding the Contractor's obligations under the Contract the report must include:</p> <ul style="list-style-type: none"> - A progress statement by reference to the master programme for the Works. - Details of any matters materially affecting the regular progress of the Works. 	

	<ul style="list-style-type: none"> - Subcontractors' and suppliers' progress reports. - Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract. 	
270	<p>Contractor's site meetings</p> <p>General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.</p>	
285	<p>Partial possession by Employer</p> <p>Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.</p>	
290	<p>Notice of completion</p> <p>Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.</p> <p>Associated works: Ensure necessary access, services and facilities are complete.</p> <p>Period of notice (minimum): Two weeks</p>	
310	<p>Extensions of time</p> <p>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.</p> <p>Details: As soon as possible submit:</p> <ul style="list-style-type: none"> - 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. 	
410	<p>CONTROL OF COST</p> <p>Cash flow forecast</p> <p>Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works.</p>	
420	<p>Removal/ replacement of existing work</p> <p>Extent and location: Agree before commencement. Execution: Carry out in ways that minimize the extent of work.</p>	
430	<p>Proposed instructions</p> <p>Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.</p> <p>Include:</p> <ul style="list-style-type: none"> - A detailed breakdown of the cost, including any allowance for direct loss and expense. - Details of any additional resources required. - Details of any adjustments to be made to the programme for the Works. - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction. <p>Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.</p>	
440	<p>Measurement Covered work: Give notice before covering work required to be measured.</p>	

450	<p>Daywork vouchers</p> <p>Before commencing work: Give reasonable notice to person countersigning daywork vouchers.</p> <p>Content: Before delivery each voucher must be:</p> <ul style="list-style-type: none"> - Referenced to the instruction under which the work is authorised. - 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. <p>Submit: By the end of the week in which the work has been executed.</p>	
470	<p>Products not incorporated into the Works</p> <p>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.</p> <p>Evidence: When requested, provide evidence of freedom of reservation of title.</p>	
475	<p>Listed products stored off site</p> <p>Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.</p> <p>Include for products purchased from a supplier:</p> <ul style="list-style-type: none"> - A copy of the contract of sale and 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. <p>Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:</p> <ul style="list-style-type: none"> - 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. 	
480	<p>Labour and equipment returns</p> <p>Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.</p> <p>Records must show:</p> <ul style="list-style-type: none"> - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors. - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services 	

A33	QUALITY STANDARDS/ CONTROL STANDARDS OF PRODUCTS AND EXECUTIONS	
110	<p>Incomplete documentation</p> <p>General: Where and to the extent that products or work are not fully documented, they are to be:</p> <ul style="list-style-type: none"> - 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. <p>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.</p>	
120	<p>Workmanship skills</p> <p>Operatives: Appropriately skilled and experienced for the type and quality of work. Registration: With Construction Skills Certification Scheme.</p> <p>Evidence: Operatives must produce evidence of skills/ qualifications when requested.</p>	
130	<p>Quality of products</p> <p>Generally: New. (Proposals for recycled products may be considered).</p> <p>Supply of each product: From the same source or manufacturer.</p> <p>Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.</p> <p>Tolerances: Where critical, measure a sufficient quantity to determine compliance. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.</p>	
135	<p>Quality of execution</p> <p>Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.</p> <p>Colour batching: Do not use different colour batches where they can be seen together.</p> <p>Dimensions: Check on-site dimensions.</p> <p>Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.</p> <p>Location and fixing of products: Adjust joints open to view so they are even and regular.</p>	
140	<p>Compliance</p> <p>Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.</p> <p>Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:</p> <ul style="list-style-type: none"> - 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	<p>Inspections</p> <p>Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:</p> <ul style="list-style-type: none"> - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. 	
160	<p>Related work</p> <p>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:</p> <ul style="list-style-type: none"> - Appropriately complete. - In accordance with the project documents. - To a suitable standard. - In a suitable condition to receive the new work. <p>Preparatory work: Ensure all necessary preparatory work has been carried out.</p>	
170	<p>Manufacturer's recommendations/ instructions</p> <p>General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.</p> <p>Changes to recommendations or instructions: Submit details.</p> <p>Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.</p> <p>Agreement certified products: Comply with limitations, recommendations, and requirements of relevant valid certificates.</p>	
180	<p>Water for the works</p> <p>Mains supply: Clean and uncontaminated. Other: Do not use until:</p> <ul style="list-style-type: none"> - Evidence of suitability is provided. - Tested to BS EN 1008 if instructed. <p>SAMPLES/ APPROVALS</p>	
210	<p>Samples</p> <p>Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:</p> <ul style="list-style-type: none"> - To an express approval. - To match a sample expressly approved as a standard for the purpose. 	
220	<p>Approval of products</p> <p>Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.</p> <p>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.</p> <p>Complying sample: Retain in good, clean condition on site. Remove when no longer required.</p>	
230	<p>Approval of execution</p> <p>Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.</p> <p>Approval: Relates to the stated characteristics of the sample. (If approval of the</p>	

	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. Location: Detailed on 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.
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 if consent is withheld or is granted subject to significant conditions.	
430	Water regulations/ byelaws contractor's certificate On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including: <ul style="list-style-type: none"> - 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. Original certificate: To be lodged in the Building Manual.	
440	Gas, oil and solid fuel appliance installation certificate Before the completion date stated in the Contract: Submit a certificate stating: <ul style="list-style-type: none"> - 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: Health and Safety File 	
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	
510	Supervision General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types	

	of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. Replacement: Give maximum possible notice before changing person in charge or site agent.	
520	Coordination of engineering services Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally. Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.	
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: One week 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.	
550	Access for inspection Removal: Before removing scaffolding or other facilities for access, give notice of not less than one week	
560	Tests and inspections Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented. Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. Records: Submit a copy of test certificates and retain copies on site	
580	Continuity of thermal insulation Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include: - The address of the premises. - The Contractor's name and address. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. Submit: Before completion of the Works. Copy: To be lodged in the Building Manual.	
590	Resistance to passage of sound Method: Robust standard details Compliance: Submit results of testing.	

595	<p>Copies: Incorporate in the Building Manual.</p> <p>Energy performance certificate</p> <p>Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.</p>	
610	<p>Proposals for rectification of defective products/ executions</p> <p>Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.</p> <p>Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.</p>	
620	<p>Measures to establish acceptability</p> <p>General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:</p> <ul style="list-style-type: none"> - Will be at the expense of the Contractor. - Will not be considered as grounds for revision of the completion date. 	
630	<p>Quality control</p> <p>Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.</p> <p>Records: Maintain full records, keep copies on site for inspection, and submit copies on request. Content of records:</p> <ul style="list-style-type: none"> - Identification of the element, item, batch or lot including location in the Works. - Nature and dates of inspections, tests, and approvals. - Nature and extent of nonconforming work found. - Details of corrective action. 	
710	<p>WORK AT OR AFTER COMPLETION</p> <p>Work before completion</p> <p>General: Make good all damage consequent upon the Works.</p> <p>Temporary markings, coverings, and protective wrappings: Remove unless otherwise instructed.</p> <p>Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish, and surplus materials.</p> <p>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.</p> <p>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.</p> <p>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.</p>	

720	<p>Security at completion</p> <p>General: Leave the Works secure with, where appropriate, all accesses closed and locked.</p> <p>Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.</p>	
730	<p>Making good defects</p> <p>Remedial work: Arrange access with Contract Administrator</p> <p>Rectification: Give reasonable notice for access to the various parts of the Works. Completion: Notify when remedial works have been completed.</p>	

A34	SECURITY/ SAFETY/ PROTECTION	
	SECURITY, HEALTH AND SAFETY	
110	Preconstruction information	
	Location: Integral with the project Preliminaries, including but not restricted to the following sections:	
	<ul style="list-style-type: none"> - 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:	
	<ul style="list-style-type: none"> - Hazard: None known. - Precautions assumed: Construction site to be secure at all times, all vehicles to be escorted and no un-notified visitors will be allowed on site at any time. - Specification reference: N/A - Drawing reference: N/A 	
140	Construction phase health and safety plan Submission: Present to the Employer/ Client no later than 2 Weeks from Instruction	
	Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.	
	Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Preconstruction information.	
150	Security	
	Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.	
	Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.	
	Special requirements: Construction Site to be secured at ALL times.	
160	Stability	
	Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.	
	Design loads: Obtain details, support as necessary and prevent overloading.	
170	Occupied premises	
	Extent: Existing buildings will be occupied and/or used during the Contract.	
	Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.	

	Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.	
180	Access control Controlled areas: All visitors and deliveries to be notified. All contractors and their staff to be inducted and monitored by the site manager at all times. Control type: Access card with reader and/ or keys. Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required. Return of control keys: When requested or on completion of the work to which the controlled area relates.	
200	Mobile telephones and portable electronic equipment Restrictions on use: No Cameras to be used on site	
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	
310	Explosives Use: Not permitted	
330	Noise and vibration 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: 85bddB(A) when measured from adjacent class room 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: - Percussion tools and other noisy appliances without consent during the hours of 8.45am to 3.30pm - 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.	
350	Pesticides Use: Not permitted	

360	Nuisance Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes. Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.	
370	Asbestos containing materials Duty: 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.	
375	Antiquities Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works. Preservation: Keep objects in the exact position and condition in which they were found. Special requirements: N/A	
380	Fire prevention Duty: Prevent personal injury or death, and damage to the Works or other property from fire. Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').	
390	Smoking on site Smoking on site: Not permitted.	
400	Burning on site Burning on site: Not permitted.	
410	Moisture Wetness or dampness: Prevent, where this may cause damage to the Works. Drying out: Control humidity and the application of heat to prevent: - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement.	
420	Infected timber/ Contaminated materials Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building. Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.	

430	<p>Waste</p> <p>Includes: Rubbish, debris, spoil, surplus material, containers and packaging. General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.</p> <p>Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:</p> <ul style="list-style-type: none"> - 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. <p>Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.</p> <p>Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.</p> <p>Waste transfer documentation: Retain on site.</p>	
440	<p>Electromagnetic interference</p> <p>Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.</p>	
450	<p>Laser equipment</p> <p>Construction laser equipment: Install, use and store in accordance with BS EN 60825 -1 and the manufacturer's instructions.</p> <p>Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.</p> <p>Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.</p>	
460	<p>Power actuated fixing systems</p> <p>Use: Not permitted.</p> <p>PROTECT THE FOLLOWING</p>	
510	<p>Existing services</p> <p>Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.</p> <p>Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.</p> <p>Work adjacent to services:</p> <ul style="list-style-type: none"> - 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. <p>Identifying services:</p> <ul style="list-style-type: none"> - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. <p>Damage to services: If any results from execution of the Works:</p> <ul style="list-style-type: none"> - Immediately give notice and notify appropriate service authority/ statutory undertaker. 	

	<ul style="list-style-type: none"> - 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. <p>Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers' recommendations.</p>	
520	<p>Roads and footpaths</p> <p>Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.</p> <p>Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority, or other owner.</p>	
530	<p>Existing topsoil/ subsoil</p> <p>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.</p> <p>Protection: Before starting work submit proposals for protective measures.</p>	
540	<p>Retained trees/ shrubs/ grassed areas</p> <p>Protection: Preserve and prevent damage, except those not required.</p> <p>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.</p>	
550	<p>Retained trees</p> <p>Protected area: Unless agreed otherwise do not:</p> <ul style="list-style-type: none"> - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk. - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice. - Change level of ground within an area 3 m beyond branch spread. 	
560	<p>Existing features</p> <p>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.</p> <p>Special requirements:</p> <p>All secure perimeter fences to remain locked and intact for duration of the works.</p>	
570	<p>Existing work</p> <p>Protection: Prevent damage to existing work, structures, or other property during the course of the work.</p> <p>Removal: Minimum amount necessary.</p> <p>Replacement work: To match existing.</p>	

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.	
600	Existing furniture, fittings, and equipment Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions. Extent: Before work in each room starts the Employer will remove the following: N/A	
610	Especially valuable/ vulnerable items Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following: N/A Method statement: Submit within one week of request describing special protection to be provided.	
625	Adjoining property restrictions Precautions: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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 oversteering 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	
110	Scope General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.	
140	Scaffolding Scaffolding: Make available to subcontractors and others at all times.	
170	Working hours: 8am-6pm Monday to Friday and 8am-12.30pm Saturdays, however, this can be extended by agreement as the Centre is open 7am-10pm weekdays, 9am-7pm Saturdays and 7am-9pm on Sundays.	

A36	FACILITIES/ TEMPORARY WORK/ SERVICES	
	GENERALLY	
110	Spoil heaps, temporary works and services	
	Location: Give notice and details of intended siting.	
	Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.	
	ACCOMMODATION	
210	Room for meetings	
	Facilities: The Employer shall provide suitable accommodation for site meetings, adequately heated and lit. The room may be part of the Employer's own site offices.	
	Furniture and Equipment: Provide table and chairs for people.	
230	Temporary accommodation	
	Accommodation if made available by the Employer: The following may be used for the duration of the Contract without charge provided that:	
	<ul style="list-style-type: none"> - 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. 	
	Description: No Temporary Accommodation Available services and facilities: N/A	
260	Sanitary accommodation	
	Requirement: Employer will provide use of sanitary accommodation for the Contractor, and other members of the consultant team, either separate or shared with the Employer's supervisory staff. However, the Contractor must maintain in clean condition and provide all consumables.	
	TEMPORARY WORKS	
290	Parking	
	Provide and maintain exclusively for use by Employer's representatives:	
	All Staff Parking	
340	Name boards/ advertisements	
	Name boards/ advertisements: 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	
	Supply: Electricity from the Employer's mains may be used for the Works as follows:	
	<ul style="list-style-type: none"> - Metering: Free of charge - Point of supply: TBC - Available capacity: TBC - Frequency: 50 Hz. - Phase: TBC 	

430	<ul style="list-style-type: none"> - Current: Alternating. <p>Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p> <p>Water</p> <p>Supply: The Employer's mains may be used for the Works as follows:</p> <ul style="list-style-type: none"> - Metering: Free of charge - Source: TBC - Location of supply point: TBC - Conditions/ Restrictions: TBC <p>Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p>	
440	<p>Telephones</p> <p>Temporary on-site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay all charges.</p> <p>Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.</p>	
520	<p>Use of permanent heating system</p> <p>Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.</p> <p>Installation: If used:</p> <ul style="list-style-type: none"> - Take responsibility for operation, maintenance and remedial work. - Arrange supervision by and indemnification of the appropriate Subcontractors. - Pay costs arising. 	
540	<p>Meter readings</p> <p>Charges for service supplies: Where to be apportioned ensure that:</p> <ul style="list-style-type: none"> - Meter readings are taken by relevant authority at possession and/ or completion as appropriate. - Copies of readings are supplied to interested parties. 	
550	<p>Thermometers</p> <p>General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.</p>	
560	<p>Surveying equipment</p> <p>General: Provide on site and maintain in accurate condition: N/A</p>	
570	<p>Personal protective equipment</p> <p>General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:</p> <ul style="list-style-type: none"> - Safety helmets to BS EN 397, neither damaged nor time expired. - High visibility waistcoats to BS EN 471 Class 2. - Safety boots with steel insole and toecap to BS EN ISO 20345. - Disposable respirators to BS EN 149.FFP1S. - Eye protection to BS EN 166. - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate. 	

A37	OPERATION/ MAINTENANCE OF THE FINISHED WORKS	
	GENERALLY	
110	<p>The building manual</p> <p>Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.</p> <p>Scope:</p> <ul style="list-style-type: none"> - Part 1: General: Content as clause 120. - Part 2: Fabric: Content as clause 130. - Part 3: Services: Content as clause 140. - Part 4: The Health and Safety File: (prepared and supplied by the Principal Designer). Content as clause 150. - Part 5: Building User Guide: [Content as clause 151] <p>Responsibility: The Building Manual is to be produced by The Principal Contractor and must be complete no later than 2 Weeks After Practical Completion</p> <p>Information provided by others: Details: N/A</p> <p>Compilation:</p> <ul style="list-style-type: none"> - Prepare all information for Contractor designed or performance specified work including as-built drawings. - Obtain or prepare all other information to be included in the Manual. <p>Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.</p> <p>Final copies of the Manual:</p> <ul style="list-style-type: none"> - Number of copies: 4 - Format: 2 Hard Copies & 2 Electronic Copies (CD or USB) <p>Latest date for submission: 2 Weeks before Practical Completion stated in the contract.</p> <p>As-built drawings and schedules:</p> <ul style="list-style-type: none"> - Number of copies: 4 - Format: 2 Hard Copies, 2 Electronic Copies (CD) 	
115	<p>The Health and Safety File</p> <p>Responsibility: the contractor</p> <p>Content: Obtain and provide the following information: TBC</p> <p>Format: TBC</p> <p>Delivery to: TBC</p> <p>By: At Practical Completion.</p>	
120	<p>Content of the building manual part 1: General</p> <p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Index: list the constituent parts of the manual, together with their location in the document. The Works:</p> <ul style="list-style-type: none"> - Description of the buildings and facilities. - Ownership and tenancy, where relevant 	

	<ul style="list-style-type: none"> - Health and Safety information - other than that specifically required by the Construction (Design and Management) Regulations. <p>The Contract:</p> <ul style="list-style-type: none"> - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers. - Overall design criteria. - Environmental performance requirements - Relevant authorities, consents and approvals. - Third party certification, such as those made by competent persons in accordance with the Building Regulations - Operational requirements and constraints of a general nature: - Maintenance contracts and contractors. - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc. - Emergency procedures and contact details in case of emergency. - Other specific requirements: TBC - Description and location of other key documents. Timescale for completion: TBC 	
130	<p>Content of the building manual part 2: Building fabric</p> <p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Detailed design criteria, including:</p> <ul style="list-style-type: none"> - Floor and roof loadings. - Durability of individual components and elements. - Loading restrictions. - Insulation values. - Fire ratings. - Other relevant performance requirements. Construction of the building: - A detailed description of methods and materials used. - As-built drawings recording the construction, together with an index. - Information and guidance concerning repair, renovation or demolition/ deconstruction. - Periodic building maintenance guide chart. Inspection reports. - Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components. - Fixtures, fittings and components schedule and index. - Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors. - Test certificates and reports required in the specification or in accordance with legislation, including: <ul style="list-style-type: none"> - Air permeability. - Resistance to passage of sound. - Continuity of insulation. 	

140	<ul style="list-style-type: none"> - Electricity and Gas safety. NICEIC and Gas Safe as Applicable <p>Other specific requirements:</p> <p>Timescale for completion: At Practical Completion</p> <p>Content of the building manual part 3: Building services</p> <p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Detailed design criteria and description of the systems, including:</p> <ul style="list-style-type: none"> - Services capacity, loadings and restrictions - Services instructions. - Services log sheets. - Manufacturers' instruction manuals and leaflets index. - Fixtures, fittings and component schedule index. Detailed description of methods and materials used. <p>As-built drawings for each system recording the construction, together with an index, including:</p> <ul style="list-style-type: none"> - Diagrammatic drawings indicating principal items of plant, equipment and fittings - Record drawings showing overall installation - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings. - Identification of services - a legend for colour coded services. <p>Product details, including for each item of plant and equipment:</p> <ul style="list-style-type: none"> - Name, address and contact details of the manufacturer. - Catalogue number or reference - Manufacturer's technical literature, including detailed operating and maintenance instructions. - Information and guidance concerning dismantling, repair, renovation or decommissioning. <p>Operation: A description of the operation of each system, including:</p> <ul style="list-style-type: none"> - Starting up, operation and shutting down - Control sequences - Procedures for seasonal changeover - Procedures for diagnostics, troubleshooting and fault finding. <p>Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors.</p> <p>Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations - including:</p> <ul style="list-style-type: none"> - Electrical circuit tests. - Corrosion tests. - Type tests. - Work tests. - Start and commissioning tests. <p>Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.</p> <p>Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems</p> <p>Lubrication: Schedules of all lubricated items</p> <p>Consumables: A list of all consumable items and their source.</p>	
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	<p>Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.</p> <p>Emergency procedures for all systems, significant items of plant and equipment. Annual maintenance summary chart.</p> <p>Other specific requirements: N/A</p> <p>Timescale for completion: At Practical Completion</p>	
150	<p>Content of the building manual part 4: the Health and Safety File</p> <p>Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:</p> <ul style="list-style-type: none"> - residual hazards and how they have been dealt with - hazardous materials used - information regarding the removal or dismantling of installed plant and equipment - health and safety information about equipment provided for cleaning or maintaining the structure; - the nature, location and markings of significant services, - information and as-built drawings of the structure, its plant and equipment <p>Information prepared by others: Details:</p> <p>Timescale for completion: Submit to: The Client.</p>	
151	<p>Content of the building manual part 5: the building user guide</p> <p>Content: Obtain and provide the following:</p> <ul style="list-style-type: none"> - Building services information. - Emergency information. - Energy & environmental strategy. - Water use. - Transport facilities. - Materials & waste policy. - Re-fit/ re-arrangement considerations. - Reporting provision. - Training. - Links & references. <p>Other specific requirements: None.</p>	
160	<p>Presentation of building manual</p> <p>Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.</p> <p>Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.</p> <p>As-built drawings: The main sets may form annexes to the Manual.</p>	
220	<p>Training</p> <p>Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.</p> <p>Level of training Building Function and Operation including Life Safety Systems Testing Time allowance: Include a minimum of two days.</p>	
230	<p>Spare parts</p>	

250	<p>General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.</p> <p>Content: Include in the priced schedule for:</p> <ul style="list-style-type: none"> - Manufacturers' current prices, including packaging and delivery to site. - Checking receipts, marking and numbering in accordance with the schedule of spare parts. - Referencing to the plant and equipment list in Part 3 of the Building Manual. - Painting, greasing, etc. and packing to prevent deterioration during storage. Latest date for submission: Two weeks before completion <p>Tools</p> <p>General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.</p> <p>Quantity: Two complete sets. Time of submission: At completion.</p>	
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A40

CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

Transport

The Contractor shall provide all transport required and pay all transport costs in connection with the Contract.

The Contractor shall include for the cost of transporting workpeople to and from the site including fares, hire of vehicles or any other costs

Workpeople

The Contractor shall be deemed to have satisfied himself as to the supply or availability and conditions affecting workpeople as no claims for additional payment in this respect will be allowed.

The Contractor shall employ in the execution of the Works only such workpeople who are skilled in their various trades or callings.

Supervision

The Contractor shall employ and keep on site competent and adequate staff as necessary for the proper administration, co-ordination, supervision and superintendence of the works, organise the procurement of all materials and equipment so that they will be available at the time they are needed for the work and keep an adequate force of skilled workmen on the Project to complete the work in accordance with the agreed programme.

The Contractor shall employ and keep on site a competent Representative acceptable to the Contract Administrator and having a thorough experience of the class of work covered by the Works Contract. Details of the training and experience of the Representative whom the Contractor proposes to keep upon the works shall be submitted to the Contract Administrator for approval.

The Contractor shall have full knowledge of Regulation 5 of the Construction (General Provision) Regulations 1961 in regard to the appointment of an experienced person to supervise safe conduct of work and shall accept and carry out any reasonable request by the Contract Administrator, in order to comply with such regulations or any subsequent amendment thereof.

Key members of the Staff, including the Site Representative, shall not be removed, or transferred without the consent in writing of the Contract Administrator, unless they cease to be employed by the Contractor.

Daily Records

The Contractor shall keep daily records of labour and materials used on the works and shall make these available to the Contract Administrator as and when required.

Generally

Include all costs in connection with the provision of management and staff.

A41
110

CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

Site accommodation

Details: Site accommodation will be made available by the Employer:
See section A36.

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A42

CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

Temporary Lighting and Power

The Contractor shall provide all necessary temporary electric lighting and power for the Works including all necessary floodlighting where work after dark is involved including that required by Named Sub-Contractors and shall pay all fees and charges

Water for the Works

The Contractor shall provide all water required for the Works including that required by Named Sub-Contractors from whatsoever source may be available, pay all fees and charges and provide all temporary storage and plumbing. The onus is on the contractor to investigate and ensure that such water is available

Protection from the Weather

The Contractor shall protect the Works from the weather and shall make good all damage, due to lack of protection at his own expense.

Watching and Lighting

The Contractor shall provide all necessary watching and lighting by day and night, including weekends, for the duration of the Contract.

Drying out the Works

The Contractor shall allow for all necessary appliances, fuel and labour for drying out the works, controlling the humidity and testing the heating apparatus.

Permits to Work

For all hot works, work on services and the like, etc the Contractor shall operate a Permit to Work Policy

Maintenance of Roads

The Contractor shall make good all disturbances to public or private roads or footpaths in consequence of the Works. He shall keep them clean and free from soil etc., at all times. He shall accept all responsibility for wear and tear upon such roads or paths as far as this contract is concerned and shall meet and settle at his own risk and expense all claims by the owners for injury to the same by excessive carting, deliveries, etc.

Plant, Tools etc.

The Contractor shall provide all tools, tackle, plant, hoisting gear, etc., required and he shall maintain such as is required for the proper execution of the Works.

Overtime

The Contractor shall include for all costs and expenses of overtime that may be necessary to complete the Works.

Responsibility for Goods on Site

All goods and fittings delivered to site shall be received into the charge of the Contractor, who shall satisfy himself that they are sound, correct and in good order and shall replace at his own costs, all goods and fittings found to be damaged on completion.

Temporary Roads

The Contractor shall allow for all necessary temporary roads, crossovers to Public Footpaths or the like during the progress of the works and make good all work disturbed.

Temporary Fencing etc.

The Contractor shall provide all necessary temporary fencing, hoardings, screens, site demarcation tape, fans, planked footways, guardrails, gantries and similar items, necessary to carry out the works and to any specific requirements indicated on the drawings.

Air Testing

The Contractor shall include for all costs associated with providing a statutory air test certificate

Removing Rubbish and Cleaning

Remove all rubbish from time to time as it accumulates or at intervals as reasonably directed by the Contract Administrator including that of Named Sub-Contractors and Suppliers and in accordance with the requirements outlined in Section A34

At completion clean all surfaces, gullies, down pipes etc., remove surplus materials of all kinds, remove all blemishes, touch up decorations, and leave the whole of the works and site in a clean and perfect condition to the satisfaction of the Contract Administrator and suitable for immediate habitation.

Site and Adjacent Roads

The Contractor shall ensure that all vehicles leaving the site do not contaminate adjacent roads and where necessary shall employ vehicle wheel cleaning facilities on site to guarantee the integrity of the adjacent roads.

The Contractor shall keep clean all surrounding roads at all times to the satisfaction of the Contract Administrator.

Traffic Management

The Contractor shall be responsible for the management of the traffic to and from the site on all adjacent roads.

The Landfill Tax Regulations 1996

The Contractor shall comply fully with all current Landfill Tax Regulations and the Finance Act Regulations and shall pay and include within his tender for all costs and charges in connection with the same.

Aggregate Tax Regulation 2002

The Contractor shall include for and comply with the Aggregate Tax Regulation 2002 and shall include within his tender for all costs and charges in connection with the same.

Site Waste Management Regulations

The Contractor shall comply fully with the requirements of the Site Waste Management Plan Regulations 2008 and shall include for all costs and charges in connection with the same.

Protection

The Contractor shall protect the works including existing finishings for the duration of the works. Any resultant damage will be made good entirely at the expense of the Contractor.

Existing Drainage and Services

The Contractor is to locate existing drainage and services and undertake any necessary surveys prior to start on site.

A43

CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

Mechanical Plant

Should the Tender provide for the use of mechanical plant and the Contractor finds himself unable to use or be prevent from using such mechanical plant, any extra cost so incurred shall be at the Contractors expense.

Provide all necessary mechanical plant for the proper execution of the works, including but not limited to the following:-

- Craneage
- Hoisting facilities
- Personnel transport
- Transport and skips
- Earthmoving plant
- Concrete plant
- Paving and surfacing plant

All other plant as necessary, insert items and costs below or on continuation sheets:

A44	CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS Provide all necessary works for the proper execution of the Works, including but not limited to the following:- <ul style="list-style-type: none"> - Ramps, roads, tracks, crossings and the like - Walkways - Areas scaffolding - Support scaffolding and propping - Hoardings, fans, fencing, screens etc. - Hardstanding - Traffic regulatory equipment All other temporary works as necessary, insert items and costs below or on continuation sheets	

A50 120	WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER Products provided by/ on behalf of employer General: Details of such products are given in the work sections, for fixing as part of the contract. 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.	
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A53

WORKS BY STATUTORY AUTHORITIES

The Contractor shall be deemed to have allowed for the effect (if any) of all work required to be carried out by local authorities and statutory undertakings including works by public companies responsible for statutory work when executing their statutory duty and have paid all fees / charges in connection thereof.

The Contractor is to provide local authorities and statutory undertakings with all necessary dimensions and other information to enable their work to be correctly executed.

A54

PROVISIONAL WORK

Provisional Sums for provisional work are included within the Preliminaries and shall be expended as directed by the Contract Administrator. All such Provisional Sums shall be deemed to be defined work and the Contractor shall be deemed to have made due allowance for the same in programming, planning and pricing Preliminaries.

A55

DAYWORKS

Provisional Sums for the Prime Cost of labour, materials and plant to be valued on a Daywork basis are included in a separate section of the Preliminaries. The Contractor shall insert the percentage additions he requires on each of the Provisional Sums and add the cost of such percentage additions to the amounts of the Provisional Sums.

In the settlement of accounts the Provisional Sum together with the value of the percentage addition will be omitted.

The operation and management of Dayworks shall be as outlined under Section A32.

Preliminaries Sub Total

4.0 MATERIALS AND PRODUCTS

		£
4.1	GENERALLY	
4.2	SUSTAINABILITY	
4.3	LABOUR	
4.4	WORKMANSHIP	
4.5	PROTECTION	
4.6	COMMISSIONING	
4.7	CERTIFICATES	

4.1	GENERALLY	
4.1.1	<p>All materials and products shall:-</p> <ul style="list-style-type: none"> - comply with the manufacturers specification and guidelines - be durable and suitable for its intended purpose; - be obtained from a reliable and reputable source - direct from the manufacturer, or through their accredited distributors. - be ordered in good time so as to avoid delays (and the need for temporary materials which shall be provided by the Contractor at his own expense where necessary). - conform with the requirements set out in the Schedule of Works together with the product design performance specifications prepared by Client First Services Limited included within Appendix A of this document. 	
4.1.2	The use and application of materials shall minimise waste as far as is practicable.	
4.1.3	The use of potentially toxic and/or environmentally damaging materials (and processes) shall be avoided.	
4.1.4	The handling, storage, use and application of all materials and products shall accord with manufacturer's instructions and recommendations.	
4.1.5	Storage in any event shall be under cover, on raised bearers clear of the ground, supported so as to prevent any distortion, and protected from damage and dampness.	
4.1.6	<p>This specification has sought to minimise the number of specified materials and products. Any proposal for alternatives to those detailed shall require the following as a minimum: -</p> <ul style="list-style-type: none"> - a cost saving, whilst meeting a similar quality to the specified material. - clear evidence that the alternative provides comparable performance. - approval in writing from the Contract Administrator - prior to the submission of tenders. 	
4.2	SUSTAINABILITY	
4.2.1	It is the responsibility of the Contractor to ensure that materials and products, used in connection with the works, including those supplied by sub-contractors, and are obtained from a sustainable source.	
4.2.1	The contractor is responsible for ensuring his design suitably complies with any matters arising from consequential improvements as a result of Building Control application or submission.	
4.3	LABOUR	
4.3.1	<p>All operatives, including sub-contractors, shall be:-</p> <ul style="list-style-type: none"> - fully conversant with current construction standards; both in terms of the technical requirements and the quality of finishes; 	

	<ul style="list-style-type: none"> - be cleared via disclosure Scotland security protocol or any other such approval specified by the client all at the contractors cost; - fully briefed regarding construction details, who is responsible for preparatory work, respective roles and responsibilities, work sequencing, programme timings and elements of work that are on the 'critical path' etc 	
4.3.2	The programme of works and the co-ordination of trades shall be organised so as to avoid conflicts that might have an adverse impact on progress or work quality.	
4.4	WORKMANSHIP	
4.4.1	All construction standards, details and workmanship shall comply with, all relevant British Standard Codes of Practice, Building Regulations, statutory requirements or obligations and regulations.	
4.4.2	The Contractor shall ensure that the quality of workmanship is of a high standard throughout; particularly with regard to dimensional accuracy, lines, planes, levels and the quality of surface finishes and textures.	
4.4.3	The Contractor is to take overall measurements from the site and not from the drawings; except where the work is specified as being built in.	
4.5	PROTECTION	
4.5.1	The Contractor shall ensure that all finished internal and external surfaces (inc. stairs, floor boarding, thresholds, window cills, doors, windows, fixtures and fittings etc) etc are adequately protected during construction from physical and cosmetic damage at all times.	
4.6	COMMISSIONING	
4.6.1	<p>The Contractor shall ensure that:-</p> <ul style="list-style-type: none"> - All appliances and systems are tested; - All mechanical and electrical equipment and plant where affected by the works is left in working order as found prior to the works; - That all equipment is interfaced with the site wide BMS system providing ability to control and interrogate the plant within Site Facilities head end and monitoring within the clean room environment only. - In good time prior to handover. 	
4.7	CERTIFICATES	
4.7.1	The contractor is to include for providing 3 No. copies of all commissioning certification, guarantees, approvals, etc.	

5.0 SCHEDULE OF WORKS

5.1	GENERAL REQUIREMENTS	
5.1.1	THE SITE AND SURROUNDINGS	
5.1.1.1	<p>Where a particular manufacturer is specified herein, this is to be the preferred manufacturer selected for that item. The Contractor may propose an alternative manufacturer, in accordance with the specification, for approval by the Contract Administrator (C.A). Unless approved by the C.A, the specification is to be followed in all instances. The contractor to allow for a Refurbishment & Demolition Survey in respect of ACM's to be removed as part of works.</p> <p>All items, without exception, are to be installed in accordance with the manufacturer's recommendations, unless otherwise advised in writing to the C.A. Material samples are to be provided indicated herein</p> <p>All timber is to be sourced from a Forest Stewardship Council compliant source and evidence of same is to be provided by the Contractor when requested</p>	
5.1.1.2	All works are deemed to include for the provision and maintenance of scaffolding and access equipment throughout the duration of the works and fully in accordance with current health and safety legislation. Cover up and protect all equipment, furniture, fittings and fixtures where remaining in the areas.	
5.1.1.3	Works are deemed to include for disposal of all redundant and surplus waste materials throughout the duration of the works and fully in accordance with current health and safety legislation.	
5.1.1.4	<p>The Contractor shall comply in all regard with the site requirements as included herein.</p> <p>The Contractor is deemed to have visited the buildings and to have examined the proposed access route to the construction site. Due allowance is to be made in the tender for construction plant and delivery vehicles to be suitably sized as appropriate, taking into account the width and location of the main access routes and existing ground and overhead obstructions.</p>	
5.1.1.5	<p>The Contractors compound will be clearly defined by the client prior to the works commencing and no further areas will be made available for the Contractor.</p> <p>Parking for Contractors vehicles within the Centre car park will be defined during the tender period and by the client prior to the works commencing. No additional (public) parking bays are known to available within the vicinity of the site, but if available are likely to subject to the normal daily charges applicable from the Local Authority.</p> <p>All external areas made available for the Contractor shall be reinstated at the Contractors expense. Grassed areas shall be protected and shall be re-seeded upon completion.</p>	

	<p>The Contractor shall undertake a photographic and written survey to identify the condition of the areas identified for the compound and this shall be submitted to the Contract Administrator prior to works commencing.</p> <p>A skip will be permitted within the Contractors compound in a position to be agreed.</p>	
5.1.1.6	<p>A site visit prior to completion of the tender shall be carried out. It will be deemed that all aspects of the site conditions and proposed works as shown within this document have been assessed and included within the tender.</p>	
5.1.1.7	<p>Technical enquiries shall be referred to Nick Pavlou at BAYSIDE BUILDING CONSULTANCY LIMITED (nick@baysidebc.co.uk)</p>	
5.1.1.8	<p>This Schedule of Works is to be read in conjunction with the Preliminaries, Specification and Drawings (where supplied).</p> <p>Contractor is to ensure all documents have been fully reviewed and co-ordinated to ensure works are undertaken to exact drawings and specifications provided.</p>	
5.1.1.9	<p>In the event that discrepancies arise between the specification / schedule of works and the contract drawings, the C.A. is to be notified immediately.</p> <p>However, it is to be deemed that the Contractors tender is to include all works specified herein and / or shown upon the drawings without exception.</p>	
5.1.1.10	<p>The Contractor must, prior to taking possession of any part of the site, take a photographic schedule of condition of the whole of the site. This schedule must be produced upon the request of the Employer to clarify the condition of the property prior to the date of possession.</p>	
5.1.1.11	<p>Failure by the Contractor to produce the photographic schedule of condition will mean that the Contractor must make good any disputed areas to the complete satisfaction of the C.A.</p>	
5.1.1.12	<p>The successful Contractor will be expected to submit a fully detailed contract programme to the Contract Administrator within 7 working days of order. This shall show all critical programme dates and activities and named sub-contractor programmes incorporated into main programme.</p>	
5.1.1.13	<p>Security of the building and site areas both during the works and when unoccupied shall be the responsibility of the Contractor and any loss shall be the Contractors responsibility.</p>	
5.1.1.14	<p>The client will remove all loose items of equipment, furniture etc. from each room affected by the works prior to commencement of the works however there may be instances where the Contractor will be required to assist.</p>	
5.1.2	<p>SCAFFOLDING AND ACCESS EQUIPMENT</p>	
5.1.2.1	<p>The Contractor is responsible for and shall design all access arrangements e.g. scaffolding, as stated in the preliminaries section of this document. This is to include all arrangements necessary for the completion of the works.</p>	

	Existing building access points must remain operational during the works.	
5.1.2.2	The Contractor must carry out his own assessment for the provision of safe access to carry out the works specified required by the Employer and confirm his intentions at tender stage and in the construction phase Health and Safety plan. The Contractor must note that at no stage can any emergency escape routes be blocked or obstructed.	
5.1.2.3	The Contractor must visit the site and consider these issues whilst pricing this specification. In the event that the Contractor is of the opinion that additional or alternative measures are required he must clearly identify these measures in his tender submission. No applications for additional monies will be considered as a result of a failure to appreciate the access implications once the contract has been let.	
5.1.2.4	Scaffolding and towers where utilised shall be fully boarded and netted (not monoflex sheeting) at all times. The design of all scaffolding is to be checked and certified by an independent qualified engineer and a copy of this certification provided to the Contract Administrator. All scaffolding installed must be passed as safe, prior to use, by a qualified safety officer and a certificate to this effect issued, a copy of this to be kept on site for inspection.	
5.1.2.5	The scaffolding is to be erected and struck during normal working hours. Refer to the guidelines and restrictions of the local authority departments.	
5.1.2.6	Any scaffolding is to be designed to bridge over all entrances with fan protection. Access to doorways or over driveways is not to be obstructed by scaffold standards. All fire escape routes are to be maintained and not to be obstructed by scaffolding.	
5.1.2.7	The Contractor is to be wholly responsible for obtaining, maintaining and complying with all necessary licences, approvals and consents. This includes the provision, fitting and maintenance of lighting on the scaffolding for the protection of persons and property and maintaining the scaffold register on site whether or not the scaffold is in use.	
5.1.2.8	The ends of all scaffold poles at ground floor level are to have plastic end caps fitted and the bases of the scaffold standards shall be painted white unless otherwise directed by the client.	
5.1.2.9	No projecting scaffold poles, clips, ties etc., that could be a potential hazard to pedestrians will be permitted beneath first floor level to all elevations.	
5.1.2.10	All ladders are to be taken down at the end of each working day and secured to prevent unauthorised access to the scaffolding.	
5.1.2.11	The Contractor shall provide the Contract Administrator with no less than seven days' notice before any scaffolding is struck to give the Contract Administrator or his representative the opportunity to inspect the works.	
5.1.2.12	Should this not be provided, the Contractor will provide access of the C.A's selection to inspect the concealed / high level areas. On removal	

	of the scaffolding and protection, the Contractor will be liable for making good all disturbed surfaces.	
5.1.2.13	The Contractor shall provide temporary safety handrails, where necessary, before roof works commence to provide unencumbered access for operatives to undertake the works. The safety railings should be in accordance with both Construction Regulations and the Health and Safety at Work Act 1974.	
5.1.2.14	Ensure that operation of any hoist complies with Safety and Welfare at Work Act and that only fully trained trade operatives are permitted to use the hoist. Appropriate training certificates for each individual must be held on site in the Construction Phase Health & Safety Plan.	
5.1.2.15	The Contractor must include in his price for all physical and electronic scaffolding and site intruder protection items.	
5.1.2.16	An electronic scaffolding alarm will be required as specified within the Preliminaries section of this document. Prior to installation, any security alarm systems are to be approved by the Contract Administrator. Provide full details 7 working days prior to installation.	
5.1.2.17	Site and building security will be the responsibility of the Contractor for the duration of the Contract. The Client will not be held responsible for any loss or expense for the duration of the contract until practical completion has been achieved.	
5.1.3	HOURS OF WORK / NOISY WORKS	
5.1.3.1	Unless otherwise specified, all work is to be undertaken and completed during normal working hours which are 8am-6pm Monday to Friday and 8am-12.30pm Saturdays. No work shall be completed outside of these hours without the permission of the Contract Administrator/Client Representative unless stated below: Where specified, "out of hours" working, this is to be the period between up until 7am and after 6pm. The Centre is open 7am-10pm weekdays, 9am-7pm Saturdays and 7am-9pm on Sundays. In all phases, the Contractor will be expected to liaise and give advance warning to the building's users regarding unavoidable noisy works. The use of radios is strictly prohibited on the site. Smoking is strictly prohibited on site.	
5.1.4	ACCESS TO THE WORKING AREA	
5.1.4.1	Contractor's access to the specific areas of the site will be restricted to the areas as required to undertake the works.	
5.1.4.2	Adjacent areas of the site may be occupied by tenants and visitors during the works.	
5.1.4.3	The compound shall be agreed at the pre-contract meeting prior to commencement of the works. All surfaces disturbed during placement of the compound shall be made good at the Contractor's expense.	
5.1.4.4	The contractor is to allow for temporary Heras steel hoarding panels around the full extent of the temporary compound.	

5.1.4.5	The Contractor is to ensure that clear and adequate space is left and available for all other car parking spaces along with general access to the buildings. Ensure that access to the existing fire escape staircase is not obstructed in any way.
5.1.4.6	Parking for Contractors vehicles shall be in the compound/front of the site public car parks at the Contractors own expense.
5.1.4.7	Access routes are to be kept clear at all times and are not to be obstructed by vehicles or plant at any time. No other areas will be available for the storage of plant, materials, or vehicles other than those agreed at the pre-start meeting unless otherwise agreed by the Client / C.A.
5.1.4.8	Where heavy plant and deliveries from large vehicles are expected, a banksman / marshalling supervisor shall be present for its duration to the site itself.
5.1.4.9	Keep all internal access routes clean and free from dirt, mud and debris etc for the duration of the contract until completion. As part of the works the Contractor will be expected to monitor existing routes daily, sweep and clean each day to the satisfaction of the Contract Administrator
5.1.4.10	Ongoing monitoring of the existing access routes will be undertaken by the Contract Administrator. Where access is proposed through existing occupied areas of the building, the Contractor is, upon completion of deliveries and at the end of each day, to fully clean all areas with a vacuum cleaner.
5.1.4.11	Damage, where of the Contractors making, to hard or soft landscaped surfaces, building fittings or fixtures is to be made good immediately at the Contractor's own expense.
5.2	EXTERIOR WORKS
5.2.1	RAINWATER GOODS
5.2.1.1	Allow to replace all UPVC and cast-iron gutters including all brackets and fixings in UPVC (white).
5.2.1.2	Allow to replace all UPVC and cast-iron downpipes including all brackets and fixings in UPVC (white).
5.2.2	SOFFITS, FASCIAS, AND BARGE BOARDS NB3.
5.2.2.1	Allow to replace all timber soffits including all fixings in UPVC (white).
5.2.2.2	Allow to replace all timber fascias including all fixings in UPVC (white).
5.2.2.3	Allow to renew all timber bargeboards including all fixings in UPVC (white).
5.2.2.4	Allow to remove asbestos cement panels to gable ends, together with any contaminated backing/framework, replace backing/framework and install mineral wool insulation layer together with factory-finished panelling (Trespa, or similar, white) to gable end

	<p>NB3 -Contractor to also provide prices, within the Variation Tender Costings List, to install UPVC soffits, fascias and bargeboards (wood effect finish).</p>
5.2.3	<p>WINDOWS NB4</p>
5.2.3.1	<p>Allow to replace existing windows, to specific areas listed below as referenced on the Floor Plans contained in Appendix B and the Window & Door Schedule contained in Appendix C. New windows to be UPVC framed triple glazed (white), complete with all new ironmongery, exterior window cills, trickle vents and opening panes as shown in Appendix C.</p>
5.2.3.2	<p>Finance Officer Office facing front elevation (W) 1.79m x (H) 2.0m</p>
5.2.3.3	<p>Finance Officer Office facing side elevation (W) 1.795m x (H) 2.0m</p>
5.2.3.4	<p>Parish Admin Office 1 (W) 1.78m x (H) 2.0m</p>
5.2.3.5	<p>Parish Admin Office 2 (Youth worker office) (W) 1.775m x (H) 2.0m</p>
5.2.3.6	<p>Treatment, now Meeting Room, rear elevation (W) 1.79m x (H) 2.0m</p>
5.2.3.7	<p>Meeting Room side elevation (W) 2.685m x (H) 2.0m</p>
5.2.3.8	<p>Rear Staircase (W) 0.89m x (H) 2.0m</p>
5.2.3.9	<p>Admin Office Corridor facing front elevation (W) 1.795m x (H) 2.0m</p>
5.2.3.10	<p>Reception facing front elevation (W) 1.77m x (H) 2.04m</p>
5.2.3.11	<p>Assistant Clerk Office facing front elevation (W) 1.755m x (H) 2.05m</p>
5.2.3.12	<p>Staff/Managers Office to rear of reception (W) 2.65m x (H) 2.04m NB5</p>
5.2.3.13	<p>Small Hall/Fitness Studio (2Nr): (W) 2.655m x (H) 2.035m and (W) 2.660m x (H) 2.035m</p>
5.2.3.14	<p>Interior window in Assistant Clerk Office, off reception (W) 0.898m x (H) 0.86m</p>
5.2.3.15	<p>Allow to replace existing windows, to specific areas listed below and referenced on the Floor Plans contained in Appendix B and the Window & Door Schedule contained in Appendix C. New windows to be UPVC framed solid fixed lights/panels (i.e. no glazing or openers) complete with exterior window cills and trickle vents (white).</p>
5.2.3.16	<p>Gym (2Nr) (W) 2.655m x (H) 2.035m and (W) 2.655m x (H) 2.04m NB6.</p>
5.2.3.17	<p>Gym (4Nr): (W) 2.655m x (H) 2.035m, side elevation. (W) 2.65m x (H) 2.04m, side elevation. (W) 2.655m x (H) 2.045m, rear elevation. (W) 2.655m x (H) 2.04m, rear elevation.</p>
5.2.3.18	<p>Allow to make good any damage perimeter of each window renewed, in materials to match existing and install weatherproof mastic to perimeter (colour: TBC).</p> <p>NB4. - Contractor to also provide prices, within the Variation Tender Costings List, to install UPVC framed triple glazed windows (wood effect finish).</p> <p>NB5 – Lower three panes to be privacy glass.</p> <p>NB6 - Both to be replaced with fixed UPVC board, no glazing.</p>

5.2.4	DOORS NB7	
5.2.4.1	Allow to replace existing doors to specific areas listed below as referenced on the Floor Plans contained in Appendix B and the Window & Door Schedule contained in Appendix C . New doors and frames to be UPVC, complete with all new ironmongery (including key locks).	
5.2.4.2	Boiler/Plant Room door set, including 2Nr full height powder coated louvres (W) 1.8m x (H) 2.0m	
5.2.4.3	Rear Male WC (W) 0.9m x (H) 2.0m	
5.2.4.4	Rear Female WC (W) 0.9m x (H) 2.0m	
5.2.4.5	Football Changing Room 1 (W) 0.9m x (H) 2.0m	
5.2.4.6	Football Changing Room 2 (W) 0.9m x (H) 2.0m	
5.2.4.7	Football Changing Room 3 (W) 0.9m x (H) 2.0m	
5.2.4.8	Football Changing Room 4 (W) 0.9m x (H) 2.0m	
5.2.4.9	Football Changing Room 5 (W) 0.9m x (H) 2.0m	
5.2.4.10	Store Room facing Club Lounge (W) 0.9m x 2.0m	
5.2.4.11	Gym, including overhead infill panel (W) 1.8m x (H) 2.8m	
5.2.4.12	Allow to replace existing concertina door set to Sports Hall. New doors and frames to be to be steel (to match the double door sets installed on the side elevation of the Sports Hall, complete with all new ironmongery (W) 3.6m x (H) 2.6m	
	NB7 - Contractor to also provide prices, within the Variation Tender Costings List, to install UPVC doors (wood effect finish).	
5.3	INTERIOR WORKS	
5.3.1	Allow to remove, and set aside for reinstallation, all interior window blinds, and curtains.	
5.3.2	Allow to remove and dispose of interior secondary glazing to the following areas listed below as referenced on the Floor Plans contained in Appendix B and the Window & Door Schedule contained in Appendix C and make good all reveals from any damage in materials and finishes to match existing – i.e. plaster, weatherproof mastic and touch-in any damaged paintwork to match existing in type and colour. <ul style="list-style-type: none"> 01 Reception, facing front elevation (W) 1.77m x (H) 2.04m 02 Assistant Clerk Office, facing front elevation (W 1.755m H 2.05m) 03 Staff/Managers Office to rear of reception (W) 2.65m (H) 2.04m 	
5.4	BUILDING SERVICES WORKS	
5.4.1	Allow for all works in accordance with Design Performance Specification, prepared by Client First Services Limited (ref: BBC/190723/DPS) Rev.C, 30 th January 2024, contained in Appendix A :	

5.4.1.1	MECHANICAL ENGINEERING SERVICES Work item numbers 1-13 inclusive Provisional Sums, work item number 14
5.4.1.2	ELECTRICAL ENGINEERING SERVICES Work item numbers 1-8 inclusive Provisional Sums, work item number 9
5.4.1.3	BUILDERS WORK REQUIRED IN CONNECTION WITH M&E SERVICES Work item numbers 1-7 inclusive Provisional Sums, work item number 8
5.4.1.4	M&E WORK REQUIRED IN CONNECTION WITH BUILDING WORK Allow to take down, set aside and reinstall any M&E or protective installations or equipment internally and externally (necessary to complete the work contained in this specification), such as the security / intruder alarms, CCTV system, etc.
5.5	EXTERNAL AREAS WORKS
5.5.1	JOINERY
5.5.1.1	Fully prepare and redecorate the rear timber fire escape staircase running between the ground and lower ground floors.
5.5.1.2	Fully prepare and redecorate the balustrades, panelling and posts forming the high-level walkways to the perimeter of the building.
5.5.2	METAL WORK
5.5.2.1	Fully prepare and redecorate the steel security gate installed in front of the lower ground floor boiler/plant room entrance.
5.6	HANDOVER & PRACTICAL COMPLETION
5.6.1	HANDOVER / O&M MANUALS
5.6.1.1	Fully developed handover / Operating and Maintenance (O&M) manual information shall be submitted to the Contract Administrator on completion of works. Details of handover / O&M Manual requirements are contained within the Appendix D of this specification.
5.6.1.2	All O&M information shall be coordinated by the Main Contractor and submitted in the form required (i.e. individual sub-contractors files will not be permitted) as described elsewhere.
5.6.1.3	Failure to undertake the above handover requirements will result in the delay of Practical Completion to the construction contract.
5.7	CONSTRUCTION RISK
5.7.1	GENERAL CONTINGENCY
5.7.1.1	The Contractor is to allow the Provisional Sum of £15,000 for contingencies, to be expended in whole or part, only strictly under instruction from the Contract Administrator

6.0 TENDER SUMMARY

6.1 COLLECTION

PRELIMINARIES

MATERIALS AND PRODUCTS

SCHEDULE OF WORKS

GENERAL REQUIREMENTS

EXTERIOR WORKS

INTERIOR WORKS

BUILDING SERVICES WORKS

EXTERNAL AREAS WORKS

HANDOVER & PRACTICAL COMPLETION

CONSTRUCTION RISK

CARRIED FORWARD TO FORM OF TENDER

6.2 VARIATION TENDER COSTINGS LIST

SOFFITS, FASCIAS, AND BARGE BOARDS

Ref. **NB.3** Contractor to provide optional price to install UPVC soffits, fascias and bargeboards (wood effect finish),
Items 5.2.2.1 to 5.2.2.3 inclusive.

WINDOWS

Ref. **NB4.** - Contractor to provide optional prices, within the Variation Tender Costings List, to install UPVC framed triple glazed windows (wood effect finish).
Items 5.2.3.1 to 5.2.3.18 inclusive.

DOORS

Ref. **NB7** - Contractor to provide optional prices, within the Variation Tender Costings List, to install UPVC doors (wood effect finish).
Items 5.2.4.1 to 5.2.4.12 inclusive.

MECHANICAL ENGINEERING SERVICES

Replacement of 2 existing boilers, deemed necessary (Budget only). Note: Contractor MUST include a figure for this item.
*Item 3 of Tender Summary for Mechanical Services in **Appendix A.***

SUBMIT SEPARATELY TO FORM OF TENDER

7.0 FORM OF TENDER

Property: Gang Warily Recreation Centre, Newlands Road, Fawley, Hampshire, SO45 1GA
Works: Exterior Refurbishment & Heating & Hot Water Upgrades

We have read the Specifications/Schedule of Works supplied, and having visited the site and being familiar with the contract conditions, do hereby offer to execute and complete the whole of the works specified for the sum of:

IN WRITING

.....
.....

AND IN NUMBERS (£.....)

We confirm that our Dayworks Rate are as follows:

Labourer
Materials and Goods
Plant
Overheads and Profits Percentage (%)

In the event of acceptance of this tender:

We offer to execute the complete works within.....weeks from a start date on site.

Our lead-in period is weeks from receipt of an order or instruction.

We agree that, should obvious pricing or arithmetic errors be discovered in the priced Specification before acceptance of this offer, such errors will be dealt with in accordance with the current JCT Tendering Practice Note.

We agree that this offer shall remain open for consideration for a period of 16 weeks.

FOR AND ON BEHALF OF.....

ADDRESS.....

DATE:AUTHORISED SIGNATURE:.....

Your tender should be emailed to Nick Pavlou at BAYSIDE BUILDING CONSULTANCY LIMITED (nick@baysidebc.co.uk) by **26th February 2024 (5pm)**.

APPENDICES

APPENDIX A – DESIGN PERFORMANCE SPECIFICATION FOR HEATING & HOT WATER UPGRADES

**M&E ENGINEERING SERVICES
DESIGN PERFORMANCE SPECIFICATION
RELATING TO A PARTIAL REPLACEMENT AND UPGRADE OF THE
HEATING AND HOT WATER SYSTEM**

Prepared for:

**MR NICK PAVLOU
BAYSIDE BUILDING CONSULTANCY**

At:

**GANG WARILY RECREATION CENTRE
NEWLANDS ROAD
FAWLEY
HAMPSHIRE
SO45 1GA**

Document Reference: BBC/190723/DPS
Initial Issue date: 8th December 2023

Revision Status:	Reason:	Checked by:	Date:
A	Initial Issue	PHM	8/12/23
B	Incorporating client comments	PHM	10/1/24
C	Incorporating client comments	PHM	30/1/24

1.0 MECHANICAL & ELECTRICAL SERVICES SPECIFICATION

1.1 Introduction

The project involves the alteration of the existing heating and hot water systems.

This design performance specification is based on improving the energy usage efficiency at the Gang Warily Recreation Centre.

Through a series of surveys and feasibility studies, it has been identified that the usage characteristics of the centre have changed quite significantly, since it was first commissioned.

As such, the owners wish to rationalise the heating and hot water systems, make use of more modern and efficient equipment and focus heating and hot water provision to specific areas of the centre, in terms of type of use and occupation.

The term Contract Administrator (CA) is used throughout this specification and his duties will be carried out by *Bayside Building Consultancy Ltd. Client First Services Ltd* will continue to act as MEP Services consultant.

1.2 Scope of Works

This specification details the services work in connection with the proposed partial upgrade and replacement of the existing heating and hot water systems.

The scope of the works is as follows: -

1. Subject to validation, testing and inspection by the contractor, keep and maintain the existing gas boilers, heat exchangers and HWS storage vessels within the ground floor externally accessed plantroom. Such validation, testing and inspection, should be allowed for within the contractors tender sum.
2. Allow for replacing the two existing boilers, should they prove to be non-salvageable/beyond repair, following validation, inspection, testing and attempted repairs, either by previously appointed specialist contractors, or as identified in item 1 above.
3. Undertake a detailed service of all heating and hot water equipment within the plantroom (Noting item 2 above).
4. Divorce the sports hall radiant panels from the boiler system.
5. Introduce infrared heaters to the sports hall. Locate and configure the controls and operation for these heaters to work as “zonal” heating, with selection facilities being provided for user comfort. Note: At least 2 zones will be required, as the activity type and group sizing is constantly variable. The contractor should propose the most efficient form of heating equipment, layout and control, in order to give the occupier the greatest level of flexibility for its use.
6. Divorce the office / admin areas LTHW radiators from the existing boiler system.
7. Subject to existing system capacities, extend the ASHP system serving the Gym / Dance areas, to serve the office / admin areas. I.e. to provide a new means of heating to those areas. If insufficient capacity in the existing system, provide a new system, to work alongside the existing system.
8. Divorce the existing domestic hot water service provision, to low frequency use areas, from the plantroom located HWS calorifiers.
9. Provide new point of use HWS heaters, to low frequency use areas (WC's, Kitchens/Tea points).
10. Subject to existing system capacities, retain the plantroom sourced HWS to all other WC, changing room and shower areas. If insufficient capacity in the existing system, provide a new system, to work alongside the existing system.

11. Provide new electric heating, to the Football club changing rooms.

As a minimum, the contractor shall price within his tender for the following: -

- Adhere to all site safety measures
- Isolate services electrically
- Disconnect pipework services
- Remove redundant equipment and safely discard
- Deliver new equipment and safely offload
- Transport all equipment safely around the site
- Install new equipment and commission into existing systems
- Label electrical isolators
- Reconnect power and controls to new equipment
- Undertake all buildersworks in connection (BWIC) with mechanical and electrical works as specified.
- Complete certification of all work and provide manufacturer's warranty on new equipment

Tenderers shall include for all works necessary to form complete and working systems, whether fully specified or not.

The Contractor shall make himself fully aware of the programme of the works, where applicable, and any other information required to formulate his Tender price in line with the Client's requirements.

2.0 PRELIMINARIES

2.1 Contract

The contractual arrangements you will be required to enter into for this project will be JCT minor works (MWD) 2016. Note: Contractor design portion shall be for the heating and hot water elements.

2.2 General

Where used in the documentation the following definitions shall apply and shall be interpreted as such:

- Works: All services shown on the drawings and described in the specification shall be deemed to be included in the contract.
- Drawings: The tender drawings, where applicable.
- Elsewhere: Detailed or specified elsewhere in other clauses, sections, shown on the drawings or contained in the specification or conditions of contract.
- Services: Services means the inclusion of one or more system.
- System: All equipment, accessories, controls, supports and ancillary items, including supply, installation, connection, testing, commissioning and setting to work necessary for that section of the Works to function.
- Design process: All the activities necessary to convert design input into design output
- Review: Give notice and submit details to the CA for his comment and review, which shall be granted in writing only. In the event of the CA not accepting that submitted, resubmit alternative details for review or modify that submitted in accordance with the CA comments. Review of any submittal by the CA shall not mean that the CA is responsible for the correctness of the submittal or its suitability for purpose and does not relieve any contract responsibilities.
- Competent person: A person, by reason of theoretical and practical training or actual experience or both, is competent to perform the task or function or assume the responsibility in question and is authorised to perform such a task or function.
- Duct: An enclosed space specifically intended for the distribution of services, with direct access for personnel.
- Trench: A covered horizontal service space in the floor or ground with access from above.
- Cavity: A space enclosed within the elements of a building within which services are installed, e.g. the space between ceiling and floor above. See Building Regulations.
- Service Areas: Includes areas within a building with limited finishes such as loading bays, car parks etc.
- Concealed Services: Includes installations within ducts, trenches or cavities.
- Exposed Services: Includes installations outdoors or unprotected within service or occupied areas.
- Terminal Units: Terminal units such as radiators, convectors, fan coil units, induction units, variable or constant volume air boxes and other like equipment.
- Ancillaries: All specified fittings, accessories, inserts, test points, bracketing, terminal equipment connected to and installed in the engineering services system.
- 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 of 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.
- 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.

2.3 Provision of Everything Necessary

The Specification and Contract Drawings, where issued, are to be read together and, in the event of any discrepancy, the matter shall be referred to the Contract Administrator, prior to the submission of Tender, whose decision as to which is correct shall be final.

In the event of anything necessary for the proper working of the system or fulfilment to the guarantee not being specifically mentioned in the documents, this shall be provided under the Contract.

The Contractor shall include in his Tender all labour, materials and plant necessary for the proper execution and protection of the works.

2.4 Standard Codes and Regulations

The complete Mechanical & Electrical Engineering Services Installations shall be carried out in accordance with the Contract Drawings, where issued, this Specification and the following standard specifications, codes of practice and regulations and with current best practice:

- CIBSE Guides and Codes of Practice
- Water Supply (Water Fittings) Regulations
- Gas Safety (Installation and Use) Regulations
- IGEN Guides and Codes of Practice
- British Standard Codes of Practice for Building Services Systems
- Building Regulations / Building Control Officer's requirements
- Local Fire Officer's requirements
- Health and Safety Executive Regulations (ie ACOP L8)
- CDM Regulations

Where the clauses of this specification exceed the requirements of the standard specification the requirements of this specification shall take precedence.

The Contractor shall be responsible for all aspects of the supply, installation, testing and commissioning to the satisfaction of the Contract Administrator, the complete Mechanical & Electrical Services installation as described herein, and as indicated on the general arrangement and schematic layout drawings and equipment schedules within this document.

The electrical engineering services shall be carried out by a National Inspection Council for Electrical Installation Contracting (NICEIC) registered contractor who, preferably, shall also be a member of the Electrical Contractors Association (ECA).

All works carried out and materials used shall be in accordance with this specification and shall comply with the Electricity at Work Act 1989, BS 7671 (IET Wiring Regulations, 17th Edition) and the Health and Safety at Work Act.

The mechanical engineering services shall be carried out by a Gas Safe registered installer for all works on gas services.

The Contractor shall include for all of the equipment and materials necessary plus the skilled labour and specialist tools required for the execution of the Works as detailed herein. All items of equipment shall be installed strictly in accordance with the manufacturer's recommendations and installation instructions.

The exact routing of pipework, etc. together with the positioning of equipment and accessories shall be co-ordinated on site with the Contract Administrator prior to the Works commencing.

Specified equipment shall be included in the tender but the Contractor may submit separate costs for alternative equipment with the tender.

Alternative equipment will only be considered if it is of equal or higher quality to specified equipment and shall only be installed with the prior approval of the Contract Administrator.

The tenderer must visit site as part of the estimating process and raise any queries regarding the proposed works prior to tendering.

All installations must be carried out in accordance with the manufacturer's instructions.

Any deviations or exclusions from this specification must be highlighted by the Contractor in their tender submission. The tenderer must clearly state any omissions, or take these into account within the tender submission, such that a full and functional installation is achieved on completion of the works.

2.5 Reference to Standards

Reference to British, European, and other National or International standards shall be deemed to mean the latest edition of the standard.

2.6 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 Contract Works.

Inspect any existing installations relevant to the works and study any relevant existing records.

No claims will be allowed after submission of a tender for lack of information or other reasons which could have been resolved by such a visit to the site.

Arrangements for visiting the site must be made with prior agreement through the office issuing the tender documentation.

The Contractor shall note that no allowance for additional costs arising from the need to re-locate or re-route services to ensure compliance with this requirement will be accepted.

2.7 Contacts

Client First Services Limited
Office FF10
Brooklands House
58 Marlborough Road
Lancing
West Sussex
BN15 8AF

Engineer: Peter Masters
Telephone: 07971 649199

2.8 Schedule of Drawings

SECTION NOT USED

2.9 Programme and Phasing

The mechanical and electrical contractor, where applicable, shall give due consideration in respect of the provision of any mechanical or electrical services for other trades during the works and provide temporary supplies as necessary.

The contractor shall provide a detailed programme clearly illustrating how the overall programme will be achieved within the contract period.

The Contractor shall provide a programme for first and second fix and list of any deviations to materials specified for the Contract Administrator's inspection and approval, prior to commencing work. Work must not begin until the mechanical and electrical contractors have met the Contract Administrator on site to review the specification and drawings.

2.10 Inclement Weather

The Contractor's attention is drawn to the fact that in order to comply with the programme it may be necessary to work in buildings, ducts, trenches etc, which may not at the time, be covered in and weatherproof.

The Contractor shall allow in his Tender such a sum as he considers necessary to compensate for time which may be lost due to inclement weather conditions having regard to the normal seasonal conditions at the site.

2.11 Contractors Insurance & Insurance Claims

The required level of cover for any one occurrence or series of occurrences arising out of one event shall be not less than £2,000,000 (TBC).

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

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 and the Insurers.

Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

2.12 Use of the Site

Do not use the site for any purpose other than carrying out the works.

2.13 Tendering, Subletting and Supply

No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

No liability is accepted for any cost incurred in the preparation of any tender.

After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.

Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.

Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.

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.

2.14 Health and Safety Information

The contractor shall include within his tender

- 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.

2.15 Outline Construction Health & Safety Plan

The contractor shall 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.
- 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.

2.16 Site Waste Management Plan

Person responsible for developing the Plan: The Contractor.

Content: The contractor shall include details of:

- Principal Contractor for the purposes of the plan
- Location of the site.
- Description of the project.
- Estimated project cost.
- Types and quantities of waste that will be generated.
- Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
- The use of appropriate and licensed waste management contractors.
- Record keeping procedures.
- Waste auditing protocols.

2.17 Freedom of Information

Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.

Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.

Confidentiality: Maintain at all times.

2.18 Workmanship & Materials

All materials, articles and workmanship shall be of the best quality and execution as detailed in the specification and drawings, where issued. All equipment and materials to be installed shall be new unless otherwise indicated. All equipment shall be installed in accordance with the manufacturer's written instructions and recommendations.

All materials considered by the CA to be unsound or not in accordance with the specification shall immediately be removed and properly replaced to the satisfaction of the CA at no additional cost. All work carried out imperfectly or with faulty materials must be immediately removed and properly replaced to the satisfaction of the CA at no additional cost.

The manufactured articles specified shall serve as a quality standard. Where manufactured items are not specified by name submit with the tender all necessary details of proposed articles. The CA shall approve these articles before their use is permitted.

2.19 Co-ordination in General

The Contractor shall be responsible for setting out and shall carefully programme the installation of the services in conjunction with the existing building layout and with all other specialist contractors and associated engineering services installed within the building.

The contractor shall also be responsible for the coordination of the associated builders works contractor.

The Contractor shall ensure that full accessibility of equipment and accessories are available on completion of the Works. The Contractor shall be responsible for the provision and coordination of all access panels required for the correct servicing of all plant installed.

Prior to any orders being placed the CA shall review all drawings and manufacturer's details.

Submittals shall be in a clear, definable and easily read format with the specified technical details, notes, performance data and calculations where applicable all in the English language.

Where drawings are to be examined the manufacturer's details shown on the drawings must have been previously approved.

Include all costs for attending meetings associated with the submittal review procedure. Issue progressively drawings, calculations and submittals as agreed in advance with the CA for review. All correspondence related to the examination and review procedure shall be directed through the office of the CA. The timescale for review or comment or otherwise on all submittals shall be 5 working days.

The contractors responsibilities include (but are not limited to) the following: -

- Undertake the responsibility for resolving final spatial co-ordination.
- Undertake specific detailed design tasks as indicated elsewhere in the specification.
- Prepare construction programmes for the Works as stated elsewhere and for design activities.

- Co-ordination of the engineering services, with each other and with the building structure and fabric.
- Provide the following drawings as defined elsewhere
- Detailed design
- Co-ordinated working
- Installation
- Record as fitted
- Carry out final detailed location and dimensioning of second fix equipment based on architectural information
- Control devices
- Electrical switches, outlets, lighting etc.
- Prepare such reports, calculations and details as required for submission to any appropriate authority including the co-ordination of such information by suppliers, specialists, etc. needed to be included in any submission.
- Notify the necessary statutory Authorities (Building Control, Fire Officer, Environmental Health etc.) in respect of all tests and demonstrations required
- Arrange all necessary attendance, documentation to ensure full approval.
- Seek full statutory approval of the Works and arrange all necessary attendance, documentation to ensure full approval.
- Demonstrate that all plant and equipment incorporated into the works can be safely and easily maintained in compliance with current legislation.
- Provide compliance statements for all selected plant and equipment demonstrating full compliance with the specification prior to order and commencement of the Works. Highlight for review all non-compliances.
- Fully re-evaluate and take full responsibility for all parts of the design and building elements that may be affected by acceptance of alternative plant selections
- Modify the final detailed spatial co-ordination for approved alternative equipment or materials.
- Supply, deliver to site, unload, store, protect and co-ordinate movement of all plant, equipment and materials required for the Works including lifting and hoisting.
- Fix and install, correctly all plant, equipment and materials and ensuring that all associated works are correctly executed.
- Inspect all plant, equipment and materials as delivered or where specified at the manufacturer's works. Inspection and/or tests to be carried out at the manufacturers' works jointly with the CA for equipment as stated elsewhere. Include for the travel and other expenses of the CA for the inspection and/or tests to be carried out at the works.
- Prepare detailed electrical wiring diagrams of all equipment supplied showing all interconnections between equipment to enable all necessary wiring to be undertaken.
- Check software engineering and programming is completed so that systems function in the prescribed manner.
- Provide stores.
- Removal of rubbish and redundant materials.
- Clearance on completion.

2.20 Working Arrangements

As a general principle the Contractor must obtain the agreement of the Contract Administrator before commencing work in any area of the building / site.

The Specification and Contract Drawings are to be read together and, in the event of any discrepancy, the matter shall be referred to the Contract Administrator prior to the submission of Tender and whose decision as to which is correct, shall be final.

In the event of anything necessary for the proper working of the system or fulfilment to the guarantee not being specifically mentioned in the documents, this shall be provided under the Contract.

The Contractor shall include in his Tender all labour, materials and plant necessary for the proper execution and protection of the works.

The Contractor shall accept responsibility for coordination, supervision and administration of the Works, including subcontracts.

The Contractor shall arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

2.21 Vehicle Safety Requirements

Vehicle equipment: Ensure that all vehicles have the following:

- Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
- Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
- Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
- Side under run guards.

Driver training:

- Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
- Drivers must have a valid driving licence and be legally able to drive the vehicle.

Scheme membership: Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)

2.22 Contractor's Drawings

Where requested, the Contractor shall prepare and submit for comment by the Contract Administrator, working drawings (refer to Section 6.6 for details) for all systems to be installed under this Contract. The working drawings are to be fully detailed as to the positions and physical dimensions of all components in the systems.

The drawings shall be submitted in the form of PDF or DWG files sent electronically via Email/CD/USB Memory stick, drawn on A series sheets specified in BS 3429, titled, numbered and dated in approved manner and generally complete. General arrangement drawings of plant are to be accompanied by details of the space requirements for installation, maintenance and replacement, service connections required, environmental requirements, weights and foundation and fixing details.

Where considered necessary, the Contractor shall supply builders work drawings giving positions, sizes and details of all chases, holes, concrete plinths and bases, fixings, etc., that are required for the execution of the Contract Works.

The Contractor shall be responsible for the site coordination of the mechanical and electrical services. Working drawings are to be provided for all aspects of the installation prior to commencement of the works.

In addition to the above, the Contractor shall mark, set out and be responsible for the correct positions of all chases, plinths, holes, etc., required for the installation of his plant and equipment.

2.23 Contractors design

The Contract is subject to the Construction Design & Management Regulations, and the Mechanical and Electrical Services Contractor shall carry his obligations as Principal Contractor under the Regulations which shall include (but not limited to):

- Compiling risk assessments
- Preparing method statements
- Providing information on the contract works that might affect the health and safety of any person
- Providing the Pre-Construction Information and Construction Phase Plan
- Providing the health and safety file

2.24 COSHH

The contractor shall comply with The Control of Substances Hazardous to Health Regulations and The Control of Substances Hazardous to Health (Amendment) Regulations 2003. The contractor's duties shall include the following:

- Provide with the tender an assessment of the risks in undertaking the contract works
- Provide with the tender a method statement on the steps proposed to meet the requirements of the Regulations
- Undertake COSHH assessments for all activities and substances provided or used on site to assess their potential health hazards.
- Copies of all relevant COSHH assessments must be issued to the operatives concerned and strictly monitored. Particular attention must be given to the use of glues and sealant.
- Where the use of substances falling within the scope of the Regulations forms part of the contract works notify the CA in writing, together with the additional costs, if any, of use of non-hazardous alternative.
- Ensure during the course of the contract works, and under all circumstances, that all substances falling within the scope of the Regulations are positively so identified at all times and that they are transported, handled, stored, used and disposed of in strict accordance with their manufacturer's/supplier's recommendations.
- Where use of substances falling within the scope of the Regulations are required for the operation and maintenance of the completed contract works, ensure that
- Suitable facilities are available for the on-site storage of such substances and that all necessary warning/instruction notices are provided at the point of their storage and use
- Employer's staff have been fully trained in the use, handling, storage, transport and disposal of the substances concerned prior to handover.

- The type, use and control of the substances have been fully and correctly identified in the operating and maintenance manuals/health and safety file.

2.25 Start on Site

Before the proposed date for start of work on site the contractor will be given a notice period of no more than 2 weeks.

2.26 Temporary Accommodation

At the earliest possible time, the Contractor must discuss with the Contract Administrator and obtain approval to the required nature and location of his site accommodation including welfare facilities. The cost of such accommodation and any enclosure and protection the Contractor requires and payment of any rates legally demandable must be included within the Tender. It is anticipated that the area available for the storage of materials will be limited. The Contractor shall make his due allowances for this and so arrange the deliveries to maintain the progress of his works and to allow, if necessary, for the storage of materials at his own premises.

The cost of this item shall be deemed to have been included by the Contractor within his Tender.

2.27 Working Hours

Working hours are restricted to 8am-6pm Monday to Friday and 8am-12.30pm Saturdays.

Bank holidays and out of hours work are to be agreed with the client, in consultation with the C.A.

2.28 Labour

The Contractor shall, on the request of the Contract Administrator, immediately dismiss from the works any person who may have misconducted himself or who is incompetent or negligent in the performance of his duties and such a person shall not again be employed on any portion of the works. The Contractor must provide adequate labour at all times in order to adhere to the works programmed and any other specific requirement of the Contract

2.29 Monitoring

The Contractor shall submit a weekly site report at intervals required by the Contract Administrator.

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.

2.30 Site Meetings

Site meetings will be held to review progress and other matters arising from administration of the Contract.

- Frequency: Fortnightly (Based on a 6 week on site programme).

- Location: On site
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): *Bayside Building Consultancy Ltd.*

2.31 Employers Representatives Site Visits

The contractor shall submit details in advance to the Employer of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

The contractor shall provide and maintain on site protective clothing and/ or equipment for the Employer and other visitors to the site.

2.32 Daywork Vouchers

SECTION NOT USED

2.33 Manufacturers Recommendations & Instructions

Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.

The contractor shall submit details in relation to any changes to recommendations or instructions.

Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.

Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

2.34 Protection

The contractor shall be responsible for the storage and protection of all materials, including mechanical and electrical plant, equipment and systems during the construction through to commissioning, testing and handover at Practical Completion.

The contractor shall maintain the stability and structural integrity of the Works and adjacent structures during the Contract.

The contractor shall obtain details, support as necessary and prevent overloading.

2.35 Occupied Premises & Other Works

The contractor shall carry out without undue inconvenience and nuisance and without danger to occupants and users.

If compliance with this contract requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

During the contract works, other works may be undertaken by separate contractors under a different contract. These other works may be undertaken at the same time as the contract works.

2.36 Noise and Vibration

The contractor shall comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the works.

Compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles shall be utilised throughout the duration of the works.

2.37 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.

2.38 Dangerous of Hazardous Substances

The contractor shall immediately report suspected materials discovered during execution of the Works.

1. Do not disturb.
2. Agree methods for safe removal or remediation.

2.39 Fire Prevention

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

Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

2.40 Smoking on Site

Smoking on site is not permitted

2.41 Burning on Site

Burning on site is not permitted

2.42 Waste

Includes: Rubbish, debris, spoil, surplus material, containers and packaging.

General : Minimise production. Prevent accumulations. Keep the site and Works clean and tidy.

Handling: Collect and store in suitable containers. 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.

Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.

Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.

Waste transfer documentation: Retain on site.

2.43 Work before completion

The contractor shall undertake the following tasks before completion of the works

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

2.44 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.

2.45 Security at Completion

Leave the Works secure with, where appropriate, all accesses closed and 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.

2.46 Extension 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

2.47 Testing and Certification

The Contractor shall produce a detailed commissioning programme, scheduling all activities to be carried out in connection with pre-commissioning and commissioning of all sections of the works. The mechanical and electrical installation works shall be tested and certificated in accordance with the current relevant British Standards and CIBSE Commissioning Codes, with particular reference to Codes CA, CW and CC. The Contractor shall produce full certificates for all areas of the works.

All instruments used for recording, measuring, testing and performance validation shall be calibrated at an approved accredited calibration laboratory, and be complete with a current calibration certificate.

2.48 Handover

As a pre-requisite to Practical Completion in respect of the contract works or part thereof, demonstrate to the satisfaction of the CA that:

- i. All the contract works are complete.
- ii. With the exception of minor snags or limited defects as agreed with the CA that could be reasonably completed within an agreed programme without causing disruption to the Employer's use of the building or part thereof.
- iii. All spares, keys, tools and other consumables as stated elsewhere have been supplied and handed over to the Employer.
- iv. The instruction of the Employer's staff in the use and correct operation of the installation has been completed satisfactorily. In particular, safety devices and controls demonstration.
- v. All commissioning and testing completed including the issue of a final commissioning report signed by an approved competent person
- vi. A complete demonstration of the contract works with fully functional operational controls tested has been undertaken in the presence and to the satisfaction of the CA.
- vii. All necessary certification by the Employer's insurers has been completed.
- viii. All approved record documentation including record drawings, operation and maintenance manuals, etc. is issued
- ix. All information required for the health and safety file is issued to the satisfaction of the Planning Supervisor. The information shall include:
 - A written description of plant operation.
 - Control strategy/logic diagrams recording the final version of configuration software installed at handover.
 - A description of user adjustable points.

- Commissioning record details.
- Detailed data sheets for all control components and equipment.
- Wiring circuit details including origin, route and destination of each cable.
- Basic security access to the system.
- Comprehensive instructions for switching on, operation, switching off, isolation, fault finding and procedures for dealing with emergency conditions.
- Instructions for any precautionary measures necessary.
- Instructions for the routine operation of the control system including simple day-to-day guidance for those with limited technical skill.
- Instructions for servicing and system upkeep.
- A provision for update and modification.
- All necessary Statutory Authority approvals have been undertaken and written confirmation established

Should adequate record documentation not be available Practical Completion will not be granted.

2.49 Training of Employers Staff

Prior to Practical Completion explain and demonstrate the purpose, function and operation of the installations including all items and procedures listed in the operation and maintenance manual to the Employer's maintenance staff and to the operational staff.

Submit to the CA for approval a detailed programme for the training of the Employer's staff.

- Employ the services of relevant specialists and suppliers for the purpose of training and instruction.
- Provide each person with a comprehensive set of teaching notes and diagrams.
- Be responsible for the correct operation and maintenance of the installation during such periods of instruction.
- All costs associated with the instruction of the Employer's personnel and required attendance following practical completion shall be included in the contract price.
- Following practical completion and occupation be available for a period as agreed with the CA to assist the Employer's personnel in the operation of the various systems together with the controls specialist and commissioning specialist
- Training
- Number of persons to be included for training is not less than indicated number of operating days for this purpose and demonstrate the safe day to day running and maintenance of all systems, plant and equipment.
- Provide training for the operation of the controls installations as follows.
- Carry out initial training at the works of the controls supplier.
- Include hands on experience of equipment and software similar to the installation.
- Include instruction on the procedures for testing and routine inspection of sensors and actuators to enable the operator to assess the nature of faults and extent of remedial action required.
- Provide all appropriate reference and training manuals.
- Complete initial instruction prior to commissioning of the installed system.
- Provide site instruction on the installed system.
- Include for training operating staff
- Include for not less than indicated number of operating days for this purpose and demonstrate the safe day to day running and maintenance of all systems, plant and equipment.

2.50 Maintenance instructions and Guarantees

Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. This information location is to be retained within the Building Manual.

Emergency call out services: The contractor shall provide telephone numbers for use after completion.

2.51 Defects Liability

Unless agreed elsewhere, liability for making good defects in the Works shall be for a period of 12 months from the date of issue of the certificate of practical completion for the installations. If it is necessary to replace or renew any portion of the contract works as part of liability for defects, the defects liability period in respect of that portion of the contract Works shall be deemed to commence from the date of such replacement or renewal.

The CA may require that new tests be carried out to demonstrate that the plant is continuing to work satisfactorily if the replacement or renewal may affect the efficiency of the Works or any portions thereof. In the remedying of defects in the contract Works take all necessary precautions to minimise the risk of damage to the buildings, the decorations, the fittings and the equipment. In the event of such damage occurring bear the cost of replacement or making good, subject to the proviso of being granted the benefit of any settlement in respect of such damage accepted by the insurers under the insurance policies taken out in accordance with the requirements of the contract:

- Agree with the CA a programme for the carrying out and the completion of any work not finally finished at the time of the contract Works being offered for acceptance and which does not prejudice the issue of a practical completion certificate. This work may be requested to be executed out of normal hours and no additional costs will be accepted for this action.
- Prior to practical completion submit a method statement for the approval of the CA outlining how the defects which arise during the defects liability period will be rectified to ensure that disruption to the use of the building is kept to a practical minimum.
- No additional costs will be accepted for undertaking works executed out of normal hours.
- Prepare and submit records of failures or malfunctions of any part of the contract Works during the defects liability period, together with details of remedial action taken, subsequent re-testing and the results.
- Notify the CA of damage, failures or malfunctions to the contract Works demonstrably caused by incorrect operation of the installations, vandalism or other actions by a third party.
- Inform the CA in writing when all defects are finally rectified so that an inspection may be carried out prior to the issue of a Final Certificate.

Right of access will not be unreasonably withheld, at all reasonable working hours and at own risk and expense, to any part of the contract works for the purpose of inspecting the working of the installations or to the records of the working and the performance thereof. Subject to CA approval, that shall not be unreasonably withheld, undertake any tests considered necessary at own risk and expense.

During the defects liability period and all necessary remedial works and/or rectification of defective materials and equipment liaise closely with the Employer's staff. All such work shall be carried out in such a manner as to avoid or minimise shut-down time and inconvenience to the Employer.

3.0 MECHANICAL SERVICES SPECIFICATION

3.1 Demolition / Services Strip Out

The existing services that are to be made redundant by the specified works are to be decommissioned, disconnected and removed entirely, when required, to meet the construction programme.

The contractor shall allow to co-ordinate the removal of the existing redundant plant and equipment within the sequence / programme.

3.2 Validation

All existing heating and hot water services that are to be retained, shall be validated by the contractor prior to isolation and shut down.

This includes, but is not limited to the following systems and services: -

- ASHP system serving the gym and dance areas
- Gas fired heating boilers
- HWS cylinder
- Heating and hot water pumps, pressure vessels and controls

On completion of this validation, a report shall be issued to the CA for review.

3.3 New Installations

All new installations shall be designed, supplied, delivered, offloaded, installed and commissioned by the contractor.

4.0 ELECTRICAL SERVICES

4.1 Demolition / Services Strip Out

The contractor shall disconnect and make safe all electrical services to the existing heating and hot water systems.

The Contractor shall remove all redundant material from the building and safely dispose of it at a registered trade waste site.

4.2 Validation

All existing electrical services that are to be reused shall be validated by the contractor prior to isolation and shut down.

4.3 Power For New Mechanical Services

The contractor shall supply and install new isolators and supply cables to the new heating and hot water equipment. The final circuits are to be contained in surface mounted galvanised steel conduit with steel back boxes

The provision and installation of all controls wiring together with the provision and installation of final power wiring connections from a local switch fused connection unit / isolator will be part of the mechanical contractors package

4.4 Earthing and Bonding

The Contractor shall make an allowance to carry out earthing and bonding of the new installation in accordance with BS7671 (IET wiring Regulations) 2008.

4.5 Labelling

Switches and connection units remote from the item they control shall be engraved with a description of the item controlled.

All isolators are to feature engraved traffolyte tags fixed in place using rivets to indicate the function and reference of the equipment.

The Contractor shall provide warning labels where voltages of more than 230V are present. These labels shall be securely fixed laminated plastic yellow on black background.

5.0 BUILDERS WORKS

5.1 General

The contractor shall be responsible for the design of all associated builders' work as indicated on the tender drawings (Where applicable). The contractor will be required to visit site to ascertain the full extent of the builder's work required.

The contractor shall verify with the contract administrator attendances regarding builders' work etc. prior to commencement of work.

The cutting and/or forming of all holes, notches and chasings in the structures and the covering of the building and making good and the formation of all plant and equipment bases, floor and wall ducts and the like as required for the Contract works shall be executed by the Contractor, from drawings and schedules submitted by the Contractor, according to a programme agreed between the Main Contractor and the CA.

The Contractor shall carryout the drilling of all holes for screws and bolts in timber, masonry and metal for the fixing of the equipment and materials used in the Contract works and the method used for forming such holes shall be approved by the CA.

Any damage to the structure or covering of the building caused by the Contractor during drilling, plugging and other operations carried out by him shall be made good by the Contractor at the Contractor's expense.

5.2 Scope of Works

The contractor shall allow for the following works: -

- Site welfare facilities
- Recording of condition, relative to local area future touching up decoration works
- Protection of the works areas
- Local area touch up decorations following the completion of the works
- Installation of brackets and supports for new equipment and services
- Removal of all redundant materials / waste / protection etc
- Site clean
- Clearance of site.

6.0 GENERAL REQUIREMENTS

6.1 Disposal of Waste

All waste shall be disposed of in a safe and workmanlike manner with due regard given to the disposal of hazardous materials.

Waste materials shall not be stored on site. All materials due for disposal are to be removed at the end of each working day.

6.2 Asbestos

The use of equipment containing asbestos shall not be allowed on site or form part of the construction.

The Contractor shall be aware of any asbestos within the building prior to commencing work.

6.3 Test and Commissioning

Upon completion of the contract works the Contractor shall carry out testing and commissioning of all complete systems before offering the systems for witness by the Contract Administrator.

All instruments used for recording, measuring, testing and performance validation shall be calibrated at an approved accredited calibration laboratory, and be complete with a current calibration certificate.

The Contractor shall be required to put the whole of the Mechanical and Electrical Services Installation into full working order and to demonstrate the correct operation of this to the Contract Administrator.

The Contractor together with any specialist supplier as necessary shall attend all demonstrations.

6.4 Fire Stopping

The Contractor shall fire stop all penetrations through fire walls and fire compartment penetrations such that the fire barrier integrity is maintained.

6.5 O & M Manuals and Record Drawings

The Contractor shall supply Operating and Maintenance Manuals and Record Drawings together with test and commissioning certificates as part of the handover documentation.

These manuals shall be produced in accordance with CIBSE Guide M 2014, Section 9.1 and BSRIA Guide BG1/2007.

The Contractor shall handover 2 No. manuals that are to include manufacturer's instructions for all the equipment installed as part of these works.

6.6 Contractors Working Construction Drawings

SECTION NOT USED

6.7 CDM

If considered to be appropriate and / or necessary, the Contractor shall produce a Health and Safety Plan for his section of work to be included in the Main Contractor's Construction Phase Health and Safety Plan. This shall include Method Statements, Risk Assessments, COSHH Documents, etc.

Relevant information will be subsequently included in the Building Manual.

TENDER FOR THE
MECHANICAL ENGINEERING SERVICES

Mechanical Services in Connection with
Gang Warily Recreation Centre
Heating and Hot Water System - Upgrade and Rationalisation Works

1. General preliminary items including surveys, design, setting to work, isolations and enabling works	£
2. Validation of existing systems, including report	£
3. Replacement of 2 existing boilers, deemed necessary (Budget only). Note: Contractor MUST include a figure for this item.	£
4. Strip out / removals	£
5. Alteration to the ASHP system serving the gym/dance area to include the admin/office areas	£
6. Alterations to the existing heating system	£
7. Alterations to the existing hot water system	£
8. Installation of new heating services, including "zonal" control within the main hall.	£
9. Installation of new hot water services	£
10. Alterations to the Heating and hot water system controls	£
11. Servicing and re-commissioning of the entire ASHP system, upon completion of all alterations	£
12. Servicing and re-commissioning of the entire heating and hot water system, upon completion of all alterations	£
13. Operating and Maintenance Manual / Record Drawings and Health and Safety documentation	£
Sub-total for Mechanical Services	£
14. Provisional Sums 1. None specified 2. Other – contractor to detail	£0.00 £
TOTAL FOR MECHANICAL SERVICES to be carried forward to form of tender	£

Contractors Signature **Date.....**

For and on behalf of

TENDER FOR THE
ELECTRICAL ENGINEERING SERVICES

Electrical Services in Connection with
Gang Warily Recreation Centre
Heating and Hot Water System - Upgrade and Rationalisation Works

1. General preliminary items including surveys, design, setting to work, isolations and enabling works	£
2. Testing/proving of power supplies to existing equipment	£
3. Removals / strip out	£
4. Small power final circuits to new mechanical equipment and associated controls	£
5. Labelling of all power supplies to all equipment and control devices throughout	£
6. Earthing and supplementary bonding	£
7. Testing and certification of the electrical services alterations	£
8. Operating and Maintenance Manual, Record Drawings and Health and Safety documentation	£
Sub-total for Electrical Services	£
9. Provisional Sums	
1. Specified	£0.00
2. Other – contractor to detail	£
TOTAL FOR ELECTRICAL SERVICES to be carried forward to form of tender	£

Contractors signature **Date.....**

For and on behalf of

**TENDER FOR THE
BUILDERSWORK SERVICES**

**Builders work required in connection with
Gang Warily Recreation Centre
Heating and Hot Water System - Upgrade and Rationalisation Works**

1	General preliminary items including site welfare, protection, waste clearance and site clean	£
2	Identification and report of BWIC requirements to CA	£
3	Strip out / removals	£
4	All bases, brackets, supports and fixings needed to complete the specified M&E works	£
5	Making good and remedial repair works following M&E works completion	£
6	Touch up redecorations in areas of the works, at completion and before handover	£
7	Builders works and making good including fire stopping where necessary	£
Sub-total for Mechanical Services		£
8	Provisional Sums	
	1. Specified	£0.00
	2. Other – contractor to detail	£
TOTAL FOR BUILDERS WORK to be carried forward to form of tender		£

Contractors Signature **Date.....**

For and on behalf of

SUMMARY OF TENDER

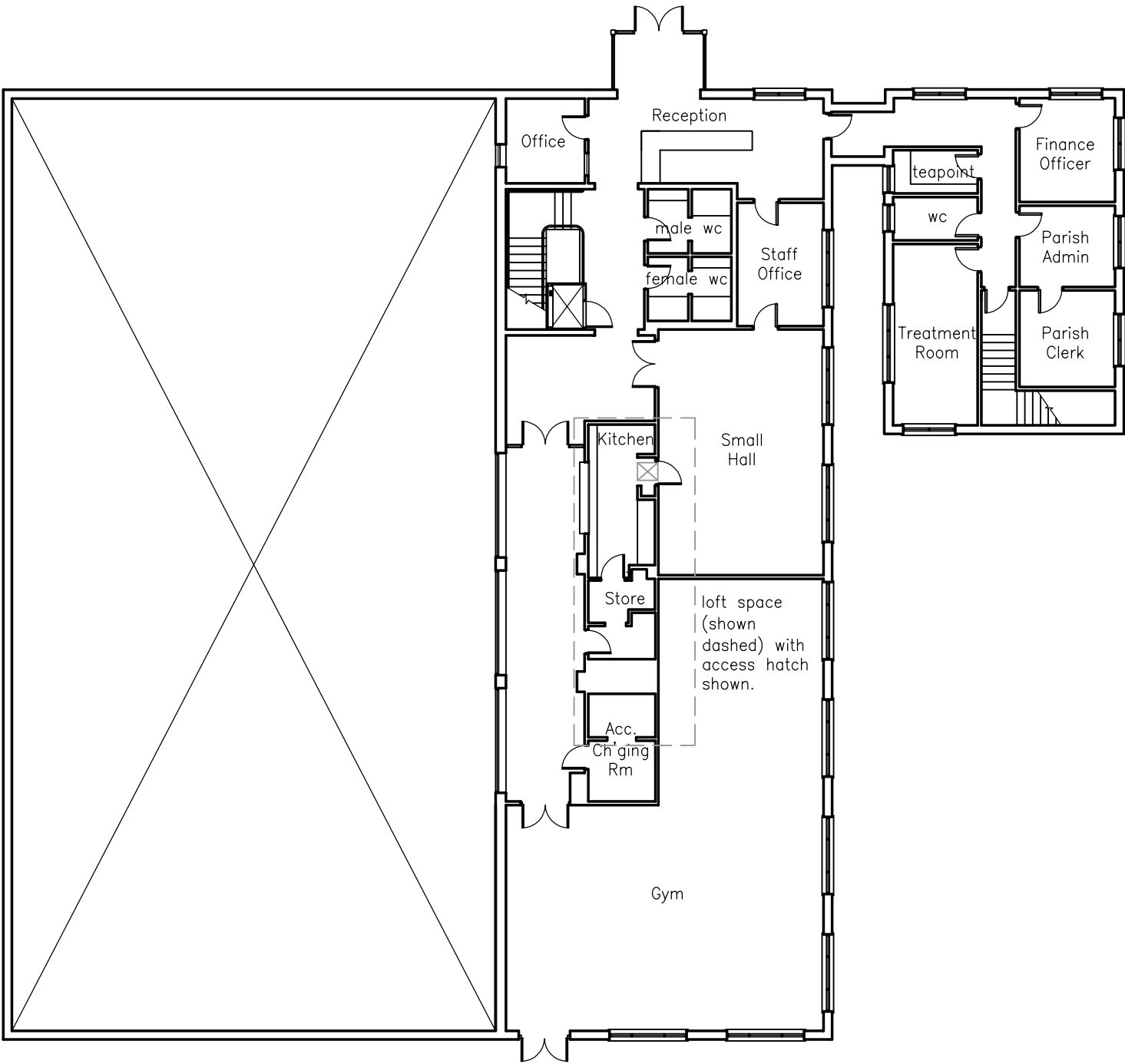
**Gang Warily Recreation Centre
Heating and Hot Water System - Upgrade and Rationalisation Works**

1	MECHANICAL SERVICES	£
2	ELECTRICAL SERVICES	£
3	BUILDERSWORK SERVICES	£
	1. Specified	£0.00
	2. Other – contractor to detail	£
TOTAL FOR TENDER		£

Contractors Signature **Date.....**

For and on behalf of

APPENDIX B – EXISTING FLOOR PLANS (PROVIDED FOR LOCATION PURPOSES ONLY)



UPPER FLOOR LEVEL

NOTES:

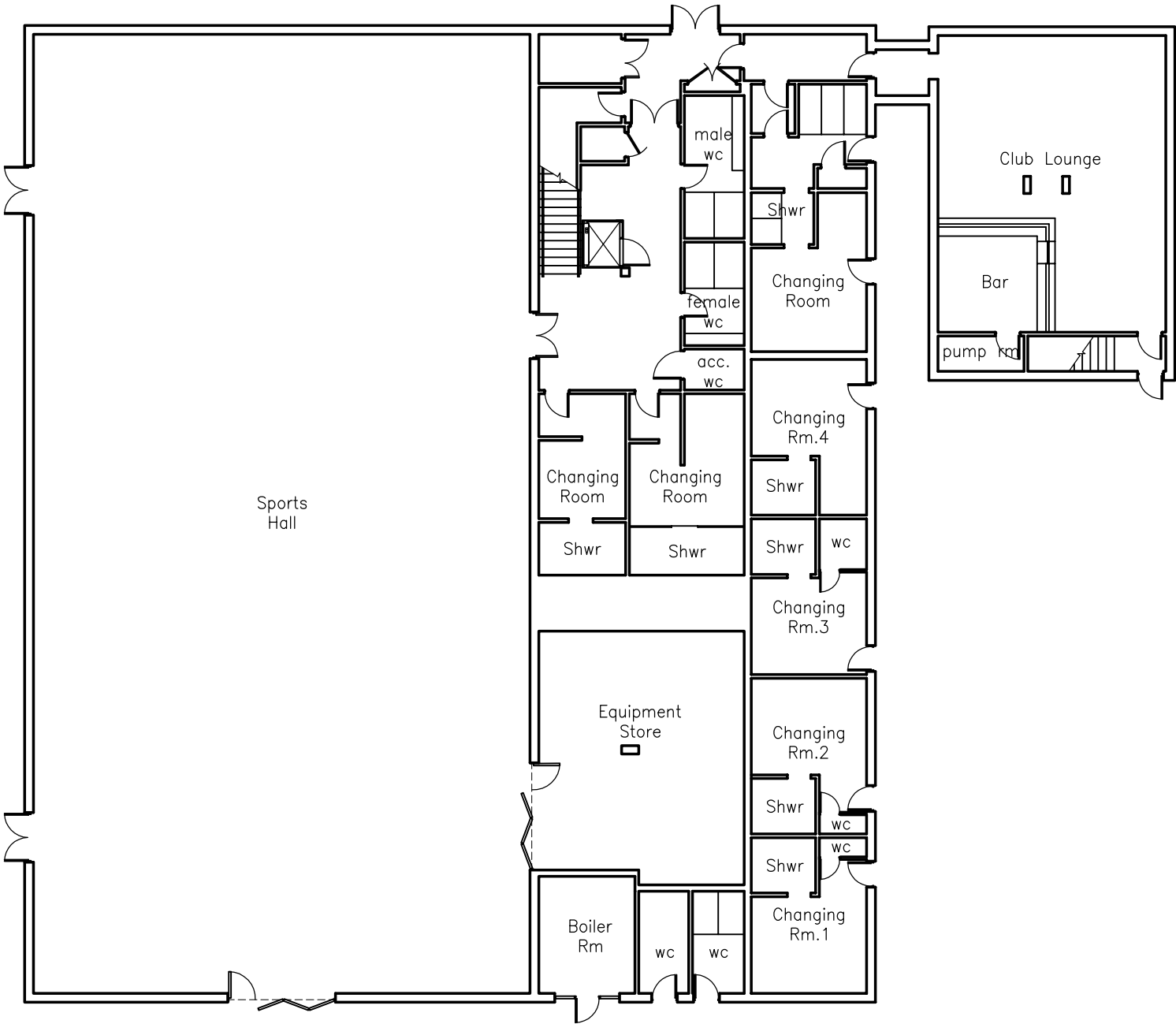
This drawing is protected under Copyright and at no time should any portion of this drawing be reproduced or copied without the permission of the Designer.

This drawing must not be used for purposes other than that for which it is provided. It is supplied without liability for any errors or omissions.

For the avoidance of doubt, we wish to clarify that all designs and any costings derived from them, are subject only to all reasonable skill and care.

Do not scale from this drawing, check all dimensions on site. Subject to statutory approval & site survey.

All walls to be removed ONLY AFTER contractors own satisfactory structural advice sought.



LOWER GROUND FLOOR

Rev	Revision	By	Date
Status			
<input type="checkbox"/>	= Preliminary/Information	<input type="checkbox"/>	= Approval/Comment
<input type="checkbox"/>	= Contract	<input type="checkbox"/>	= As Built
<input type="checkbox"/>	= Construction	<input type="checkbox"/>	= Building Control

K

NIGHT

ARCHITECTURAL

DESIGN

Ian Knight

K.A.D.

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Sholing

Southampton

SO19 8GX

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t: 023 80 420 938

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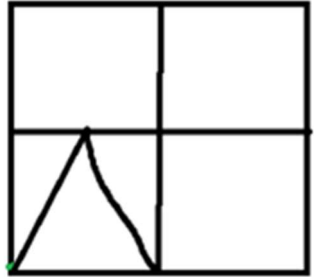

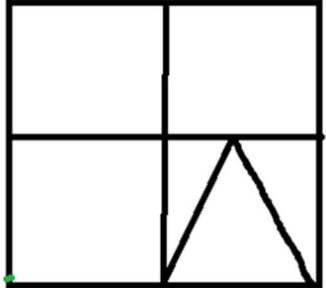

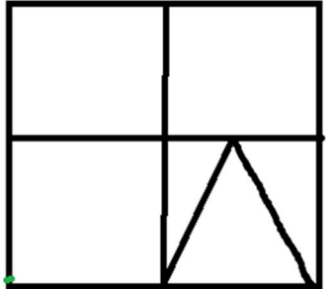

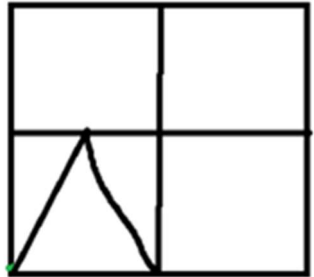
Client
**GANG WARILY RECREATION
& COMMUNITY CENTRE**


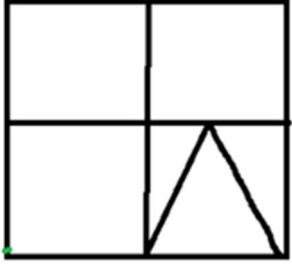

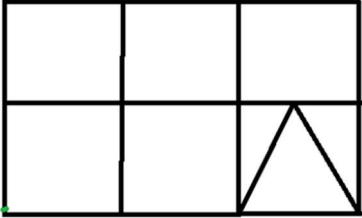

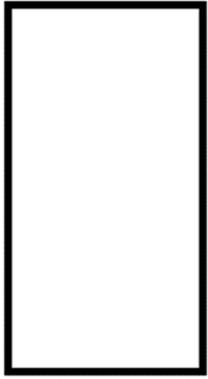


Project
**NEWLANDS ROAD
FAWLEY
SOUTHAMPTON
SO45 1GA**


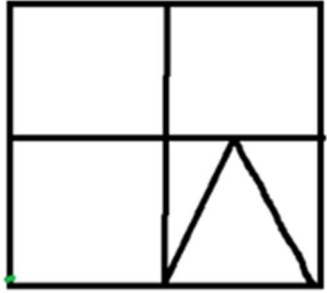

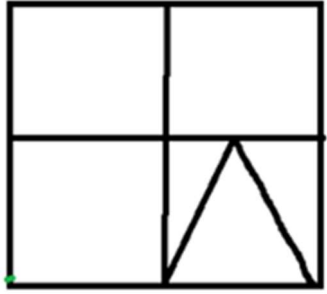

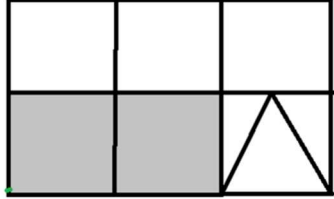
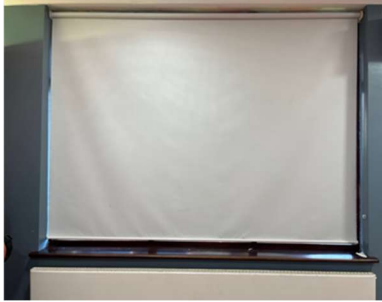

Drawing
EXISTING PLANS







Scale	1:200@A3			Date	OCT 2010		
Project no.	Sequential	Bldg/Floor	Detail	Rev			
KAD	01	A	EX	C			

APPENDIX C – WINDOW & DOOR SCHEDULE

Nr	SoW Ref	Description	Existing	Proposed
1	5.2.3.2	Finance Officer Office facing front elevation (W) 1.79m x (H) 2.0m		
2	5.2.3.3	Finance Officer Office facing side elevation (W) 1.795m x (H) 2.0m		
3	5.2.3.4	Parish Admin Office 1 (W) 1.78m x (H) 2.0m		
4	5.2.3.5	Parish Admin Office 2 (Youth worker office) (W) 1.775m x (H) 2.0m		


5	5.2.3.6	Treatment, now Meeting Room, rear elevation (W) 1.79m x (H) 2.0m		
6	5.2.3.7	Meeting Room side elevation (W) 2.685m x (H) 2.0m		
7	5.2.3.8	Rear Staircase (W) 0.89m x (H) 2.0m		
8	5.2.3.9	Admin Office Corridor facing front elevation (W) 1.795m x (H) 2.0m		

9	5.2.3.10	Reception facing front elevation (W) 1.77m x (H) 2.04m		
10	5.2.3.11	Assistant Clerk Office facing front elevation (W) 1.755m x (H) 2.05m		
11	5.2.3.12	Staff/Managers Office to rear of reception (W) 2.65m x (H) 2.04m		
12	5.2.3.13	Small Hall/Fitness Studio (2Nr): (W) 2.655m x (H) 2.035m and (W) 2.660m x (H) 2.035m		

13	5.2.3.14	Interior window in Assistant Clerk Office, off reception (W) 0.898m x (H) 0.86m		
14	5.2.3.16	Gym (2Nr) (W) 2.655m x (H) 2.035m		
		(W) 2.655m x (H) 2.04m		As above.
15	5.2.3.17	Gym (4Nr): (W) 2.655m x (H) 2.035m, side elevation (W) 2.65m x (H) 2.04m, side elevation (W) 2.655m x (H) 2.045m, rear elevation (W) 2.655m x (H) 2.04m, rear elevation		

16	5.2.4.2	Boiler/Plant Room door set, including 2Nr full height powder coated louvres (W) 1.8m x (H) 2.0m		As existing.
17	5.2.4.3	Rear Male WC (W) 0.9m x (H) 2.0m		As existing but with single louvre vent per door.
18	5.2.4.4	Rear Female WC (W) 0.9m x (H) 2.0m	As above.	As existing but with single louvre vent per door.
19	5.2.4.5	Football Changing Room 1 (W) 0.9m x (H) 2.0m		Solid door, no vision panel.
20	5.2.4.6	Football Changing Room 2 (W) 0.9m x (H) 2.0m		Solid door, no vision panel.

21	5.2.4.7	Football Changing Room 3 (W) 0.9m x (H) 2.0m		Solid door, no vision panel.
22	5.2.4.8	Football Changing Room 4 (W) 0.9m x (H) 2.0m		Solid door, no vision panel.
23	5.2.4.9	Football Changing Room 5 (W) 0.9m x (H) 2.0m		Solid door, no vision panel.
24	5.2.4.10	Store Room facing Club Lounge (W) 0.9m x 2.0m	As above.	Solid door, no vision panel.
25	5.2.4.11	Gym, including overhead infill panel (W) 1.8m x (H) 2.8m		As existing.

26	5.2.4.12	Sports Hall, concertina doors (W) 3.6m x (H) 2.6m		As existing.

APPENDIX D – PRE-CONSTRUCTION INFORMATION

CONTENTS

- 1.0 PROJECT DESCRIPTION**
- 2.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**
- 3.0 ENVIRONMENTAL RESTRICTIONS AND OTHER ON SITE RISKS**
- 4.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS**
- 5.0 THE HEALTH AND SAFETY FILE**

1.0 PROJECT DESCRIPTION

1.1 Property Address

Gang Warily Recreation Centre, Newlands Road, Fawley, Hampshire, SO45 1GA.

1.2 Description

Exterior Refurbishment & Heating & Hot Water Upgrades

1.3 The Programme

The following dates are indicative only, are not contractual and in no way override any dates in the tender documents.

Start: Exact date to be confirmed – **March/April 2024**

Finish: Exact date to be confirmed – **April/May 2024**

The minimum lead-in period between appointment of the Principal Contractor and commencement of work on site will be 2 weeks.

1.4 Parties

Client:	Fawley Parish Council
Principal Designer (PD):	Bayside Building Consultancy Limited
Contract Administrator:	Bayside Building Consultancy Limited
Principal Contractor (PC):	To be confirmed.

1.5 Workplace

The structure to which this work relates will constitute a workplace. Where it will constitute a workplace, the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 will apply.

1.6 Existing Information

There is existing information available with regard the existing site, there are records of the existing buildings and existing plan drawings all located within the Clerk's office. However, these records should be treated with extreme caution in respect of accuracy.

2.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Making suitable arrangements for managing a project:

Regulations 4 and 5 of the CDM Regulations 2015 set out the client's duty to make suitable arrangements for managing a project and maintaining and reviewing these arrangements throughout, so the project is carried out in a way that manages health and safety risks.

Arrangements should focus on the needs of the particular project and be proportionate to the size of the project and risks involved in the work. Arrangements should include:

- a) Appointing designers (including PD) and contractors (including PC).
- b) Ensuring the roles, functions and responsibilities of the project team are clear.
- c) Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion.
- d) Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.
- e) How the client will take reasonable steps to ensure that the PD and PC comply with their separate duties e.g. this could take place at project progress meetings.
- f) Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout.
- g) Ensuring that workers are provided with suitable welfare facilities for the duration of the construction work.

2.2 Where the range and nature of risks involved in the work warrants it, the management arrangements should also include:

- a) The expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout.
- b) What is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable risk during the construction phase and when maintaining the building once it is built.
- c) The arrangements for commissioning the new building and a well-planned handover procedure to the new user.

2.2 Liaison Between Parties

A person with a duty or function under the CDM Regulations 2015 must cooperate with any other person working on or in relation to a project, at the same or an adjoining construction site to the extent necessary to enable any person with a duty or function to fulfil that duty or function.

This means working with each other to ensure health and safety for all concerned. This should involve communicating with others and understanding what they are doing and in what sequence.

The PC must liaise with the PD for the duration of the project. This includes liaison throughout the construction phase on matters such as changes to the designs and the implications these changes may have for managing the health and safety risks.

2.3 Construction Phase Plan

During the pre-construction phase, and before setting up a construction site, the PC must draw up a Construction Phase Plan or make arrangements for a Construction Phase Plan to be drawn up.

The Construction Phase Plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and where applicable, must include specific measures concerning work which falls within one or more categories set out in Schedule 3 of 'Managing Health and Safety in Construction'.

The Construction Phase Plan is the basis for communicating health and safety arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible.

Throughout the project the PC must ensure that the Construction Phase Plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health and safety.

For projects involving more than one contractor, the PC must ensure the plan is drawn up during the pre-construction phase and before the construction site is set-up. It must take account the information the PD holds, such as the Pre-Construction Information and any information obtained from designers.

2.4 Security of the Site

The working area is within an enclosed site open to the public.

Whilst these works are being undertaken during normal working hours, the site is in 24-hour use and a site traffic management plan will be required, identifying proposals for ensuring that emergency and other vehicles can access all areas at all times. It is anticipated that deliveries of materials and plant will be undertaken outside of normal working hours or to the side/rear of the site away from the main underground car park entrance.

The PC will be responsible for his own security to the working area. Particularly, the PC will ensure that residents and visitors do not inadvertently enter any of the working areas, suitable hoardings, temporary screens/barriers, warning notices shall be employed to guard against this occurrence.

Skips may be located within an agreed compound area in a position to be agreed on site, subject to the following arrangements:

- Coordination/confirmation with local building management.
- Application of plywood protection to existing paved surfaces.
- Area of skip/compound shall be secured at all times using temporary mesh and block fencing (Heras or equivalent and approved)

It will therefore be the responsibility of the Contractor to manage and supervise each sub-contractor if appropriate and to ensure that the areas being worked on are left secure at all times.

2.5 Welfare

The PC shall have use of an allocated welfare facilities at the Centre, to be agreed during the tender period. These shall include WC's, washing facilities, drinking water, changing rooms, facilities to rest. The contractor shall manage the allocated accommodation in accordance with Schedule 2 of 'Managing Health and Safety in Construction'.

2.6 Site Transport / Vehicle Movement Restrictions

The PC, shall observe all site wide speed limits and access and Vehicular entry directions and restrictions.

The PC shall be aware of the widespread pedestrian activity throughout the site and coordinate all vehicular movements in a controlled manner.

Normal deliveries and removal of waste may be carried out in normal working hours unless otherwise specified in the tender documentation. The contractor must take full account of the fact that the site can be busy, that access is through busy areas and ensure that great care is taken when organising and carrying out deliveries / vehicle movements.

2.7 Client Permit to Work Systems

There are no client permit to work systems in place.

2.8 Fire Precautions

Refer to Regulation 29 (Prevention of risk from fire, flooding and asphyxiation) and Regulation 32 (Fire detection and firefighting) in 'Managing health and safety in construction'.

2.9 Emergency Procedures and Means of Escape

The Contractor shall establish in writing a set of emergency procedures to operate in the event of an incident affecting the health and safety of workers and others. The emergency procedures shall be detailed in the Construction Phase Plan.

The Contractor's procedure shall be in co-ordination with all such emergency procedures set in place by the Trust. The Contractor shall familiarise himself with such procedures upon visiting the site.

The Contractor is to be aware that there are a single means of escape from each building at ground level. These shall not be blocked nor obstructed at any time and clear routes shall be maintained by the Contractor at all times. Clear access will be required around the building at all times for the uses as stated above.

2.10 Restricted Areas

The following areas shall be regarded as restricted. No access should be made into these areas without the express authority of the client. The areas may include those containing specific hazards or are regarded as confined spaces:

- Any public areas not requiring Contractor access.

The contractor shall restrict himself to the work areas and agreed access routes and compound areas only.

2.11 Smoking and Parking Restrictions

Smoking is not permitted at any time on any part of the site.

Parking will be available to the rear of the building and/or in the main car park, areas will be confirmed during the tender period and verified at the Pre-Start Meeting. Note: Parking availability is not guaranteed, and the PC is responsible for making his own arrangements. Parking may be available on adjacent roads and streets which will be subject to the Local Authority charges.

3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 The PD has not been made aware of any existing specific on-site risks or environmental restrictions pertaining to this specific project, with the exception of those detailed below:

- Risk of live services encountered during stripping out works
- Risks associated with working at height.

There are general site risks and restrictions associated with working on an occupied site and the Contractor must make himself fully aware of the restrictions prior to submission of tender.

The Contractor must liaise with the Client's site representative/Contract Administrator to ensure that he may develop a safe method of working and allow for the costs involved in this. The Contractor is reminded that the site will be occupied and in use as a workplace whilst also being always open to the public and visitors. Access for vehicles must be always maintained.

The Contractor must visit site to assess any hazards that may arise from working on the site.

3.2 Safety Hazards

Existing Access Routes – the works will be carried out externally on each building as part of the site as detailed elsewhere in this report. The PC shall acknowledge and take all measures necessary to protect residents and visitors from inadvertently entering the Contractors working area by the use of temporary hoarding/barriers and warning notices. The PC shall coordinate deliveries/collections of large plant/components where required at agreed times, in conjunction with the Contract Administration and Project Management team.

Existing Emergency Escape Routes – PC shall maintain all escape routes throughout the duration of the works, including those through the working area. No tools or materials to be left unattended at any time.

Existing Live Services – the PC shall acknowledge and identify existing live services in relation to the programmed works any interconnection of new services with existing shall be in coordination with the Contract Administrator and Project Management team and necessary permits to work shall be in place prior to commencement.

Adjacent Uses – the site is not within a densely populated area.

In addition, it is emphasised that the contractor must minimise all noise and vibration as this may affect adjacent buildings. In the event that the contractor considers some vibration unavoidable he should advise the Contract Administrator and liaise with site staff as required to ensure that the works are programmed not to disrupt residents or their visitors.

Working at high level – Adhere to safe working methods when undertaking work of this nature, including safe access, restraint, and method statements prior to commencing work. The project may involve some demolition and stripping out along with renewal of lead flashings, roof coverings etc. - Method statements and risk assessments will be required.

Information regarding existing structures Note: The contractor must not carry out any work until he has made his own survey of the existing structures and established that it is safe to proceed with the proposed works.

3.3 Health Hazards

1. Asbestos

Asbestos is present on the site. The Contractor shall acknowledge this in the Construction Phase Plan.

2. Existing Storage of Hazardous Materials

No hazardous materials are known to be stored in the area of the works.

3. Contaminated Land

Should the contractor become aware of any other suspect areas then works should cease and the matter be brought to the attention of the PD and Client. There are no known areas of contaminated land.

4. Existing Structures

Please refer to section 1.6 regarding health and safety information relating to the existing structures.

5. Health Risks Arising from Clients Activities

No specific risks have been identified other than those noted above.

4.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

4.1 Significant Risks Identified During Design

The contractor must provide a programme with method statements detailing how the works will be managed, phased including how work areas will be separated from occupied areas and how occupied areas will be protected. The contractor should identify key dates, for example critical delivery dates and consider whether weekend working is desirable for certain, specific activities. The contractor should advise all parties of any weekend working allowed for within his tender. The contractor should also identify the method of protecting all services and persons on or around the site. Any queries must be forwarded to the design team prior to tender submission.

The Contract will involve significant working at height and preparation, possibly some stripping out works. Method statements and risk assessments will be required from the Contractor.

Should he require additional information from the Client he should advise the Client immediately and prior to commencement of any works at the latest.

It is emphasised that the centre and neighbouring facilities are to remain operational throughout the contract. No dirt, dust, debris or vibration of any kind is to be permitted into any operational area. The contractor must allow for undertaking whatever protection measures are necessary to ensure the safety, security, and cleanliness of all parts of the buildings which may be affected by the works.

The contractor should note that he is to allow for undertaking full design responsibilities with regard to temporary protection measures, including hoarding and scaffolding and must agree these with the client prior to commencement of the works.

The contractor should note that the site, its proximity to other properties, particularly with regard to access and egress for the site. It is emphasised that the contractor must identify all appropriate means of protecting all persons around the site at all times and detail his proposals within his tender documentation.

The work will involve working from height and the contractor must design and manage the erection and safe maintenance of appropriate temporary works, e.g. scaffolding and crash desks and edge protection to enable the safe completion of the works.

4.2 Matters Requiring Particular Precautions

- Risk of possible live services encountered during stripping out works
- Risks associated with working at height

5.0 THE HEALTH AND SAFETY FILE

- 5.1 The PD must prepare the Health and Safety File. They should liaise closely with the Client to agree content of the file as soon as practicable after appointment.
- 5.2 The PD must cooperate with the rest of the project team and should expect their cooperation in return. In cooperation with other members of the project team, the PD must ensure that the file is appropriately updated, reviewed and revised to ensure it takes account of changes that occur as the project progresses.
- 5.3 The PC must provide the PD with any relevant information that needs to be included in the Health and Safety File.
- 5.4 Information on the following should be considered for inclusion:
- a) A brief description of the work carried out;
 - b) Any hazards that have not been eliminated through design and construction processes, and how they have been addressed (e.g. surveys or other information containing asbestos or contaminated land);
 - c) Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members (and safe working loads for floors and roofs;
 - d) Hazardous materials used (e.g. lead paint and special coatings);
 - e) Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment)
 - f) Health and safety information about equipment provided for cleaning or maintaining the structure;
 - g) The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
 - h) Information and as-built drawings of the structure.

APPENDIX E – ASBESTOS SURVEY



**HSG 264
MANAGEMENT ASBESTOS SURVEY REPORT
AND
MATERIALS ASSESSMENT**

CLIENT
*Fawley Parish Council
Gang Warily Recreation Centre
Newlands Road
Fawley
Southampton
SO45 1GA*

SURVEY SITE
*Gang Warily Recreation Centre,
Newlands Road,
Fawley,
Southampton
SO45 1GA*



Authorised by:
Dan Bull

Dan Bull

Project No. ABP/7319/P-04270/12/17/GangWarily
Report 1 (Revision 0)
Report Issue Date: 05/01/2018

THIS REPORT IS ISSUED IN CONFIDENCE TO THE NAMED CLIENT AND MAY NOT BE REASSIGNED WITHOUT PRIOR WRITTEN CONSENT FROM ABP ASSOCIATES LTD.

THIS REPORT MAY ONLY BE REPRODUCED, OR INTERPRETED IN ITS ENTIRETY.

ABP Associates Ltd is a UKAS Accredited Inspection Body for the Surveying of Asbestos in Premises
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1.0 EXECUTIVE SUMMARY

ABP Associates Limited was instructed by Simon Llewellyn of Fawley Parish Council to undertake an asbestos management survey at Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA. This survey work was undertaken on 11 December 2017 to 13 December 2017 by Dan Bull and Helen Dunn and was carried out in accordance with the requirements of the Control of Asbestos Regulations 2012, HSG 264 and ABP's internal procedures.

1.1 Asbestos Materials Summary

Asbestos containing materials (ACMs) were found in the following locations:

Location	Description of Material	Extent	Recommendation
G024 - Store	Electrical Boxing - Textile	1no	Mark & Manage
EX002 - External	Roof Covering - Cement	100+m ²	Mark & Manage
EX001 - External	Panels - Asbestos Cement	9m ²	Mark & Manage

1.2 Non-Accessed Locations and Items

The areas listed below were not accessed during the survey:

Location	Non-accessed area/item	Reason
G001	Hall - Ceiling - No access	Height

2.0 INTRODUCTION

This asbestos management survey was carried out to ascertain if asbestos containing materials (ACMs) were present and to report the condition in order for the managers of the building to produce a management plan. It should be assumed that any areas not referred to specifically in this report, have **not** been inspected and should be presumed to contain asbestos unless proved otherwise. However, prior to any planned refurbishment and / or demolition works which may disturb the fabric of the building an asbestos refurbishment or demolition survey must be conducted.

It should be assumed that any areas not referred to specifically in this report, have **not** been inspected and therefore any users of this report must presume such areas as containing asbestos. Furthermore, any such areas should be surveyed prior to work of any description, taking place. Survey works were carried out with due diligence and every endeavour was made to obtain access and determine asbestos (or presumed asbestos) materials, so far as is reasonably practicable.

Any relevant parties, prior to building works of any description commencing, should consult this report.

It is also absolutely essential that any users of this report appreciate that this report **cannot** serve as an exhaustive account of asbestos containing materials throughout the site. Moreover, given the way in which asbestos containing materials (ACM) were used in building constructions, certain ACM may only be detected during the course of major refurbishment or demolition works.

ABP Associates Ltd is a Type C Inspection Body accredited by UKAS (United Kingdom Accreditation Service) to BS EN ISO/IEC 17020:2012 for the *Surveying of Asbestos in Premises*.

It is now mandatory for all persons carrying out work, or organising such work, on buildings constructed prior to 2000 to have asbestos awareness training provided by a competent person / organisation.

2.1 Scope of works

A Management Survey was carried out in accordance with HSG 264 and the ABP internal procedure. This survey report details all areas that were accessed and also lists all known areas where access was not possible at the time of the survey.

It should be assumed that any areas not referred to specifically in this report, have **not** been inspected and therefore any users of this report must presume such areas as containing asbestos. Furthermore, any such areas should be surveyed prior to work of any description, taking place. Survey works were carried out with due diligence and every endeavour was made to obtain access and determine asbestos (or presumed asbestos) materials, so far as is reasonably practicable.

2.1.1 Areas included in the survey

All areas of the property

2.1.2 Areas excluded in the survey

None

2.1.3 Pre-agreed exclusions

None

2.1.4 Variations to the Scope of Work

None

2.2 General Building Description

Brick built sports centre with a pitched roof built 1980 / 1990.

2.3 Objectives

The objectives of the survey were to:

- i. Locate and record the extent and product type of any presumed or known asbestos containing materials, as far as reasonably practicable.
- ii. Inspect and record information on the accessibility, condition and surface treatment of any presumed or known asbestos containing materials.
- iii. Determine and record the asbestos type by collecting a reasonable number of representative bulk samples, or by making a presumption based on the product type, general appearance, age of building etc.
- iv. To establish the potential for any types of asbestos containing materials (known or presumed), to release airborne asbestos fibres by the application of the points scoring system in the standard algorithm as detailed in HSG 264.

Asbestos containing materials, whether confirmed by analysis, presumed or strongly presumed are recorded in Appendix A.

Where an area has been previously stripped of asbestos i.e. plant rooms, ducts, etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos Regulations 2012 laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings. Every effort will be made to discover if asbestos debris is present. However, a more intrusive survey (Refurbishment/demolition) may be required to fully investigate the extent of possible contamination.

2.4 ABP Contact Points

In the event of any queries regarding this report please contact the report author at:

T 02380 528571
F 02381 781219
info@abp.uk.com

APPENDIX A

ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM

The Materials Assessment takes into account the type and condition of the ACM and the ease with which it releases fibres if disturbed. Each of the parameters given below were recorded during the survey.

Product type or debris from product	1 (Low) 2 (Medium) 3 (High)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc. AIB, textiles, gaskets, ropes, paper etc. Lagging, spray coatings, loose asbestos etc.
Damage/Deterioration	0 (None) 1 (Low) 2 (Medium) 3 (High)	No visible damage Few scratches / marks, broken edges etc. Significant breakage of non-friable materials or several small areas of damage to friable material. High damage / visible debris.
Surface Treatment	0 (None) 1 (Low) 2 (Medium) 3 (High)	Non-friable composite asbestos / encapsulated cement Enclosed sprays / lagging / board / or bare cement. Bare AIB or encapsulated lagging / spray. Unsealed lagging/spray
Asbestos Type	NAD 1 2 3	No Asbestos Detected Chrysotile Amphibole (not crocidolite) Crocidolite
ID level (Level of Identification)	ID P SP A NAD PS	Identified by Laboratory analysis Presumed Strongly presumed Analysed No Asbestos Detected Previously sampled
Accessibility	0 1 2 3	Usually inaccessible Occasionally likely to be disturbed Easily disturbed Routinely disturbed
Other definitions	NAF	No asbestos found
Extent	LM M2 M3 NO	Linear Metres Metres Squared Meters Cubed Number of items

RECOMMENDATIONS

Recommendation	Code	Direction
Remove/ Encapsulate – Licensed	R/E1	Removal of this material must be conducted under controlled conditions by Licensed Asbestos Removal Contractor. Waste will be disposed of in accordance with the Hazardous Waste Regulations. Surfaces that require encapsulation (i.e. porous surfaces in a plant room) will require future management under CAR 2012.
Remove – Licensed	R1	Removal of this material must be conducted under controlled conditions by Licensed Asbestos Removal Contractor. Waste will be disposed of in accordance with the Hazardous Waste Regulations.
Remove – Notifiable non-licensable work	R2	A suitable and sufficient risk assessment should be conducted to determine if the removal is notifiable non-licensable work (NNLW) or can be carried out as non-licensed task work.
Remove – Non licensable work	R3	Removal of this material must be conducted under controlled conditions by suitably trained operatives. Waste will be disposed of in accordance with the Hazardous Waste Regulations.
Encapsulate (new) – Licensed	E1	Encapsulate/Enclose to seal the damaged/bare sections; this should be undertaken by a Licensed Asbestos Removal Contractor. If any works are planned which may disturb this material, then it should be removed by a Licensed Asbestos Removal Contractor and disposed of in accordance with the Hazardous Waste Regulations.
Encapsulate (repair) – Licensed	E2	Repair the existing encapsulation to seal the damaged/bare sections; this should be undertaken by a Licensed Asbestos Removal Contractor. If any works are planned which may disturb this material, then it should be removed by a Licensed Asbestos Removal Contractor and disposed of in accordance with the Hazardous Waste Regulations.
Encapsulate (new) – Notifiable non-licensable work	E3	Encapsulate/Enclose to seal the damaged/bare sections; a suitable and sufficient risk assessment should be conducted to determine if the remedial work is notifiable non-licensable work (NNLW) or can be carried out as non-licensed task work.
Encapsulate (repair) – Notifiable non-licensable work	E4	Repair the existing encapsulation to seal the damaged/bare sections; a suitable and sufficient risk assessment should be conducted to determine if the remedial work is notifiable non-licensable work (NNLW) or can be carried out as non-licensed task work.
Encapsulate (new) – Non licensable work	E5	Encapsulate/Enclose to seal the damaged/bare sections; this should be undertaken by a competent person. If any works are planned which may disturb this material, then it should be removed by a suitably trained operatives and disposed of in accordance with the Hazardous Waste Regulations. The utilization of a Licensed Asbestos Removal Contractor is not required for the above works.
Encapsulate (repair) – Non licensable work	E6	Repair the existing encapsulation to seal the damaged/bare sections; this should be undertaken by a competent person. If any works are planned which may disturb this material, then it should be removed by a suitably trained operatives and disposed of in accordance with the Hazardous Waste regulations. The utilization of a Licensed Asbestos Removal Contractor is not required for the above works.
Mark & Manage – Licensed	MM1	Re-inspect every 12 months to monitor condition by a competent person. If any works are planned which may disturb this material, then it should be removed by a Licensed Asbestos Removal Contractor and disposed of in accordance with the Hazardous Waste Regulations.
Mark & Manage – Notifiable non-licensable work	MM2	Re-inspect every 12 months to monitor condition by a competent person. If any works are planned which may disturb this material, then a suitable and sufficient risk assessment should be conducted to determine if the removal is notifiable non-licensable work (NNLW) or can be carried out as non-licensed task work.
Mark & Manage – Non licensable work	MM3	Re-inspect every 12 months to monitor condition by a competent person. If any works are planned which may disturb this material, then it should be removed by suitably trained operatives and disposed of in accordance with the Hazardous Waste Regulations. The utilization of a Licensed Asbestos Removal Contractor is not required for the above works.

Materials Assessment Score	Risk of Fibre Release
10, 11, 12	High Risk
7, 8, 9	Medium Risk
5, 6	Low Risk
2, 3, 4	Very Low Risk

The total score is calculated from the sum of the score for product type, damage, surface treatment and asbestos type and the potential for releasing fibres is assigned as detailed below.

The Materials Assessment score has been calculated for each ACM identified and the degree of risk from the material assessment alone is included in this appendix.

Attention is drawn to all occurrences of asbestos identified with a score of 10 or above. Asbestos materials within the aforementioned scoring category will, in most cases, require remedial work.



APPENDIX A ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM

Project Number:	ABP7319/P-04270/12/17/GangWarily	Site:	Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA	Lead Surveyor and 2ND Surveyor:	Dan Bull Helen Dunn
Survey Type:	Management Survey	Sampling Strategy:	HSG 264	Date:	11 December 2017 to 13 December 2017

Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² m ³ or Unit	Access. 0,1,2 or 3	Rmd MM1-3 E1-6 R1-3 R/E1 None
G001 Hall			Ceiling: No access Wall: Solid Floor: Modern Floor: Solid								
G002 Store			Ceiling: Solid Wall: Solid Floor: Modern Floor: Solid Boxing: Timber								
G003 Changing room			Ceiling: Solid Ceiling: Plasterboard Ceiling: Plastic Wall: Solid Floor: Tiled Floor: Solid Boxing: Timber								
G004 Changing room			Ceiling: Solid Ceiling: Plasterboard Ceiling: Plastic Wall: Solid Floor: Tiled Floor: Solid Floor: Modern vinyl flooring Boxing: Timber								



APPENDIX A **ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM**

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G005 Stairwell			Ceiling: Plasterboard Wall: Solid Wall: Plasterboard Wall: Solid Floor: Modern vinyl flooring Floor: Solid Including cupboard.								
G006 Toilet			Ceiling: Plasterboard Wall: Tiled Wall: Solid Floor: Tiled Floor: Solid								
G007 Toilet			Ceiling: Plasterboard Wall: Tiled Wall: Solid Floor: Tiled Floor: Solid								
G008 Toilet			Ceiling: Plasterboard Wall: Tiled Wall: Solid Floor: Tiled Floor: Solid								



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G009 Corridor			Ceiling: Plasterboard Ceiling: Solid Wall: Solid Floor: Tiled Floor: Solid Including electrical cupboard.								
G010 Store			Ceiling: Solid Wall: Solid Floor: Tiled Floor: Solid Boxing: Timber								
G011 Store			Ceiling: Solid Wall: Solid Floor: Fitted carpet Floor: Solid Boxing: Timber								
G012 Corridor			Ceiling: Solid Wall: Timber Wall: Solid Floor: Fitted carpet Floor: Solid Boxing: Timber								

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G013 Changing room			Ceiling: Solid Wall: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Plastic Boxing: Timber								
G014 Lounge			Ceiling: Plasterboard Wall: Solid Wall: Plasterboard Floor: Fitted carpet Floor: Solid Floor: Modern vinyl flooring								
G015 Store			Ceiling: Plasterboard Wall: Plasterboard Wall: Solid Floor: Modern vinyl flooring Floor: Solid								
G016 Stairwell			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Floor: Fitted carpet Floor: Solid								



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G017 Changing room			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Solid								
G018 Changing room			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Solid								
G019 Changing room			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Solid								
G020 Changing room			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Solid								
G021 WC			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Solid								



APPENDIX A **ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM**

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G022 WC			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Solid								
G023 Boiler room			Insulation: MMMF insulation Ceiling: Solid Wall: Solid Floor: Solid								
G024 Store			Ceiling: External Wall: Solid Floor: Solid								
G024 Store	ID004	9582	Boxing - Supalux - Insulating board - Supalux	0	0	0	NAD	0	10lin m	0	None
G025 Garage	P		Electrical Boxing - Textile	2	1	1	1	5	1no	0	MM3
			Ceiling: External Wall: Solid Floor: Solid								
G025 Garage	SP004	9582	Boxing - Insulating board	0	0	0	NAD	0	2m ²	0	None
G026 Kitchen			Ceiling: Timber Wall: Timber Floor: Modern vinyl flooring Floor: Solid Sink pad: Modern								



APPENDIX A **ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM**

Project Number:	ABP7319/P-04270/12/17/GangWarily	Site:	Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA	Lead Surveyor and 2nd Surveyor:	Dan Bull Helen Dunn
Survey Type:	Management Survey	Sampling Strategy:	HSG 264	Date:	11 December 2017 to 13 December 2017

Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² m ³ or Unit	Access. 0,1,2 or 3	Rnd MM1-3 E1-6 R1-3 R/E1 None
G027 Area			Ceiling: Timber Wall: Timber Floor: Modern vinyl flooring Floor: Solid								
G028 Store			Ceiling: Timber Wall: Timber Floor: Solid								
G029 Wc			Ceiling: Timber Wall: Timber Floor: Modern vinyl flooring Floor: Solid								
G030 Wc			Ceiling: Timber Wall: Timber Floor: Modern vinyl flooring Floor: Solid								
G031 Store			Ceiling: External Wall: Solid Floor: Solid								
G031 Store	SP004	9582	Boxing - Insulating board	0	0	0	NAD	0	1 m ²	0	None
G032 Store			Ceiling: External Wall: Solid Floor: Solid								



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Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² m ³ or Unit	Access. 0,1,2 or 3	Rmd MM1-3 E1-6 R1-3 R/E1 None
G033 Store			Ceiling: External Wall: Solid Floor: Solid								
1001 Kitchen			Ceiling: Plasterboard Ceiling: Timber Wall: Plasterboard Wall: Solid Floor: Modern vinyl flooring Floor: Solid Boxing: Timber Boxing: Supalux								
1002 Toilet			Ceiling: Modern suspended ceiling Ceiling: Plasterboard Wall: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Supalux								
1002 Toilet	ID001	9578	Ceiling - Textured coating	0	0	0	NAD	0	4m ²	1	None



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Survey Type:	Management Survey	Sampling Strategy:	HSG 264	Date:	11 December 2017 to 13 December 2017

Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² m ³ or Unit	Access. 0,1,2 or 3	Rnd MM1-3 E1-6 R1-3 R/E1 None
1003 Gym			Ceiling: Plasterboard Wall: Plasterboard Wall: Solid Floor: Fitted carpet Floor: Solid Boxing: Plasterboard Boxing: Timber Including cupboard.								
1003 Gym	SP001	9578	Ceiling - including cupboard. - Textured coating -	0	0	0	NAD	0	100m ²	1	None
1004 Corridor			Ceiling: Plasterboard Wall: Plasterboard Wall: Solid Floor: Fitted carpet Floor: Solid Boxing: Timber								
1004 Corridor	ID002	9579	Ceiling - Textured coating	0	0	0	NAD	0	36m ²	1	None
1005 Corridor			Ceiling: Plasterboard Wall: Solid Floor: Modern vinyl flooring Floor: Solid								



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Survey Type:	Management Survey	Sampling Strategy:	HSG 264	Date:	11 December 2017 to 13 December 2017

Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² or Unit	Access. 0,1,2 or 3	Rmd MM1-3 E1-6 R1-3 R/E1 None
1006 Hall			Ceiling: Plasterboard Wall: Plasterboard Wall: Solid Floor: Modern vinyl flooring Floor: Solid Boxing: Plasterboard								
1006 Hall	SP002	9579	Ceiling - Textured coating	0	0	0	NAD	0	32m ²	1	None
1007 Toilet			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Timber								
1008 Toilet			Ceiling: Plasterboard Wall: Solid Floor: Tiled Floor: Solid Boxing: Timber								
1009 Office			Ceiling: Plasterboard Wall: Solid Wall: Plasterboard Floor: Fitted carpet Floor: Solid								



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Survey Type:	Management Survey	Sampling Strategy:	HSG 264	Date:	11 December 2017 to 13 December 2017

Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² m ³ or Unit	Access. 0,1,2 or 3	Rnd MMI-3 E1-6 R1-3 R/E1 None
1010 Reception			Ceiling: Timber Ceiling: Plasterboard Wall: Solid Wall: Plasterboard Floor: Modern vinyl flooring Floor: Solid Boxing: Timber								
1011 Office			Ceiling: Plasterboard Wall: Solid Wall: Plasterboard Floor: Fitted carpet Floor: Solid								
1012 Corridor			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Wall: Plasterboard Floor: Fitted carpet Floor: Solid								
1013 Kitchen			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Floor: Modern vinyl flooring Floor: Solid								
1013 Kitchen	ID003	9580	Sink pad - Bitumen	0	0	0	NAD	0	2no	1	None



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Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² m ³ or Unit	Access. 0,1,2 or 3	Rnd MM1-3 E1-6 R1-3 R/E1 None
1014 Toilet			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Floor: Modern vinyl flooring Floor: Solid								
1015 Treatment room			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Floor: Fitted carpet Floor: Solid								
1016 Office			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Wall: Plasterboard Floor: Fitted carpet Floor: Solid								
1017 Office			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Wall: Plasterboard Floor: Fitted carpet Floor: Solid								



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Survey Type:	Management Survey	Sampling Strategy:	HSG 264	Date:	11 December 2017 to 13 December 2017

Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² or Unit	Access. 0,1,2 or 3	Rnd MM1-3 E1-6 R1-3 R/E1 None
1018 Office			Ceiling: MMMF insulation Ceiling: Modern suspended ceiling Wall: Solid Wall: Plasterboard Floor: Fitted carpet Floor: Solid								
2001 Loft			Ceiling: Modern Wall: Plasterboard Floor: Timber Insulation: MMMF insulation								
EX001 External			Roof: Tiled Soffit and fascia : Timber Rain Water Goods: Plastic Wall: Solid								
EX001 External	P		Panels - To gable ends on roof. - Asbestos Cement	1	1	1	1	4	9m ²	0	MM3
EX002 External			Roof: Felt Wall: Solid Fascia: Timber Rain Water Goods: Plastic								
EX002 External	ID005	9583	Roof Covering - Intermittent modern replacement panels. - Cement	1	1	1	3	6	100+m ²	0	MM3



APPENDIX A ASBESTOS IN BUILDINGS SURVEY – MATERIALS ASSESSMENT ALGORITHM

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Survey Type:	Management Survey	Sampling Strategy:	HSG 264	Date:	11 December 2017 to 13 December 2017

Location	ID level & Sample No.	Lab ref. No. or Ref ID No.	Description of sample taken. Comments and Observations	A Product Type 1,2 or 3	B Damage 0,1,2 or 3	C Surface Treatment (if any) 0,1,2 or 3	D Asbest. Type NAD 1,2 or 3	A + B + C + D = Total Points	Qty LM m ² m ³ or Unit	Access. 0,1,2 or 3	Rmd MM1-3 E1-6 R1-3 R/E1 None
EX003 Compound			Roof: Metal Wall: Metal Wall: Solid Wall: Plasterboard Wall: Timber Floor: Solid Rain Water Goods: Plastic Including 4 x internal areas.								

APPENDIX B

CERTIFICATES OF BULK ANALYSIS

Bulk Sampling and Identification

Bulk samples, where taken, were labelled, double bagged and analysed by a laboratory accredited by UKAS to BS EN ISO/IEC 17025 using plane and polarised light microscopy and dispersion staining techniques, as outlined in accordance with the HSE's Asbestos: Analysts' guide for sampling, analysis and clearance procedures.(HSG248)



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IDENTIFICATION OF ASBESTOS IN BULK MATERIALS (PLM) TEST REPORT

Analytical Technique:

Analysis and identification of the six regulated asbestos fibres was conducted by Polarised Light Microscopy using the ABP procedures and the HSE Guidance note HSG248.

Client:	Fawley Parish Council Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA	Site Address:	Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA
Client Ref:	GangWarily	ABP Project Number:	ABP7319 P-04270
Date Sampled:	11/12/2017	Sampled By:	Don Bull
Date Issued:	14/12/2017	Date Analysed:	14/12/2017
		Certificate Reference:	10339

Sample Number	Lab Reference	Sample Location and Material	Asbestos Detected	Asbestos Type(s)
1	9578	1.002 - Toilet - Ceiling Textured coating	No	NAD
2	9579	1.004 - Corridor - Ceiling Textured coating	No	NAD
3	9580	1.013 - Kitchen - Sink pad Brimmen	No	NAD
4	9582	G.024 - Store - Boxing Insulating board	No	NAD
5	9583	EX.001 - External - Roof Covering Cement	Yes	Chrysotile, Crocidolite

Analysed By: Wioletta Goral
Authorised By: Wioletta Goral

Signature:

W Goral

NAD - No Asbestos Detected

This analysis report was prepared using the samples and information provided by the client. Any comments, opinions or interpretations expressed in this report, including material descriptions, are outside the scope of our UKAS accreditation. However, in accordance with HSG248, if 1 or 2 asbestos fibres are identified then the description "trace" is permitted. The analytical method used does not quantify the amount of asbestos present in line with HSG248 requirements, any quantification is also outside the scope of our UKAS accreditation. THIS REPORT MAY ONLY BE REPRODUCED OR INTERPRETED IN ITS ENTIRETY.

ABP Associates Ltd is registered in England No. 4218323
Registered office: Unit 8 Chancerygate Business Centre, Manor House Avenue, Millbrook,
Southampton, SO15 0AE

Form B4 Rev M

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The asbestos materials assessments produced from the survey, as presented in this report, should be developed into a risk assessment which can then formulate the basis of the management plan, required under Regulation 4 of the Control of Asbestos Regulations 2012.

A priority assessment on each confirmed or presumed case of asbestos should be made.

C.1 Priority Assessment

A priority assessment assesses the likelihood of asbestos containing materials being disturbed, taking into account the following:

- i. Routine maintenance work
- ii. Planned refurbishment work
- iii. Potential for disturbance
- iv. Potential for human exposure
- v. Activity from occupants or visitors to the building.

Whilst ABP Associates Limited will have obtained certain relevant information in order to assist in the compilation of the assessment, it remains the duty of the client under Control of Asbestos Regulations 2012, to ensure the full implementation of the assessment.

ABP Associates Limited is willing to provide further assistance to the client in preparing a detailed and accurate assessment on behalf of and/or in conjunction with the client.

For further information please contact:

Name: Richard Pomeroy (Director)
Office Tel. No. 02380 528571
Mobile Tel. No: 07745 728951
Email: info@abp.uk.com

ABP Associates Limited has recorded the likelihood of disturbance to the asbestos containing materials with consideration given to the normal activities within the building at the time of the survey. This information is contained within the asbestos materials assessments in *Appendix A*.



C.2 Management Plan


On completion of the risk assessments, the management plan should then be developed in order to control the risk to occupants and visitors to the building.


The management plan will include the following:

1. Specific details of the location and condition of known or presumed asbestos containing materials, and in what way they are recorded and updated as required, (refer to materials assessment).
2. Priority/risk assessments and scores.
3. A list of action priorities.
4. Options regarding the management of asbestos containing materials would be, repair, encapsulate or removal. These decisions will be dependent on the risk of exposure to airborne asbestos fibres and as such consideration must be given to the activities carried out within the building and the proximity of the asbestos. These arrangements must be made in order to ensure compliance with the Control of Asbestos Regulations 2012, etc.
5. Timescales for implementation of the management plan.
6. Arrangements to inspect asbestos containing materials at least on a 12 monthly basis and more frequent dependent on certain situations.
7. Information to employers and employees own responsibilities.
8. Training of employees/management.
9. Appropriate planning to implement policies.
10. Protocol to ensure provision of information to all relevant bodies.
11. Infrastructure within the company regarding persons responsible for the monitoring and /or amendments of the plan.
12. Agreed periodic review of the plan.

APPENDIX D
PHOTOGRAPHS





	ID level & Sample No.	P
	Location:	G024 Store
	Item Description:	Electrical Boxing - Textile
	Asbestos Type:	Chrysotile

	ID level & Sample No.	ID004
	Location:	G024 Store
	Item Description:	Boxing - Insulating board
	Asbestos Type:	No asbestos detected

APPENDIX D
PHOTOGRAPHS





	ID level & Sample No.	SP as 004
	Location:	G025 Garage
	Item Description:	Boxing - Insulating board
	Asbestos Type:	No asbestos detected

	ID level & Sample No.	SP as 004
	Location:	G031 Store
	Item Description:	Boxing - Insulating board
	Asbestos Type:	No asbestos detected

APPENDIX D
PHOTOGRAPHS




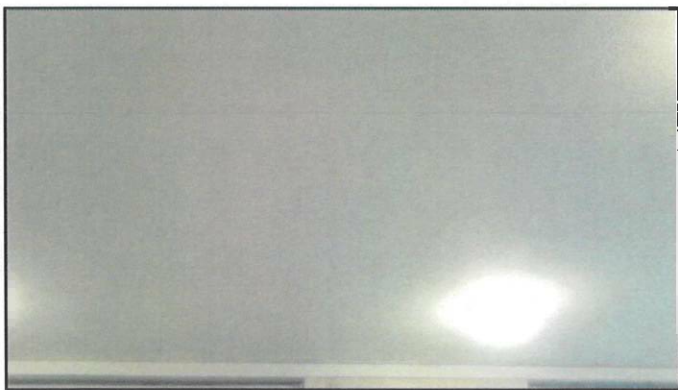
	ID level & Sample No.	ID001
	Location:	1002 Toilet
	Item Description:	Ceiling - Textured coating
	Asbestos Type:	No asbestos detected

	ID level & Sample No.	SP as 001
	Location:	1003 Gym
	Item Description:	Ceiling - Textured coating
	Asbestos Type:	No asbestos detected

APPENDIX D
PHOTOGRAPHS




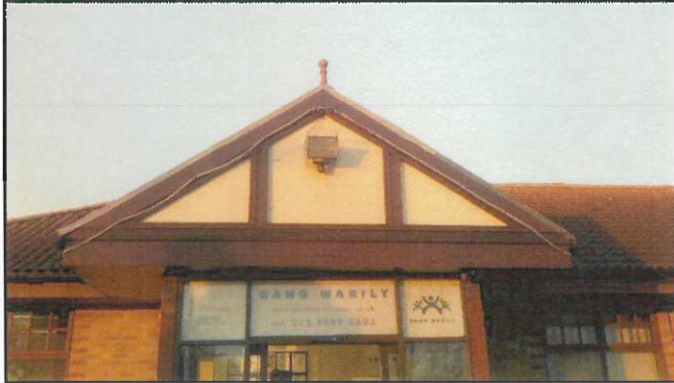
	ID level & Sample No.	ID002
	Location:	1004 Corridor
	Item Description:	Ceiling - Textured coating
	Asbestos Type:	No asbestos detected

	ID level & Sample No.	SP as 002
	Location:	1006 Hall
	Item Description:	Ceiling - Textured coating
	Asbestos Type:	No asbestos detected

APPENDIX D
PHOTOGRAPHS




	ID level & Sample No.	ID003
	Location:	1013 Kitchen
	Item Description:	Sink pad - Bitumen
	Asbestos Type:	No asbestos detected

	ID level & Sample No.	P
	Location:	EX001 External
	Item Description:	Panels - Asbestos Cement
	Asbestos Type:	Chrysotile

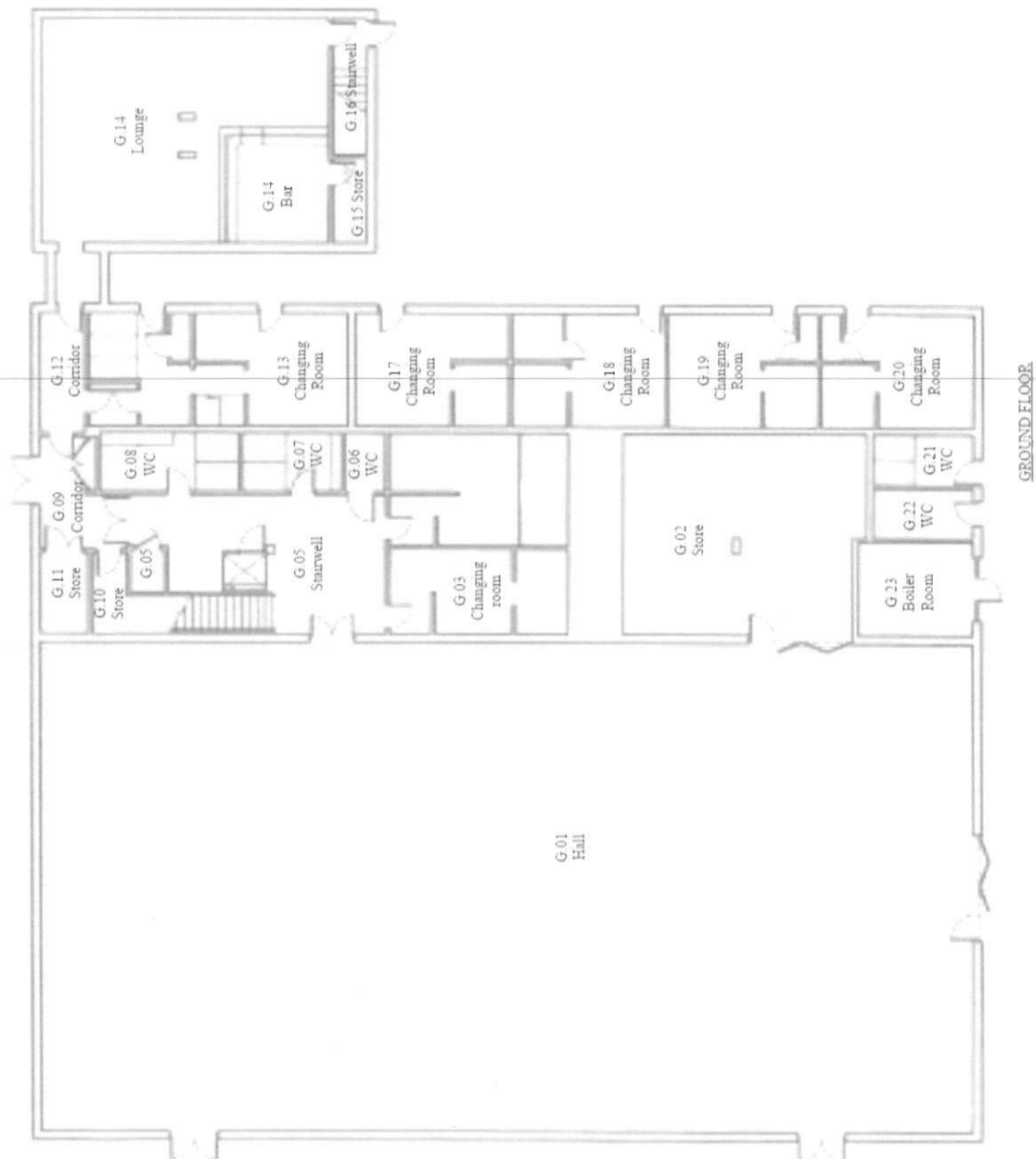
APPENDIX D
PHOTOGRAPHS



	ID level & Sample No.	ID005
	Location:	EX002 External
	Item Description:	Roof Covering - Cement
	Asbestos Type:	Chrysotile, Crocidolite

APPENDIX E – SITE DRAWING – NOT TO SCALE

Asbestos Management Survey of Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA

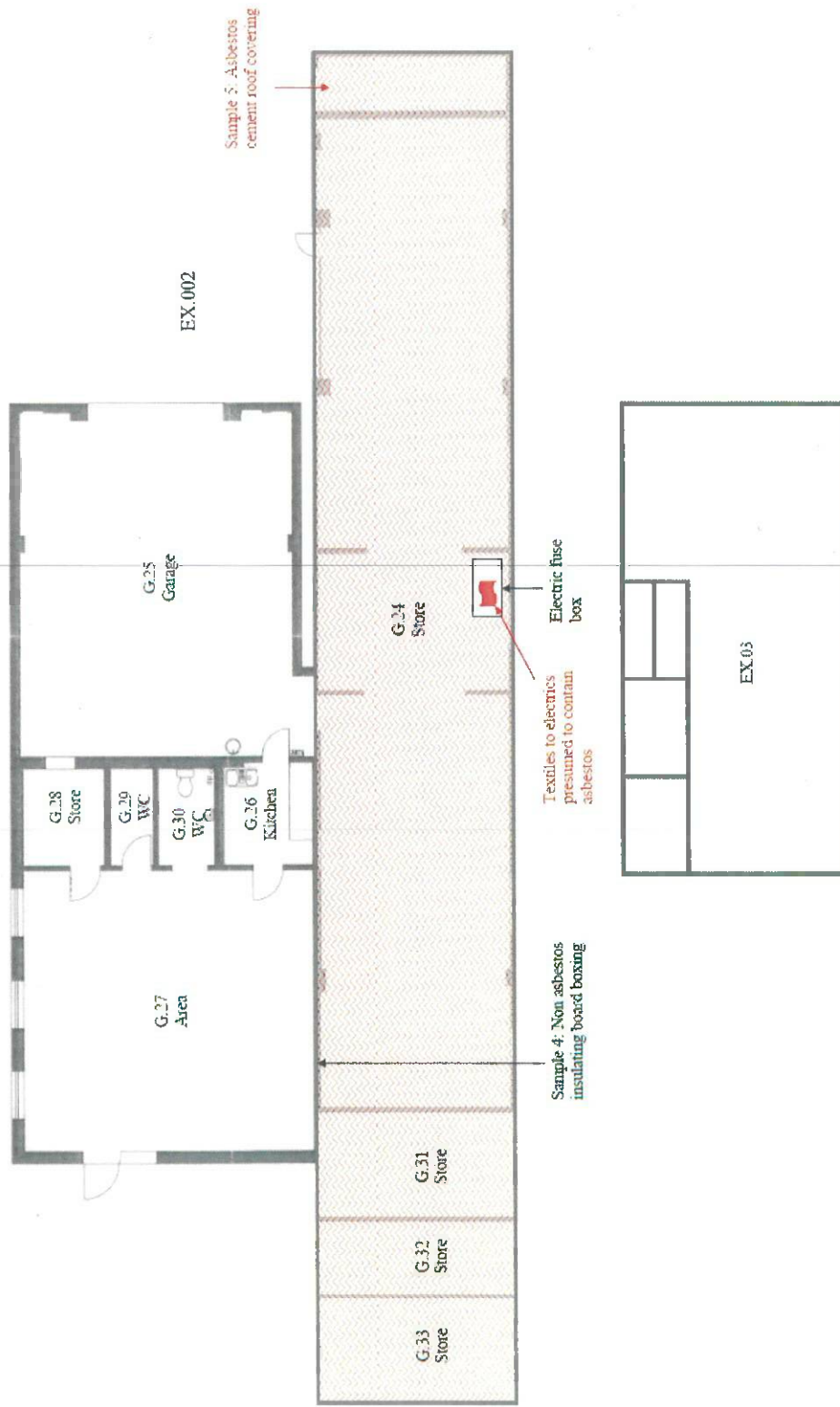


APPENDIX E – SITE DRAWING – NOT TO SCALE

Asbestos Management Survey of Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA

KEY:

- Textile
- Cement roof



APPENDIX E – SITE DRAWING – NOT TO SCALE

Asbestos Management Survey of Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA

