



Maritime and Coastguard Agency (MCA)

## Schedule of Works for Ground floor office re-configuration works -

Item	Description
<b>A</b>	<b>GENERAL CONDITIONS</b>
A.1	<p>This Schedule of Works is to be read strictly in conjunction with the MCA standard specifications and drawings supplied. Any discrepancies should be reported to the Project Manager (PM).</p> <p>Please note that dimensions/quantities as shown in this document and drawings are approximate and should be checked on site by the tendering Principle Contractor (Contractor). Any discrepancies should be reported to the PM.</p>
A.2	In pricing these works, it is deemed that each contractor has visited the site prior to tendering in order to satisfy themselves with the scope of works. No additional costs will be payable due to any contractor's lack of knowledge of the site or specified works.
A.3	<p>The Tendering Contractor must price each item listed in this document; the price quoted is the total cost of completing that element of work and inclusive of all enabling, installation and making good works, unless otherwise defined. The materials provided and installed must be those specified by MCA.</p> <p>The Contractor must make allowances to pre-order all necessary equipment and materials and arrange for its availability when needed in accordance with the specification in connection with all works.</p> <p>The Contractor must confirm to the PM, the lead in times regarding the works described herein.</p> <p>This information is required within this tender document, for consideration by the PM and employer and dates must be confirmed during the pre-start meeting.</p>
A.4	The Contractor should price each item separately to ensure that all costs that the Contractor is responsible for, is suitably incorporated within the final quoted amount.
A.5	The Contractor shall include in his price for all associated works inferred or implied, to comply with good working practice.
A.6	All works are to be in accordance with the relevant parts of this schedule. The Contractor is deemed to have read and be familiar with areas of the works prior to starting on site.
A.7	<p>Prices are to include for removing all rubbish debris and waste arising from the works and site and for disposing of to a suitable Local Authority registered waste disposal facility. This should include for all skip and waste disposal charges and all associated parking permits. A copy of all waste disposal certificates should be given to the PM following completion of the works.</p> <p>The location of any skips must be agreed with the PM in writing and as a general rule, must be positioned a minimum of 6 meters from any structures.</p>
A.8	<p>The Contractor is to limit the area of operation, at any given time, to those areas associated with the works in hand, at that stage in the works programme.</p> <p>NOTE - The Contractor will be required to supply additional labour and resources to the project in order to meet the Project Completion date at no additional charge, if works fall behind accepted programme or inclement (poor) weather conditions are experienced.</p>



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A.9	Unless stated within the description for a particular item of work, all works are required to be carried out within normal working hours. Normal working hours for this scheme are between 8:00am and 6:00pm, Monday to Friday. Works outside normal hours and at the weekends are to be carried out by prior arrangement with the PM.
A.10	<del>Where noisy work is to be carried out, prior planning and agreement should be coordinated</del> with the PM via a noisy works schedule to ensure disruption on site is kept to an absolute minimum.  No noisy work shall only be carried out inside the times permitted.  <del>The Contractor is to obtain details of such permitted times prior to works commencing</del>
A.11	Adequate allowance shall be deemed included in prices for all such works in terms of programme, time, plant costs and on/off site management and supervision costs.
A.12	Where there is conflict or duplication between the requirements of the MCA standard specification and the schedule of works then the Contractor should seek guidance from the PM.
A.13	The Contractor is to allow for detailed phasing and co-ordination on site, the works shall be undertaken to all areas and consultation must be taken between the building occupier and the contractor so the works programme does not impact on any programmed MCA/tenant activities. The Contractor shall portray commitment to safe and good working practices at all times.
	<b>Pre-ordering of materials and equipment</b>
A.14	Contractor to allow to pre-order all necessary equipment and materials and arrange for its availability when needed in accordance with the standard specification in connection with these works.



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<b>Services</b>	
A.15	<p>The Contractor shall be responsible for ensuring that all systems are inspected, tested and made safe by suitably qualified professionals (i.e. NICEIC Approved Electrical Contractor and Gas Safe registered gas engineer) before associated works commence. The Contractor is to provide test certificates and describe the works that were undertaken to achieve the above.</p> <p>The Contractor shall be responsible for all necessary artificial lighting and power for the correct execution of the works and may at the discretion of the PM be required to pay for all electricity consumed. The Contractor shall also ensure that all supplies of artificial lighting and power are terminated following completion of the works informing the PM in writing with copies of all relevant termination notices to the appropriate Electricity Board.</p> <p>The Contractor shall coordinate with all relevant suppliers of services regarding all necessary disconnection and re-connection of services, data supplies relating to works and also allow for all costs associated.</p>
A.16	<p>It is not anticipated that the works contained within this schedule will be notifiable to the HSE under the CDM Regulations 2015.</p> <p>The Contractor shall however take on the role of the Principal Contractor, in accordance with the CDM Regulations 2015.</p> <p>The Contractor must submit a copy of the Construction Phase Plan at least two weeks prior to the commencement of the works, containing all necessary risk assessments and method statements for the safe execution of the works.</p>
A.17	<p>The Contractor should, if required, allow for providing all necessary guarding barriers, notices, warning signs, hazard tape and PPE as necessary for the safe execution of the works to be detailed more fully within the Contractors Construction Phase Plan. Any internal areas that are to be used by the Contractor must be maintained and cleaned to a proper and reasonable standard. The Contractor shall also undertake a thorough deep clean of all areas accessed and used during the programme of works.</p>
<b>Schedule of condition</b>	
A.18	<p>The Contractor will provide a schedule of condition with photos of the site, to be agreed prior to starting any works on the site. The schedule should include all areas of the site and building that may be accessed by the Contractor during works, which will be agreed at the pre-start meeting.</p>
<b>Co-ordination of works</b>	
A.19	<p>The Contractor shall allow for reviewing the Health and Safety Information and Operation and Maintenance manuals held by the client.</p>
A.20	<p>The Contractor must ensure the specification for all items has been thoroughly read and understood.</p>
A.21	<p>The Contractor must ensure that if any works involve the installation and use of heras fencing to form a compound and/or for site access, that it is made secure at the end of each day.</p>
A.22	<p>Skips must be the enclosed lockable type and should be kept a safe distance from the building. Ideally within the site compound area, if one is required.</p>
A.23	<p>Where materials are specified by Manufacturer's name, a full set of the Manufacturer's instructions are to be retained on site and it is the Principal Contractor's responsibility to ensure that these are strictly observed at all times. Bring to the attention of the PM any discrepancy between the specification and any instructions that are contrary to the</p>



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A.24	The Contractor shall allow for management and co-ordination of all other contractors engaged to execute this schedule of works.
<b>B</b>	<b>ASBESTOS SURVEY AND REMOVAL</b>
B.1	The contractor shall allow for review and full comprehension of the Management Asbestos Survey Report for the building prior to any works undertaken on site.
B.2	The Contractor shall allow, if required upon the receipt of an appropriate R&D survey, to manage the removal and disposal of contaminated materials to a Health and Safety Executive registered site in accordance with Hazardous Waste (England and Wales)
B.3	<del>Should the unlikely event occur that the Contractor suspects Asbestos containing materials</del> (ACM's) are present whilst works are on-going, all works shall stop immediately and inform the PM who will proceed in accordance with MCA's Asbestos Control Policy. At no point is it acceptable for the Contractor to allow willingly or otherwise any of their staff, their sub-contractors, MCA staff, visitors or members of public to be exposed to or contaminated with ACM's
<b>C</b>	<b>TIMBER AND TIMBER RELATED PRODUCTS</b>
C.1	The Contractor shall ensure that all timber and timber products used in connection with the Contract (including all joinery, fittings, furniture and veneers) are lawfully obtained from forests and plantations which are managed to sustain their biodiversity, productivity and vitality, and to prevent harm to other ecosystems and any indigenous or forest dependent people. All procurement by the Contractor shall also comply with all relevant international agreements (e.g. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).
C.2	All timber and wood-derived products for supply or use in performance of the contract must be independently verifiable and either: from a legal and sustainable source; or From a FLEGT – Licensed or equivalent source.
C.3	Management of the forest or plantation shall be audited at intervals confirming ongoing good forest management and by organisations with appropriate forest timber harvest and/or management rights for that forest.



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C.4	<p>The Contracting Authority will accept evidence from any of the following two categories:</p> <p><u>Category A evidence:</u> Certification under a scheme recognised by the UK government as meeting the criteria set out in the document entitled "UK Government Timber Procurement Policy: Criteria for Evaluating Category A Evidence" (available from the Contracting Authority on request and on CPETs website). The edition current on the day the contract is awarded shall apply. A list of assessed certification schemes that currently meet the governments requirements can be found on CPETs website. Acceptable schemes must ensure that at least 70% (by volume or weight) is from a legal and sustainable source with the balance from a legal source.</p> <p><u>Category B evidence:</u> Documentary evidence, other than Category A evidence and FLEGT evidence, that provides assurance that the source is sustainable. In this context "sustainable" is defined in the document entitled "UK Government Timber Procurement Policy: Evaluation of Category B Evidence: Methodology" (available from the Contracting Authority on request and on CPETs website). The edition current on the day the contract is awarded shall apply. Such Category B evidence may include, for example, independent audits and declarations by the contractor or his contractors. Where Category B evidence is to be relied on, the contractor is required to notify the Contracting Authority of the source or sources of all virgin timber and wood- derived products supplied.</p> <p>Source in this context means the forest or plantation where the trees were grown and all subsequent places of delivery through the supply chain prior to receipt of the timber or wood-derived product by the Contracting Authority. The contractor shall separately identify virgin timber and wood-derived products supplied from forests and plantations that are claimed to be subject to sustainable timber production and shall submit to the Contracting Authority documentation in respect of such wood to confirm that the criteria for sustainable timber production set out in this specification have been met. If mixing is unavoidable within the supply chain then sources can still be accepted provided that there are adequate controls in</p>
	<b>Treatment of Joinery</b>
C.5	All new timber to be used for structural purposes e.g. timber-framed ceiling joist, is to be pressure impregnated, in accordance with the Materials and Workmanship section of the specification, and the PM will require proof that this treatment has been carried out.
C.6	When required, the Contractor shall provide evidence that the timber or timber products used in connection with the Contract have come from sustainably managed forests and plantations. This evidence might, for example, take the form of a Certificate (such as Chain of Custody Certificate FSC, PEFC, SFI and CSA) issued under a credible independent, verification scheme; or other documents which demonstrate the operation of an environmental management system incorporating forest management criteria that conform with internationally recognised principles (e.g. The Helsinki Guidelines).
C.7	The Contractor should have available information about the third party who holds the valid Chain of Custody Certificate for timber and timber products procured from a supplier who is not directly certified but who claims their supply is as evidence of its legality and sustainability.



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C.8	The Contractor shall ensure that all chipboard, plywood, medium density fibreboard and other wood products used in connection with the Contract shall contain the lowest formaldehyde level commensurate with the intended use. The Contractor shall offer to provide reclaimed timber or products made from reclaimed timber where it is cost effective and practicable to do so.
<b>D</b>	<b>INTERNAL AND EXTERNAL ACCESS</b>
D.1	The Contractor shall be responsible for ensuring that scaffold where required is suitable for the works and meets with the Construction (Health Safety and Welfare) Regulations 1996 (as now incorporated into the CDM Regulations 2015) and to the satisfaction of the PM.
D.2	The Contractor will allow for all necessary edge protection etc. to be supplied and fitted to ensure the protection of the work force, public and users of the building.
D.3	All scaffolding is to be fully boarded at all times, with kick boards fitted to all elevations of all landings. Access ladders are to be removed and stored in a secure location at the end of each working day, to prevent access by the public. Access ladders are to be fully secured to the scaffold whilst in use.
D.4	Any scaffolding used will comply with the following requirements:- <ul style="list-style-type: none"> <li>• The British Standard Code of Temporary works equipment. Scaffolds. Performance requirements and general design to BS EN 12811-1:2003.</li> <li>• BS 5974:2017. Code of practice for the planning, design, setting up and use of temporary suspended access equipment</li> <li>• All enactments, regulations and working rules relating to Safety, Health and Welfare.</li> </ul>
<b>E</b>	<b>SECURITY AND PROTECTION</b>
	<b>The contractor shall:</b>
E.1	Provide and maintain all necessary protection, barriers, warning signs etc. around the works and set up an appropriate compound to store materials and demolition waste.
E.2	Provide and maintain adequate protection to surfaces and surrounding areas of the works that are to be retained, and reinstated to original condition upon completion. The Contractor is to ensure that areas are clean and tidy at the start and end of each working day.
E.3	Ensure that all building materials and waste emanating from the site is stored appropriately and securely within the boundaries of the agreed site compound and shall ensure that all waste is removed from site on at least a weekly basis.
E.4	Maintain suitable security internally to prevent unauthorised access to the building and works area on completion of the works each day. Access to be agreed and approved with the PM at the pre-start meeting.
E.5	All works scheduled to be read in conjunction with works information.
<b>F</b>	<b>ENABLING OR PREPARATORY WORKS REQUIRED</b>
F.1	Prior to the commencement of works by the contractor, MCA will allow for an initial site inspection and works coordination with the PM (site access, existing services, material storage, permitted areas, etc.). This will form part of the 'Pre- start' meeting on site.
<b>G</b>	<b>DEMOLITION</b>
G.1	Allow in the pricing of the schedule of works for disposal of all demolished items and general cleaning of the site. Note: All metal work obtained from demolition works will be offered to the client in the first instance. Where metal work items are not required by the client, they are then to be disposed of by the Contractor.
<b>H</b>	<b>WORKS REQUIRED</b>





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H.1	At all times whilst works are ongoing, make sure that all the works are done in accordance to the current Building Regulations and Approved Documents (as a minimum standard) and that all works are in line with any drawings provided with this document. It also needs to be considered that the site is located close to the coast and therefore any deliveries or storage of building materials may be disrupted by weather conditions.
<b>I</b>	<b>MECHANICAL AND ELECTRICAL WORKS</b>
I.30	The contractor is to provide all relevant information for population of the MCA O&M manuals and record drawings of the building.
I.31	The Main Contractor is to arrange for all M&E services to be tested and commissioned prior to handover. For example, all electrical services that have been relocated or adjusted are to be connected and tested by suitably qualified professionals such as NICEIC Approved electrician prior to handover and certification provided.
<b>I</b>	<b>LICENCES</b>
J.1	The Contractor shall be responsible for obtaining all necessary licences from local authorities and for complying in all respects with Byelaws, Regulations etc. (planning permission & building control approval are to be obtained by the Employer's Delegate).
<b>K</b>	<b>HANDOVER AND COMPLETION</b>
K.1	Prior to the presentation of the works as 'Complete', the Contractor must provide all Test Certificates (plus any applied documents), the Health and Safety file (to include residual risks, as built and installed information, consultants used, Contractors used etc. as per the <b>PD</b> ) and any as built drawings to the PM.