



**TENDER FOR THE  
REFURBISHMENT**

**OF**

**NEVILLE HOUSE**

**CORBY**

**TENDER DOCUMENT TWO**

**PRELIMINARIES & GENERAL CONDITIONS**

**May 2018**

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## A10 PROJECT PARTICULARS

### 110 THE PROJECT

- Name: Refurbishment of Neville House.
- Nature: Refurbishment of twelve existing maisonettes within a medium-rise tower block, including communal areas, ancillary spaces and the external envelope.
- Location: Flats 1-12, Neville House, George Street, Corby, Northamptonshire, NN17 1QE.
- Length of contract: 8 Months.

### 120 EMPLOYER (CLIENT)

- Name: Corby Borough Council.
- Address: 3rd Floor, The Corby Cube, Parkland Gateway, George Street, Corby, Northamptonshire, NN17 1QG.
- Contact: Tahir Majid - Development Programme Manager.
- Telephone: 01536 740028.
- E-mail: tahir.majid@corby.gov.uk.

### 130A PRINCIPAL CONTRACTOR (CDM)

- Name: The Contractor.

### 140 EMPLOYER'S AGENT

- Name: DSPM Limited.
- Address: The White House, Walton Road, Kimcote, Leicestershire, LE17 5RU.
- Contact: Gareth Davis.
- Telephone: 01455 557522.
- E-mail: dspm@garethndavis.plus.com.

### 150A PRINCIPAL DESIGNER

- Name: The Contractor.

### 190 CLERK OF WORKS

- Name: DSPM Limited.
- Address: The White House, Walton Road, Kimcote, Leicestershire, LE17 5RU.
- Telephone: 01455 557522.

## **A11 TENDER AND CONTRACT DOCUMENTS**

### **110 TENDER DRAWINGS**

- The tender drawings are: See Montecalvo Architects Drawing Issue Register dated 24.05.18.

### **120 CONTRACT DRAWINGS**

- The contract drawings: Same as the tender drawings.
- Exceptions: None.

### **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.

### **180 OTHER DOCUMENTS**

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of The Employer.
- The documents include: Corporate Policies.

## A12 THE SITE/ EXISTING BUILDINGS

### 110 THE SITE

- Description: Neville House is a prominent 1960's five storey building, located on the edge of Corby's town centre. Construction is by way of an exposed insitu. concrete frame, with infill precast concrete floors and roof, with an external envelope comprising a mixture of composite, glazed and coarse aggregate infill panels, "bookended" by facing brickwork, with further brickwork to the rear of the off-set utility / access core, which has decorative concrete tiles to the front. The ground floor is currently used for shops & restaurants, while the shell of the first floor has recently been fitted out by the landlord for letting as either office space or some form of leisure activity.

The "floating" top three storeys and roof terrace, along with a ground floor entrance lobby and the utility / access core are residential, accommodating twelve existing maisonettes (six 2-bed and six 3-bed) over the three floors, with a central access corridor on Level 03. There is also an external utility space to the rear at ground level, which it shares with surrounding commercial premises.

It is this residential demise that constitutes The Site to be refurbished.

See Tender Drawings.

### 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: See A12/110 The Site.

As part of Corby's town centre, Neville House is connected on the ground & 1st floors to a succession of adjoining retail / commercial premises, including a 1st floor walkway. There are also high-rising buildings to the south & south east in the form of Grosvenor House and The Corby Cube respectively, with a cinema opposite.

### 140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): Tender Drawings.
- Other information:
  - A Summary Report of the Existing Mechanical and Electrical Building Services
  - Gas main only rises to Level 01 and will not form part of this "all electric" scheme
  - Two 28mm copper water mains rise as indicated on the drawings
  - Modern incoming electricity supply for maisonettes is located on Level 02 as indicated on the drawings, which "feeds" consumer units in each dwelling
  - Dilapidated electricity supply to communal areas is also located on Level 02 as indicated on the drawings

### 170A SITE INVESTIGATION

- The following Reports constitute the site investigation: Included in the tender documents.
  - Refurbishment Asbestos Survey
  - Fire Safety Design Review
  - Passenger Lift Refurbishment Specification
  - A Summary Document of Initial Structural Investigations into Insitu Concrete Frame to Upper Floors (including Concrete Survey & Test Results)
  - Additional Concrete Investigations & Testing
  - Indicative Concrete Repair Specification Document
  - A Summary Report of the Existing Mechanical and Electrical Building Services

### 180A HEALTH AND SAFETY FILE

- A Health and Safety File for the site / building does not exist; see A12/170A (Site Investigation).

## 200 ACCESS TO THE SITE

- Description: The ground floor entrance lobby can be accessed by pedestrians from the front elevation on George Street and from the utility space at the rear, via security gates to the north & east.

There is also a pedestrian walkway at 1<sup>st</sup> floor level to the south & east.

Vehicle access is limited, with a broad public pavement to the front and a pedestrianised zone to the south.

Along the northern elevation there is vehicular access adjacent to the site along Everest Lane, which has a turning head at the far end. There are also removable bollards, which will allow vehicles to temporary access to the rear of the utility space and its double gates.

The upper floors and roof can be accessed by the stairs and lift in the utility / access core (see Limitations)

- Limitations:
  - Deliveries have to be made before 9am or after 5.30pm, with no deliveries on either a Sunday or Bank Holiday
  - The removable bollards that allow access to the rear must be re-erected immediately to prevent unauthorised access
  - Lift
    - The lift should not be used to access the upper floors until it has been refurbished
    - If used for the transportation of materials, the lift's load capacity shall not be exceeded and the lift car shall be protected from damage

## 210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: Use of town centre public car parks only.

## 220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations:
  - Maintain safe unrestricted access to surrounding businesses, their deliveries, their customers and the passing public
  - An area within the rear utility space can be used by the Contractor (see Drawing 1100 Rev A: Site Set-Up - Ground Floor – Level 00

## 230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
  - Shops / Offices / Restaurants / Pedestrianised Retail Zone / Car Parks / Cinema / Public Swimming Pool / Civic Centre inc. Theatre & Library / Taxi Rank.

## 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: Contact Employer's Agent - See A10/140.

## **A13 DESCRIPTION OF THE WORK**

### **110 PREPARATORY WORK BY OTHERS**

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: None.

### **120 THE WORKS**

- Description: Detailed design & refurbishment of the residential demise of Neville House; See Refurbishment Specification 3.0 - Scope of Works

### **130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT**

- Description: Fit out of 1<sup>st</sup> Floor shell.

### **140 COMPLETION WORK BY OTHERS**

- Description: None.

## **A20 JCT DESIGN AND BUILD CONTRACT (DB)**

### **JCT DESIGN AND BUILD CONTRACT**

- The contract: JCT Design and Build Contract (DB), 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

### **THE RECITALS**

#### **First - THE WORKS**

- Comprise: Detailed design & refurbishment of the residential demise of Neville House, to include the external envelope (walls, roofs & soffits), exposed concrete frame, twelve existing maisonettes, entrance lobby, stairwell, lift, other communal areas / ancillary spaces and their associated building services.

#### **Fifth - DIVISION OF THE WORKS INTO SECTIONS**

- The Fifth Recital will be deleted.

### **ARTICLES**

#### **3 - EMPLOYER'S AGENT**

- Employer's Agent: See clause A10/140.

#### **5 - PRINCIPAL DESIGNER**

- Principal Designer: See clause A10/150A.

#### **6 - PRINCIPAL CONTRACTOR**

- Principal Contractor: See clause A10/130A.

#### **9 - LEGAL PROCEEDINGS**

- Amendments: None.

### **CONTRACT PARTICULARS**

#### **Fourth recital and clause 4.5 - CONSTRUCTION INDUSTRY SCHEME (CIS)**

- Employer at the Base Date is a 'contractor' for the purposes of the CIS.

#### **Fifth Recital - DESCRIPTION OF SECTIONS**

- Description of Sections:
  - None.

#### **SIXTH RECITAL - FRAMEWORK AGREEMENT**

- Framework agreement: Does not apply.

#### **Seventh Recital and Part 1 of Schedule 2 - SUPPLEMENTAL PROVISIONS - PART 1**

- Named subcontractors: Supplemental Provision 1 does not apply.
- Valuation of changes - Contractor's estimates: Supplemental Provision 2 does not apply.
- Loss and expense - Contractor's estimates: Supplemental Provision 3 does not apply.

#### Seventh Recital and Part 2 of Schedule 2 - SUPPLEMENTAL PROVISIONS - PART 2

- Acceleration quotation: Supplemental Provision 4 applies.
- Collaborative working: Supplemental Provision 5 applies.
- Health and safety: Supplemental Provision 6 applies.
- Cost savings and value improvements: Supplemental Provision 7 applies.
- Sustainable developments and environmental considerations: Supplemental Provision 8 does not apply.
- Performance indicators and monitoring: Supplemental Provision 9 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 10 applies.
- Where Supplemental Provision 10 applies, the respective nominees of the parties are:
  - Employer's nominee: Tahir Majid (Development Programme Manager).
  - Contractor's nominee: TBC.
 Or such replacement as each party may notify to the other from time to time.

#### Article 4 - EMPLOYER'S REQUIREMENTS, CONTRACTOR'S PROPOSALS, CONTRACT SUM ANALYSIS

- Employer's Requirements:
  - Refurbishment Specification
    - Preamble
    - Scope of Works
    - Design Standards
    - Details of other Contract Requirements
    - Finishes, Fixtures & Equipment
  - Architectural Specification & Drawings
    - General Arrangement
    - External Envelope
    - Communal Areas
    - Fire Strategy
  - Site Investigations / Pre-Construction Information
    - Refurbishment Asbestos Survey
    - Fire Safety Design Review
    - Passenger Lift Refurbishment Specification
    - A Summary Document of Initial Structural Investigations into Insitu Concrete Frame to Upper Floors
      - Including Concrete Survey & Test Results
    - Additional Concrete Investigations & Testing
    - Indicative Concrete Repair Specification Document
    - A Summary Report of the Existing Mechanical and Electrical Building Services
  - Supplementary Documentation
    - Planning Permission Decision Notice
    - Draft Performance Bond
- Contractor's Proposals: To be completed by the Contractor.
- Contract Sum Analysis: To be completed by the Contractor.
- Specific Requirements:
  - Method Statement
  - Programme.

#### Article 8 - ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) apply.

#### Clause 1.1 - BASE DATE

- Base Date: 22<sup>nd</sup> June 2018.

#### Clause 1.1 - BIM PROTOCOL

- BIM Protocol (where applicable): Not Applicable.

**Clause 1.1 - DATE FOR COMPLETION OF THE WORKS**

- Date for completion of the Works (where completion by sections does not apply): 31st May 2019.

**CLAUSE 1.7 - ADDRESSES FOR SERVICE OF NOTICES**

- Employer:
  - Address: See Clause A10/120.
- Contractor:
  - Address: TBC.

**Clause 2.3 - DATE OF POSSESSION OF THE SITE**

- Date of Possession of the site: 10<sup>th</sup> September 2018.

**Clause 2.4 - DEFERMENT OF POSSESSION OF THE SITE**

- Clause 2.4 applies.  
Where clause 2.4 applies, maximum period of deferment is six weeks.

**Clause 2.17.3 - LIMIT OF CONTRACTOR'S LIABILITY FOR LOSS OF USE, ETC.**

- Limit of Contractor's liability for loss of use: Unlimited.

**Clause 2.29.2 - LIQUIDATED DAMAGES**

- Damages: Loss of rental income at the rate of £115.00 per week per maisonette pro rata.

**Clause 2.35 - RECTIFICATION PERIOD**

- Period: 12 months from the date of practical completion of the Works.

**CLAUSE 4.2, 4.12 AND 4.13 - FLUCTUATIONS PROVISION**

- Fluctuations Provision: No Fluctuations Provision applies.

**Clause 4.6 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND**

- Advance payment: Clause 4.6 does not apply.

**Clause 4.7 - METHOD OF PAYMENT - ALTERNATIVE B**

- Payment: Periodically, in accordance with Alternative B.

**Clause 4.7.2 - INTERIM PAYMENTS - INTERIM VALUATION DATES**

- The first Interim Valuation Date is: One month after the date of Possession and thereafter the same date in each month or the nearest Business Day in that month.

**Clause 4.15.4 - LISTED ITEMS - UNIQUELY IDENTIFIED**

- Listed items: A bond is not required.

**Clause 4.15.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED**

- Listed items: A bond is not required..

**Clause 4.17 - CONTRACTOR'S RETENTION BOND**

- Clause 4.17 does not apply.

**Clause 4.18.1 - RETENTION PERCENTAGE**

- Retention: 3 per cent.

**Clause 5.5 - DAYWORK**

- Percentage additions in respect of labour are to be set out in the following document: Contract Sum Analysis.

Clause 6.4.1 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY

- Insurance cover for any one occurrence or series of occurrences arising out of one event: £10m.

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

- Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £10m.

CLAUSE 6.7 AND SCHEDULE 3 - WORKS INSURANCE - INSURANCE OPTIONS APPLICABLE

- Schedule 3:
  - Insurance option A applies.
  - Percentage to cover professional fees: 15 per cent.
  - Where Insurance Option A applies, annual renewal date (as supplied by the Contractor): TBC

Clause 6.10 and Schedule 3 - TERRORISM COVER

- Details of the required cover:
  - Pool Re Cover is required.

Clause 6.15 - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
  - relates to claims or series of claims arising out of one event.
  - and is £2m.
  - Cover for pollution and contamination claims: is not required.
  - Expiry of required period of Professional Indemnity Insurance: 12 years

Clause 6.17 - JOINT FIRE CODE

- The Joint Fire Code: Applies.
- If the Joint Fire Code Applies, the insurer has stated that the Works are a 'Large Project': No.

Clause 6.20 - JOINT FIRE CODE - AMENDMENTS AND REVISIONS

- Joint Fire Code - Amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor.

Clause 7.2 - ASSIGNMENT/ GRANT BY EMPLOYER OF RIGHTS UNDER CLAUSE 7.2

- Clause 7.2 applies.

CLAUSE 7.3.1 / 7.3.2 - PERFORMANCE BOND OR GUARANTEE FROM THE CONTRACTOR'S PARENT COMPANY

- Bond from bank or other approved surety or a Parent Company Guarantee: is required.
  - Bond
    - Required form: Corby Borough Council.
    - Initial value (percentage of the Contract Sum): 10%.
    - Period of validity: the date of practical completion of the Works.
    - The required form of Bond is set out in: Employer's Requirements.
  - Parent Company Guarantee
    - Parent Company's name and registration number: [TO BE COMPLETED BY CONTRACTOR ].

Clause 7.4 - THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES

- Details: As set out in the following documents: Employer's Requirements.

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: Two months.

Clauses 8.11.1.1 to 8.11.1.6 - PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: Two months.

Clause 9.2.1 - ADJUDICATION

- The Adjudicator is: To be appointed by nominating body.  
Nominating body: Where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors.

Clause 9.4.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institution of Chartered Surveyors.

**THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5 - RECKONING PERIODS OF DAYS

- Amendments: None.

1.11 - APPLICABLE LAW

- Amendments: None.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: CHANGES

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT, THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a deed.

## **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: Single Stage Tender.
- 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 90 days.
- Date for possession: See section A20.

### **PRICING/ SUBMISSION OF DOCUMENTS**

#### 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.

#### 440 CONTRACT SUM ANALYSIS

- Content of the Analysis: A breakdown of the Contract Sum into at least the following categories:
  - See Refurbishment Specification 3.0 - Scope of Works
  - Form: Excel / PDF.
  - Fully priced copy: Submit with tender.

#### 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.

#### 500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
  - The Works.
- Statements: Submit with the tender.

**515 ALTERNATIVE TIME TENDERS**

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

**520 CONTRACTOR'S PROPOSALS**

- Proposals: Include the following:
  - Design drawings: Detailed Design (see Architectural Specification).
  - Technical information: Detailed Design (see Architectural Specification).
- Submit: With tender.

**540 QUALITY CONTROL RESOURCES**

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- Submit: With the Tender.

**550 HEALTH AND SAFETY INFORMATION**

- Content: Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
  - A copy of the health and safety policy document, including risk assessment procedures.
  - Accident and sickness records for the past five years.
  - Records of previous Health and Safety Executive enforcement action.
  - Records of training and training policy.
  - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: With the Tender.

**570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Content: Submit the following information within one week of request:
  - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
  - Details of the management structure and responsibilities.
  - Arrangements for issuing health and safety directions.
  - Procedures for informing other contractors and employees of health and safety hazards.
  - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
  - Procedures for communications between the project team, other contractors and site operatives.
  - Arrangements for cooperation and coordination between contractors.
  - Procedures for carrying out risk assessment and for managing and controlling the risk.
  - Emergency procedures including those for fire prevention and escape.
  - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
  - Arrangements for welfare facilities.
  - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
  - Arrangements for consulting with and taking the views of people on site.
  - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
  - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
  - Review procedures to obtain feedback.

**595 ENVIRONMENTAL POLICY**

- Environmental Policy:
  - Location: See A11/180.
- Project Environmental Management System: Develop a system compatible with the Environmental Policy.

**599 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.

**SUBLETTING/ SUPPLY****630 DOMESTIC SUBCONTRACTS**

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: With tender.

## 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: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and 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.
  - Excludes: Products and equipment or anything intended to form or forming part of the permanent works.
- 140 DRAWINGS
- Definitions: To BSRIA BG 6 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.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

**170 MANUFACTURER AND PRODUCT REFERENCE**

- Definition: When used in this combination:
  - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
  - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

**200 SUBSTITUTION OF PRODUCTS**

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;
  - function;
  - compatibility of accessories;
  - proposed revisions to drawings and specification;
  - compatibility with adjacent work;
  - appearance;
  - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

**210 CROSS REFERENCES**

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

**220 REFERENCED DOCUMENTS**

- Conflicts: Specification prevails over referenced documents.

**230 EQUIVALENT PRODUCTS**

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

**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 AND INFORMATION**

- 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 THE DRAWINGS/ DOCUMENTS**

- Additional copies: Issued Free of Charge.

**440 DIMENSIONS**

- Scaled dimensions: Do not rely on.

**460 THE SPECIFICATION**

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

**DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**

- 510 CHANGES/ AMENDMENTS TO EMPLOYER'S REQUIREMENTS
- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
  - 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 the variation has been carried out, may not be allowed.
  - Submit: three copies.
- 600 CONTRACTOR'S DESIGN INFORMATION
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
  - Information required: Detailed Design.
    - Format: PDF & DWG.
    - Number of copies: Three.
  - Submit: With the Tender.
- 620 AS BUILT DRAWINGS AND INFORMATION
- General: Provide the following Drawings/ information:
    - The Works.
  - Submit: At least two weeks before date for completion.
- 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
  - Information location: In Building Manual.
  - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: twenty four hours seven days a week.

## 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.

#### 118A 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 have a valid driving licence and be legally able to drive the vehicle.

#### 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: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
  - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
  - Planning and mobilization by the Contractor.
  - Earliest and latest start and finish dates for each activity and identification of all critical activities.
  - 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.
- 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.
- Submit: three copies.

## 240 COMMENCEMENT OF WORK

- Notice: Before the proposed date for commencement of work on site give minimum notice of two weeks.

## 250A MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
- Corrective action: If performance falls below target, submit proposals as soon as possible.

## 260A SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every month.
- Location: Site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Employer's Agent.

## 280 PHOTOGRAPHS

- Number of locations: Ten.
- Frequency of intervals: Monthly.
- Image format: JPEG.
- Number of images from each location: Two.
- Other requirements: Locations to include; Internal / External / Communal Areas / Maisonettes

## 285 PARTIAL POSSESSION BY EMPLOYER

- Clauses 2.30 to 2.33 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

**290 NOTICE OF COMPLETION**

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): One month.

**CONTROL OF COST****410 CASH FLOW FORECAST**

- 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.

**420 REMOVAL/ REPLACEMENT OF EXISTING WORK**

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

**440 MEASUREMENT**

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

**450 DAYWORK VOUCHERS**

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery each voucher must be:
  - Referenced to the instruction under which the work is authorised.
  - Signed by the Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.

**460 INTERIM PAYMENTS**

- Application by Contractor: If made under Conditions of Contract clause 4.9 include details of amounts considered due together with all supporting information.

**470 PRODUCTS NOT INCORPORATED INTO THE WORKS**

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

**475 LISTED PRODUCTS STORED OFF SITE**

- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
- Include for products purchased from a supplier:
  - 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.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
  - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

**480 LABOUR AND EQUIPMENT RETURNS**

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:
  - 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 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents.
- Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

#### 120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

#### 130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

#### 135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

#### 140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.
- Analysis of results.

**150 INSPECTIONS**

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.

**160 RELATED WORK**

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

**170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

**180 WATER FOR THE WORKS**

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
  - Evidence of suitability is provided.
  - Tested to BS EN 1008 if instructed.

**SAMPLES/ APPROVALS****210 SAMPLES**

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.
  - To match a sample expressly approved as a standard for the purpose.

**220 APPROVAL OF PRODUCTS**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

**230 APPROVAL OF EXECUTION**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

**ACCURACY/ SETTING OUT GENERALLY****310A ACCURACY OF INSTRUMENTS**

- Accuracy in measurement: Use instruments and methods described in BS 5606, Appendix A:

**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.

**340A CRITICAL DIMENSIONS**

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.

**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:
    - 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.
- 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.
  - Evidence: Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
  - Submittal date: One week before start on site.
  - 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: Pre-completion testing (see Architectural Specification)
- Compliance: Submit results of testing,  
Copies: Incorporate in the Building Manual.

**595 ENERGY PERFORMANCE CERTIFICATE**

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
  - Building Type: Existing Dwelling.
  - Method: RdSAP.
- Format:
  - Certificate: To be incorporated in the Building Manual.
  - Report: To be incorporated in the Building Manual.
- Submit: Before the date for completion stated in the contract.

**610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS**

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

**620 MEASURES TO ESTABLISH ACCEPTABILITY**

- 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:
  - Will be at the expense of the Contractor.
  - Will not be considered as grounds for revision of the completion date.

**630 QUALITY CONTROL**

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
  - 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.

**WORK AT OR AFTER COMPLETION****710 WORK BEFORE COMPLETION**

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

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 MAKING GOOD DEFECTS

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

## A34 SECURITY/ SAFETY/ PROTECTION

### SECURITY, HEALTH AND SAFETY

#### 110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
- The Health and Safety File: Section A37.

#### 120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - See Designer's Risk Assessments.

#### 130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
  - See Designer's Risk Assessments.

#### 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before commencement of work on site.
- 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 Pre-tender Health and Safety Plan/ 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: None.

#### 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 as follows: See Clause A12/120.
- 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.

**200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT**

- Restrictions on use:
  - None.

**210 SAFETY PROVISIONS FOR SITE VISITS**

- Safety: Submit details in advance 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 visitors to the site.

**220A WORKING PRECAUTIONS/ RESTRICTIONS**

- Hazardous areas: Operatives must take precautions as follows:
  - Work area: Lift car & shaft.
  - Precautions: Lift car should not be considered as secure.

**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: 85 dB(A) when measured from the site boundary.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
  - Percussion tools and other noisy appliances without consent during the hours of
    - Mon to Fri: Before 8am & after 6pm
    - Sat: Before 8am & after 1pm
    - Sun & Bank Holidays.
  - 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: Only where specified or approved, and then only suitable products listed on [www.pesticides.gov.uk](http://www.pesticides.gov.uk).
- Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.
- Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
- Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

**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.

**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 Construction Industry Publications 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 WASTE**

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

**440 ELECTROMAGNETIC INTERFERENCE**

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

**450 LASER EQUIPMENT**

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- 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.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

**PROTECT THE FOLLOWING****510 EXISTING SERVICES**

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

**520 ROADS AND FOOTPATHS**

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

**560 EXISTING FEATURES**

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- Special requirements: None.

**570 EXISTING WORK**

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

**580 BUILDING INTERIORS**

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

**620 ADJOINING PROPERTY**

- Agreement: Access to and/ or use of the following has been agreed with adjacent owners:
  - External Elevations / 1st Floor Roof Deck / Rear & Side Passageways / Rear Utility Area .
- Permission: Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

**625 ADJOINING PROPERTY RESTRICTIONS**

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - Pay all charges.
  - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

**630 EXISTING STRUCTURES**

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

**640 MATERIALS FOR RECYCLING/ REUSE**

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

**A35 SPECIFIC LIMITATIONS ON METHOD / SEQUENCE / TIMING**

## 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.

## 130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
  - Minimise duration of scaffolding at ground level.

## 140 SCAFFOLDING

- Scaffolding: Make available to subcontractors and others at all times.

## 160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: None.

## 170 WORKING HOURS

- Specific limitations:
  - Mon - Fri: 8am to 6pm
  - Sat: 8am to 1pm
  - Sunday & Bank Holiday's: Prohibited.

## 180A DELIVERY TIMES

- Specific limitations: Permitted delivery times are as follows -
  - Before 9am or after 5.30pm
  - Sunday & Bank Holiday's: Prohibited.

## **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: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for Six people.

#### **270 ACCOMMODATION/ LAND NOT INCLUDED IN THE SITE**

- General: The following may be used for the duration of the Contract without charge provided that:
  - It is used solely for the purposes of carrying out the Contract work.
  - 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/ Purchaser before being carried out.
  - It is vacated on completion of the contract work or determination of the Contract.
  - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- The accommodation/ land: Area of rear utility space (see Site Set-Up Drawing – GF).
- Available services: None.

### **TEMPORARY WORKS**

#### **310 ROADS**

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
  - Details / Restrictions on use: see Site Set-Up Drawings – GF / FF.

#### **340 NAME BOARDS/ ADVERTISEMENTS**

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
  - Title of project: Refurbishment of Twelve Maisonettes for Affordable Rent.
  - Name of Employer: Corby Borough Council.
  - Names of Consultants:
    - Project Manager: DSPM Limited
    - Architect: Montecalvo Architects
  - Names of Contractor and Subcontractors: TBC.
- Special requirements: None.

### **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 existing mains may be used for the Works as follows:
  - Metering: Metered by the Contractor and charged to the Contractor.
  - Point of supply: Various.
  - Available capacity: TBC.
  - Frequency: 50 Hz.
  - Phase: Single & Three.
  - Current: Alternating.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

**430 WATER**

- Supply: The existing mains may be used for the Works as follows:
  - Metering: Metered by the Contractor and charged to the Contractor.
  - Source: Rising Main.
  - Location of supply point: See Architectural Drawings.
  - Conditions/ Restrictions: None.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

**440 MOBILE TELEPHONES**

- Direct communication: As soon as practicable after the start on site:
  - provide the Contractor's person in charge with a mobile telephone.
  - pay all charges reasonably incurred.

**470A E-MAIL AND INTERNET FACILITY**

- General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer.
- Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.

**520 USE OF PERMANENT HEATING SYSTEM**

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
  - Take responsibility for operation, maintenance and remedial work.
  - Arrange supervision by and indemnification of the appropriate Subcontractors.
  - Pay costs arising.

**530A BENEFICIAL USE OF INSTALLED SYSTEMS**

The following permanent systems may be used for the Works:

- Heating;
- Ventilation;
- Supply;
- Disposal;
- Mechanical;
- Electrical;
- Communications; and
- Access.

## 540 METER READINGS

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

## 550 THERMOMETERS

- General: Provide onsite and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

## 570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer/ Client, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: Three.
  - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: Three.
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: None.
  - 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

#### 110A THE BUILDING MANUAL

- 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.
- Scope:
  - 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: Content as clause 150.
  - Part 5: Building User Guide: Content as clause 151.
- Responsibility: The Building Manual is to be produced by The Contractor and must be complete no later than Completion of the Works.
- Information provided by others: Details: None.
- Compilation:
  - 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.
- 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.
- Final copies of the Manual:
  - Number of copies: See Format.
  - Format:
    - 1 x Hardcopy
    - 4 x Discs.
  - Latest date for submission: Date for completion stated in the contract.
- As-built drawings and schedules:
  - Number of copies: See Format.
  - Format:
    - 1 x Hardcopy
    - 4 x Discs.

## 120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
  - Description of the buildings and facilities.
  - Ownership and tenancy, where relevant
  - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
  - 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: None.
- Description and location of other key documents.
- Timescale for completion: Completion of the Works.

## 130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
  - 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:
  - Resistance to passage of sound
  - Continuity of insulation
  - Electrical safety
  - Secure by Design
- Other specific requirements: None.
- Timescale for completion: Completion of the Works.

## 140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
  - 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.
- As-built drawings for each system recording the construction, together with an index, including:
  - 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.
- Product details, including for each item of plant and equipment:
  - 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.
- Operation: A description of the operation of each system, including:
  - Starting up, operation and shutting down
  - Control sequences
  - Procedures for seasonal changeover
  - Procedures for diagnostics, troubleshooting and fault-finding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
  - Electrical circuit tests.
  - Corrosion tests.
  - Type tests.
  - Work tests.
  - Start and commissioning tests.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- Lubrication: Schedules of all lubricated items
- Consumables: A list of all consumable items and their source.
- 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.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.
- Other specific requirements:
  - TV / Satellite Reception Test Certificate
  - Electricity MPAN Reference Numbers
  - Meter References & Serial Numbers
  - Details of Initial Utility Providers
  - Meter Readings
- Timescale for completion: Completion of the Works

**150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE**

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
  - 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
- Information prepared by others.
- Timescale for completion: Completion of the Works.
- Submit to: Employer's Agent.

**151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE**

- Content: Obtain and provide the following:
  - 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.
- Other specific requirements: Unit specific Home User Guide (see Refurbishment Specification).  
Timescale for completion: Completion of the Works.

**160 PRESENTATION OF BUILDING MANUAL**

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- 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.
- As-built drawings: The main sets may form annexes to the Manual.

**190 MAINTENANCE SERVICE**

- Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items
  - Lift
  - Communal Fire Detection & Alarm
  - Emergency Voice Communication System
  - Emergency Lighting
  - Automatic Opening Vents
- Terms: TBC.
- Commencement: Practical Completion.
- Duration: 1 Year.

**210 INFORMATION FOR COMMISSIONING OF SERVICES**

- General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.
- Time of submission: At commencement of commissioning.

**220 TRAINING**

- 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.
- Level of training: Housing Officer (End User) & Trades (Maintenance Team).
- Time allowance: Include a minimum of one day.

**230 SPARE PARTS**

- 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.
- Content: Include in the priced schedule for:
  - 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.

**250 TOOLS**

- 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.
- Quantity: Two complete sets.
- Time of submission: At completion.

## **A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER**

### 110 WORK BY/ ON BEHALF OF EMPLOYER

- Title: Stock Condition.
- Description of work: Survey completed works in order to update the Employer's Stock Condition Data.
- Carried out by: The Employer.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
  - None.

## **A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

- 120 WORK BY STATUTORY UNDERTAKERS
- Item: Water.
  - Description of work: Water connections & meters.
  - Provisional Sum: Include £5,000.00.
  - Allow for general attendance.

## **A54 PROVISIONAL WORK/ ITEMS**

- 590 CONTINGENCIES
- Provisional sum: Include: £30,000.00