



PRELIMINARIES & GENERAL CONDITIONS

For: The refurbishment and extension of the existing Battle Town Council building

At: The Almonry, Battle, East Sussex, TN33 0EE

For: Battle Town Council

SECTION B PRELIMINARIES

Rev A

			Fixed	T-R
	<p>DOCUMENTS</p> <p>These documents are to be read as a whole and items may relate within and between each other. Measured works may have elements of the Preliminaries/Preambles as well as the Specifications applicable to them. The Contractor is deemed to have incorporated within his price the entire tender documents.</p> <p>Preliminaries items shall be priced as either a "Fixed Charge" (Fixed) or "Time-Related Charge" (T-R). A "Fixed Charge" is for work the cost of which is to be considered as independent of duration, and a "Time-Related Charge" is for work the cost of which is to be considered as dependant on duration.</p>			
A10	<p>PROJECT PARTICULARS</p> <p>The Project:</p>			
110	<p>Name: The Almonry</p>	Item		
	<p>Nature: Refurbishment and extension of the existing Council building</p>	Item		
	<p>Location: The Almonry, Battle High Street, Battle, TN33 0EE</p>	Item		
	<p>Duration: weeks (compliant time)</p>	Item		
	<p>Named Parties</p>			
120	<p>Employer: Battle Town Council The Almonry High Street Battle TN33 0EE</p>	Item		
	<p>Contact: Carol Harris 01424 772210</p>			
130	<p>Contract Administrator & Project Manager:</p>			
	<p>Telephone: Email:</p>	Item		
140	<p>Principal Designer: John D Clarke & Partners 2 West Terrace Eastbourne East Sussex BN21 4QX</p>	Item		
	<p>Contact: Ciaran Andrews Telephone: 01323 411506 Email: ciaran@jdcarchitects.co.uk</p>	Item		
PRL/2018 1/1 To Collection £				

				Fixed	T-R
	Other Parties Assisting the Employer's Agent				
150	Architect*	John D Clarke Architects, 2 West Terrace Eastbourne East Sussex BN21 4QX Contact: Ciaran Andrews Telephone: 01323 411506 Email: ciaran@jdcarchitects.co.uk	Item		
160	Interior Designer	Not applicable Contact: - Telephone: - Email: -	Item		
170	Quantity Surveyor:	Blade Consulting Limited 22 Stirling Road St Leonards On Sea East Sussex TN38 9NP Contact: Stephen O'Regan Telephone: 01424 855887 Email: s.oregan@bladeconsulting.co.uk	Item		
180	Structural Engineer:	EAR Sheppard Structural Engineer 5 Chiswick Place Eastbourne East Sussex BN21 4NH Contact: Roger Bunny Telephone: 01323 410478 Email: enquiries@earsheppard.co.uk	Item		
190	Services' Engineer: (M&E)	Carnell Warren Associates Ltd Duke Street Woking Surrey GU21 5PA Contact: Will Harrington Telephone: 01483 730995 Email: will@carnellwarren.co.uk	Item		
200	Landscaping Designer:	Not Applicable Contact: _____ Telephone: _____ Email: _____	Item		
210	Party Wall Surveyor:	Not Applicable Contact: - Telephone: - Email: -	Item		
PRL/2018		1/2	To Collection £		

			Fixed	T-R
220	<p>Health & Safety (CDM):</p> <p>John D Clarke Architects 2 West Terrace Eastbourne East Sussex BN21 4QX</p> <p>Contact: Ciaran Andrews Telephone: 01323 411506 Email: ciaran@jdcarchitects.co.uk</p>	Item		
A11	TENDER AND CONTRACT DOCUMENTS			
	TENDER INFORMATION			
110	The Contractor's tender offer shall be fully compliant and in accordance with the tender documents, free from qualifications, exclusions and the like.	Item		
120	The Design and Construction of the works shall be fully in accordance with all relevant statutes, regulations, British Standards, Codes of Practice, secured by design etc., and the Contractor shall be solely responsible for ensuring that both his tender and the Works fully comply.	Item		
130	THE TENDER DRAWINGS are as listed in "Schedule of Tender Documents"	Item		
140	THE CONTRACT DRAWINGS will be the same as the tender drawings	Item		
150	<p>THE QUANTITIES DRAWINGS:</p> <p>The drawings from which the work schedules are to be priced are the tender drawings as detailed on the schedule of tender drawings SOTD/TA/2018</p>	Item		
160	<p>PRECONSTRUCTION INFORMATION:</p> <p>Format: Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries, specification and drawings.</p>	Item		
170	CLOSING DATE FOR RETURN OF TENDER: Noon 02 nd March 2020			
180	PRELIMINARY DATES FOR MID TENDER REVIEW: Not Applicable			
190	PRELIMINARY DATES FOR TENDER INTERVIEWS: Post tender to be confirmed			
200	<p>ANTICIPATED COMMENCEMENT ON SITE (Main Works): To be confirmed</p> <p>ANTICIPATED Completion of the works: To be confirmed</p>			
A12				
110	<p>THE SITE:</p> <p>Description: The site is located on the High Street in Battle, East Sussex and is a an Grade 2 listed building dating back to the 15th century</p>	Item		
PRL/2018			To Collection £	
1/3				

			Fixed	T-R
	EXISTING MAINS AND SERVICES:			
115	The Contractor is to accurately ascertain and locate the proximity of existing services and drainage runs and must allow for protecting and working around all such services in or adjacent to the site or which will be affected by the carrying out of the works and shall allow for diverting services as required.	Item		
120	OPERATIONS: The Contractor shall contain his operations within these boundaries except where Works are described as being executed outside the boundary of the site. SOILS AND GROUND WATER:	Item		
160	Information: The Ground Investigation report is to be issued.	Item		
	ACCESS TO THE SITE:			
200	Access to the site is Access to the site shall be via Western Avenue (side passage)	Item		
205	The Contractor shall be responsible for negotiating with the Local Authority local highways and any other interested party with regard to any temporary works, suspension, alteration or similar required to traffic or parking management/regulations and for paying all fees and charges	Item		
	SECURITY OF ENTRANCES:			
220	The Contractor will be required to keep secure all entrances to the site for the duration of the contract to ensure that there is no unauthorised entry.	Item		
	PROTECTION OF RETAINED ELEMENTS:			
260	The Contractor shall apply suitable protection to all entrances, paving, landscaped areas and retained elements of the existing building and the like utilised for accessing the site to prevent damage. The Contractor shall pay all costs and charges in rectifying to the satisfaction of the Contract Administrator any damage incurred and shall indemnify the Employer from any claims in this regard. Particular consideration should be applied to the Grade 2 listing and preventing damage to fragile elements.	Item		
	HIGHWAYS:			
270	The Contractor must ensure that all surrounding highways are kept clear of obstructions, material storage, etc., and are cleaned at regular intervals to prevent any accumulation of debris. The Contractor shall comply with local authority and highways requirements.	Item		
	PROTECTION OF VISITORS:			
280	The contractor must take all safety precautions necessary to protect visitors to the site from injury during building operations and must provide all requisite warning notices light and barriers to safeguard the public.	Item		
	PROTECTION OF PUBLIC:			
290	The Contractor shall ensure that when working/loading/unloading adjacent to public road and pavement routes that all precautions are taken to protect the public during building operations. In this respect all regulations governing the erection of scaffolding on or above public access ways must be strictly adhered to. Public access to the museum and rear gar	Item		
PRL/2018			To Collection £	
1/4				

			Fixed	T-R
	PARKING:			
310	Restrictions on parking of the Contractors' and employees' vehicles: The Contractor will be expected to make his own arrangements for parking all vehicles. There is little street parking in the immediate vicinity and there is a car park located nearby with metered/pay and display. The Contractor is therefore to allow within his tender sum for making his own arrangements for parking and for paying all parking charges and such like in connection	Item		
320	USE OF THE SITE: The site boundaries are indicated by the red line on the Site Location Plan. The Contractor may not use the site for anything other than carrying out the works.	Item		
321	The Contractor is to contain his operations, including the storage of materials, plant and any other equipment within the boundaries of the site and inside the area denoted by the purple dashed line as shown on JDC drawing 10205/04	Item		
322	The Contractor shall be responsible for keeping his workmen strictly within the site.	Item		
323	The Contractor shall not overload the Works in particular the floors and roofs.	Item		
324	The Contractor shall not use any of the services without first obtaining permission from the Contract Administrator.	Item		
325	The installed services installation may not be used for drying the building unless the Contract Administrator's prior consent is first obtained. Any consent so given will be conditional upon the contractor paying all costs howsoever arising and providing extensions to the guarantees to commence from the date of Practical Completion.	Item		
	WORKING HOURS:			
330	Generally the Contractor is limited to carrying out any building works that can be heard at the boundary of the site to between 0800 and 1700 hours Monday to Friday and 0800 to 1300 on Saturday with the specific permission of the client agent and not at all on Sundays and Public Holidays. However the Contractor shall also confirm and comply with any requirements imposed by the local authority.	Item		
331	Should the contractor wish to work outside normal workings hours he is to obtain the written permission of the Contract Administrator	Item		
332	It is intended that any acceleration costs are covered by a separate agreement between the Employer and the Contractor and where such agreement is not possible the Contract Administrator shall specifically order it in writing. No payment shall be made for overtime working unless it is instructed by the Contract Administrator and such a need is additional to the Contractor's contractual obligations. In the event of the Contract Administrator specifically issuing instructions in writing, the Contractor shall keep records which include the name of the person working the overtime, the hours that they worked on site, what they were working on and their payslips, overtime payments where not covered by an agreement shall be based upon the net cost of the non-productive elements of increased hourly payments only will be met by the Employer.	Item		
333	Overtime working for any purpose necessary for normal building organisation such as that necessary to keep to the programme and its requirements, health and safety requirements, encouragement of workmen, to provide continuity in working in certain trades and to facilitate trade waiting on trade etc., shall not be regarded as a special or emergency purpose. The Contractor shall allow here or in his rates for all out of hours	Item		
PRL/2018			To Collection £	
1/5				

Preliminaries/General Conditions

			Fixed	T-R
	SURROUNDING LAND/BUILDING USES:			
380	The Contractor shall ensure that damage nor trespass shall occur to adjoining properties by those engaged in undertaking the project on his behalf. Where damage has occurred the onus shall be on the Contractor to prove that the damage was not a result of his or his operatives' actions rather than for the claiming party to prove that he or his operative was responsible.	Item		
	HEALTH AND SAFETY HAZARDS:			
400	General: The nature and condition of the site/building cannot be fully and certainly ascertained before it is fully opened up, however preliminary survey work to identify the presence/likely presence of hazardous material has been undertaken.	Item		
401	Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.	Item		
402	Site Staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.	Item		
403	Working at High Level: Ensure adequate protection for high level works as applicable.	Item		
	SITE VISIT, SITE AND LOCAL CONDITIONS:			
450	Before tendering: 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: Arrangements for visiting the site will be made by appointment through the person advised in the Instructions to Tender page of the Tender Documents. The Contractor shall be deemed to have made himself thoroughly acquainted with the nature, extent and requirements of undertaking the Contract for the tendered cost before entering into the Contract. NO CLAIM THROUGH HIS FAILURE TO DO SO WILL BE CONSIDERED. See section A20.	Item		
A13	DESCRIPTION OF THE WORKS			
	THE WORKS:			
120	Alteration, extension, repair and refurbishment works to the existing 15 th century Grade 2 listed 2 storey building.	Item		
	Documents.			
130	PLANNING: The Planning permissions under which the works shall be built is confirmed by Rother District Council	Item		
	<ul style="list-style-type: none"> Listed Building Consent RR/2017/2151/L Planning permission RR/2017/2150/P 			
113	BREEAM REQUIREMENTS: Not applicable			
PRL/2018			To Collection £	
1/5				

			Fixed	T-R
A20	THE CONTRACT, CONTRACT RELATED ITEMS AND BASIS OF THE CONTRACTOR'S OFFER AND/OR THE CONTRACT			
050	<p>The tenders must be fully compliant with the tender documents and in submitting a tender the Contractor agrees that his offer may be accepted as it stands and this shall form the basis of the contract. The Contractor shall note on the form of tender should he wish to diverge from this position.</p> <p>CONTRACT</p>	Item		
100	<p>The Form of Contract shall be a JCT Intermediate Building Contract with Contractors Design 2016 (ICD) without quantities with no separate amendments to the standard form of contract. (Fixed Price Lump Sum)</p>	Item		
105	<p>In addition to the tender documentation, and the drawings, the Contract shall include:</p> <ol style="list-style-type: none"> All agreements made during the post tender negotiations, some of which may amend the draft contract stated in the Appendix. Notes and the like which clarify or amplify the Contractor's offer and/or post tender negotiations and meetings. 	Item Item Item		
110	<p>LIQUIDATED ASCERTAINED DAMAGES £2,000 per week or part thereof</p>	Item		
-	<p>RETENTION 5% retention of certified values to be withheld during the course of the works reducing to 2.5% following issue of the Practical Completion Certificate. 2.5% retention to be held for the duration of the defects liability period, to be released only upon issue of a Completion of Making Good Defects Certificate and the Final Certificate.</p> <p>WARRANTIES</p>	Item		
170	<p>The Contract shall enter the Warranties in favour of the employer, funder(s) or tenant(s) as stated in Section C. The Contractor shall allow here for the provision of such warranties which may be subsequently required. Cost allowances here shall be deducted from the Contract Sum should no warranties be required.</p>	Item		
175	<p>All Sub-contractors with design responsibilities under the Contract shall be required to enter into a Warranty with the Employer, funder(s) and tenant(s). The pricing of these Sub-contractor designed Works shall be deemed to include the provision of all such warranties where not specifically stated.</p>	Item		
180	<p>The Employer reserves the right to require the Contractor or its principal subcontractors to enter into further warranties with either itself or other interested bodies. Where such warranties are non-industry standard forms, the Contractor shall have the right to negotiate with the Employer reasonable amendments to the proposed wording to satisfy its insurer's requirements.</p> <p>CONTRACT DOCUMENTS COMPLETION</p>	Item		
190	<p>The Contractor shall complete and return the Contract Documents within seven calendar days of receiving them. Should the Contractor have any queries about the contents of the Contract Documents, he shall notify the Contract Administrator/Quantity Surveyor in writing within 3 working days from receipt of the Contract Documents, relevant items and the pertinent query. Failure to meet this requirement shall entitle the Employer to retain an additional 5% retention to that defined in the Contract until the next valuation following the return of the documents properly completed</p> <p>ALTERNATIVE TIME TENDERS</p>	Item		
200	<p>All time periods on the form of tender shall be calendar weeks and not working weeks.</p>	Item		
200	<p>The Tenderer shall price for undertaking the Works for the time period stated on the form of tender A.</p>	Item		
PRL/2018	1/7	To Collection £		

			Fixed	T-R
250	<p>OTHER ITEMS THE CONTRACTOR IS DEEMED TO HAVE CONSIDERED IN FORMULATING ITS TENDER</p> <p>The Contractor shall be deemed to have:</p> <ol style="list-style-type: none"> 1. Inspected the documents from which the Tender Documents have been produced. 2. Visited the site. 3. Liaised with local authorities, statutory undertakers and the like. 4. In so doing (items 1-3 above) the Contractor shall have made himself thoroughly acquainted with (and is deemed to have allowed in his tender for) all related conditions, including (but not restricted to): <ol style="list-style-type: none"> 4.1. The nature, extent and character of the works. 4.2. The quality of the works expected and has chosen appropriate Sub-contractors that will produce the required quality. 4.3. The complexity of the Works in order that he can programme the project to meet the tendered dates. 4.4. The Planning Permission and its conditions which affect the method of undertaking the Works. 4.5. Adjoining buildings / neighbouring properties 4.6. Access to the works and site. 4.7. Working area restrictions. 4.8. Air right restrictions should the Contractor wish to utilise a crane or similar access equipment. The Contractor shall have deemed to have included for any air rights costs within his tender. 4.9. Parking and delivery restrictions. 4.10. Restrictions of working hours for which noise can be heard beyond the cartilage of the site. 4.11. The presence of obvious hazardous materials such as asbestos. 4.12. The conditions affecting labour and materials supply. 4.13. Security requirements. 4.14. Specific site conditions in relation to the use and operation of the building by the tenants such as deliveries, refuse collection and the like 4.15. All other matters that may affect the execution of the Contract 5. Included for all work shown, described or implied in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works. This shall include all necessary temporary works. 6. Agreed that no additional payment and/or any extension of time shall be granted for want of knowledge of any of these or similar items. <p>DEFINITIONS AND INTERPRETATIONS:</p>	Item		
260	Where words are not defined the definition shall be a construction industry interpretation taken in context, with the final arbiter being the President of the RICS.	Item		
265	<p>With regard to this Contract, the following definitions shall apply:</p> <ol style="list-style-type: none"> 1. Practical / Sectional Completion of the Works of the final copies of the Health and Safety File for project. 2. Un-priced items Items that have not been specifically priced within the Tender Documents are deemed to be included within the Contractor's tender and the Contract sum. Items which are not priced, shall be deemed as £Nil for variation purposes, they shall not attract loss and expense or have a value attributed to them for any reason 3. Bracketed or combined items Where items are combined to one or more lump sums and the Contractor does not subsequently provide a breakdown, the method of calculating and pricing any variations shall be at the Quantity Surveyor's sole discretion. 	<p>Item</p> <p>Item</p> <p>Item</p>		
PRL/2018			1/8	To Collection £

			Fixed	T-R
	UNACCEPTABLE PRICING FOR VARIATION PURPOSES			
270	Where items are priced at rates that are unacceptable to the Quantity Surveyor for variation purposes, the Contractor shall either justify that the rate is a market place rate or the Quantity Surveyors proposed rate shall prevail and be applied for variation purposes.	Item		
	CONSIDERATION OF TENDER			
281	Additional Information: Following receipt of tenders if requested by the Quantity Surveyor the Contractor shall provide further justification by way of quotations etc. of costs inserted within his offer.	Item		
	ACCEPTANCE OF TENDER			
290	Acceptance: The Employer and his representatives offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.	Item		
295	Costs: The Employer and his representatives will not under any circumstances be responsible for any cost incurred in the preparation of any tender.	Item		
	PERIOD OF VALIDITY			
300	Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than <u>16 weeks</u> .	Item		
	CDM PLANNING PERIOD			
310	As stipulated by the contractor on the form of tender.	Item		
	PRICING OF PRELIMINARIES			
320	Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items.	Item		
	PRICED DOCUMENTS			
330	Alterations: Do not alter or qualify the priced documents without written consent of the Quantity surveyor. Tenders containing unauthorised alterations or qualifications may be rejected.	Item		
335	Measurements: Where the Contractor inserts quantities within this document in order to price the Work Schedules these shall not be accepted by the employer as a means of limiting any extent of supply under the contract. Any quantities included in the schedule of works by the Quantity surveyor are for information only and must be verified and accepted by the contractor. They will not be subject to re-measurement unless designated as provisional	Item		
	CONTRACTOR'S DESIGN			
340	Scope: Undertake and take full responsibility for the design of the following works: 1. Mechanical services 2. Electrical Services	Item		
	FLUCTUATIONS			
350	Content: The list of market prices of articles manufactured outside the United Kingdom required by the Conditions of Contract.	Item		
PRL/2018 1/9 To Collection £				

			Fixed	T-R
360	PROGRAMME A Preliminary Programme of the Works, highlighting the Contractor's intended critical path, incorporating Subcontractors programmes is to be submitted with the tender.	Item		
361	METHODOLOGY STATEMENT A Methodology statement showing the Contractor's proposed method/sequence of construction is to be submitted with the tender.	Item		
380	ALTERNATIVE METHOD TENDERS Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/or construction of other parts of the Works Submit: with Tender	Item		
390	DESIGN DOCUMENTS Scope: Include the following in the Contractor's Proposals: Design drawings: Full working drawings in a timely manner to suit progress of the works Technical information Submit: Minimum of 1 month prior to order being placed and/or manufacture commencing	Item		
400	SUBSTITUTE PRODUCTS If the contractor wishes to substitute products of a different manufacture of those specified, details must be submitted at least one week before the tender return date giving reasons for each proposed substitution. Substitutions that have not been notified at tender stage may not be considered.	Item		
410	HEALTH AND SAFETY INFORMATION Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.	Item		
420	Include: A copy of the contractor's health and safety policy document, including risk assessment procedures, accident and sickness records for the past five years, records of previous Health and Safety Executive enforcement action, records of training and training policy, the number and type of staff responsible for health and safety on this project with details of their qualifications and duties Submit: With tender	Item		
430	CONTRACTORS CVs Requirement: CVs of contractors proposed principal team members i.e. contracts manager, quantity surveyor and site manager. A full organagram of the proposed team to work on the project is to be submitted as part of the tender, in particular the on site members Submit: With tender	Item		
440	KEY SUBCONTRACTORS Requirement: Names of proposed key sub-contractors to include mechanical and electrical installer. Submit: With tender	Item		
PRL/2018			To Collection £	
1/10				

			Fixed	T-R
A25	UPON APPOINTMENT AND PRIOR TO COMMENCEMENT			
	IDENTIFICATION OF EXISTING SERVICES			
110	Take all necessary measures to identify and locate all existing services. Allow for all costs incurred in upholding and maintaining the existing services to remain during the course of the works.	Item		
	CONDITION SURVEYS			
120	Carry out condition surveys and the like as required by these documents. As a minimum, the Contractor shall undertake a condition survey of crossovers, paving's kerbs, fences, walls, manhole covers, soft landscaping, neighbouring buildings, street furniture and fixtures, along the full extent of the access routes leading to the site(s) both within the site grounds and outside in the adjacent public highway.	Item		
	CONFIRMATION OF CONSTRUCTION INFORMATION ACCEPTABILITY			
130	Undertake a full review of the drawings and information prepared for construction, confirm in writing that their information is of an acceptable standard to construct and complete the works. Should there be any deficiency of information, the contractor shall write to the Contract Administrator with a list of the information required. The documents shall be deemed as complete should the Contractor fail to write in accordance with this Clause.	Item		
	OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN			
140	<p>Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed:</p> <ol style="list-style-type: none"> 1. Details of the management structure and responsibilities 2. Arrangements for issuing health and safety directions. 3. Procedures for informing other contractors and employees of health and safety hazards. 4. Selection procedures for ensuring competency of other contractors, the self-employed and designers. 5. Procedures for communications between the project team, other contractors and site operatives. 6. Arrangements for cooperation and coordination between contractors. 7. Procedures for carrying out risk assessment and for managing and controlling the risk. 8. Emergency procedures including those for fire prevention and escape. 9. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded. 10. Arrangements for welfare facilities. 11. Procedures for ensuring that all persons on site have received relevant health and safety information and training. 12. Arrangements for consulting with and taking the views of people on site. 13. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance. 14. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. 			
PRL/2018	1/11	To Collection £		

			Fixed	T-R
A30	TENDERING/SUBLETTING/SUPPLY			
	<u>MAIN CONTRACT TENDERING</u>			
	GENERALLY:			
110	These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.	Item		
	DOMESTIC SUBCONTRACTS			
140	General: Comply with the Construction Industry Board 'Code of Practice' for the selection of subcontractors'	Item		
145	List: Provide details of all subcontractors and the work for which they will be responsible	Item		
150	Submit: As and when Sub-contractors appointed	Item		
	SUB-CONTRACTORS			
160	The terms and conditions of these Preliminaries shall apply to Sub-contractors.	Item		
	SUB-CONTRACTORS CO-ORDINATION AND DRAWINGS			
170	The Contractor is responsible for his Sub-contractor's works. He shall ensure that all their works fully comply with the drawings, preambles and/or the appropriate specification	Item		
180	Drawings/schedules and the like that are to be produced by the Sub-contractor shall be undertaken in adequate time for the amendments to be made. The submission of correct working drawings to the Contract Administrator shall be made a minimum of 10 working days prior to manufacture/installation.	Item		
190	No comment upon a drawing/schedule and the like shall constitute a variation. Should it be considered that the Contract Administrator's and/or other consultants comments amend the Works quoted then an application for an Contract Administrator's Instruction to cover the works shall be made prior to fabrication and/or installation	Item		
	MANAGEMENT OF SUB-CONTRACTORS			
200	The Contractor shall:			
	1. Ensure that each of the Sub-contractor is fully aware of the programme, advise the Sub-contractors of any tolerances to be allowed in the sub-contract works making due reference to the site conditions and the Contractor's obligations for other works			
	2. Be solely responsibility to ensure that each of the Sub-contractor's works is fully co-ordinated with regard to dimensions, production information timescales and on site works, especially with regard to:			
	2.1. Preparation and submission of shop drawings			
	2.2. Design drawings and design information			
	2.3. Builder's work drawings and details			
	2.4. Schedules			
	2.5. All other information necessary for the manufacture, assembly or installation of the Sub-contractor's works			
	2.6. Other Sub-contractors' works			
	2.7. Health and Safety information			
	2.8. Preparation of the required manuals	Item		
PRL/2018	1/12	To Collection £		

			Fixed	T-R
A31	PROVISION, CONTENT AND USE OF DOCUMENTS			
	DEFINITIONS AND INTERPRETATIONS			
	DEFINITIONS			
110	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.	Item		
	COMMUNICATION			
120	Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.	Item		
121	Format: In writing to the person named in clause A10/140 unless specified otherwise.	Item		
122	Response: Do not proceed until response has been received.	Item		
	PRODUCTS			
130	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.	Item		
	SITE EQUIPMENT			
135	Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.	Item		
	DRAWINGS			
140	Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.	Item		
141	CAD data: In accordance with BS 1192.	Item		
	TERMS USED IN SPECIFICATION			
160	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.	Item		
161	Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.	Item		
162	Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.	Item		
163	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.	Item		
PRL/2018	1/13	To Collection £		

				Fixed	T-R
164	Make good:	Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.	Item		
165	Replace:	Supply and fix new products matching those removed. Execute work to match original new state of that removed.	Item		
166	Repair:	Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.	Item		
167	Refix:	Fix removed products.	Item		
168	Ease:	Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.	Item		
169	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.	Item		
170	System:	Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.	Item		
PRICING OF PRELIMINARIES					
220	Charges:	If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items.	Item		
PRICED DOCUMENTS					
250	Alterations:	Do not alter or qualify the priced documents without written consent of the Quantity surveyor. Tenders containing unauthorised alterations or qualifications may be rejected.	Item		
251	Measurements:	Where not stated, ascertain from the drawings or ask the Design Consultants.	Item		
252	Deemed included:	Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.	Item		
TENDER					
310	General:	Tenders must include for all work shown or described in the tender documents was a whole or clearly apparent as being necessary for the complete and proper execution of the Works.	Item		
FLUCTUATIONS					
410	Content:	The list of market prices of articles manufactured outside the United Kingdom required by the Conditions of Contract.	Item		
SUBSTITUTE PRODUCTS					
530	If the contractor wishes to substitute products of a different manufacture of those specified, details must be submitted at least one week before the tender return date giving reasons for each proposed substitution. Substitutions that have not been notified at tender stage may not be considered.		Item		
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531	Should the supplier and/or the manufacturer of the specified product go into administration or if there is some other compelling reason (in the written opinion of the Contract Administrator) for non-delivery of the product/material during the course of the Works, the Contractor shall be responsible for offering a substitute product/material which is equal in all respects and to the satisfaction of the Contract Administrator at no additional cost to the Employer. No extension of time shall be considered. The Contract Administrator shall issue an Instruction accepting the substitution.	Item		
	HEALTH AND SAFETY INFORMATION			
550	Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.	Item		
551	Include: A copy of the contractor's health and safety policy document, including risk assessment procedures, accident and sickness records for the past five years, records of previous Health and Safety Executive enforcement action, records of training and training policy, the number and type of staff responsible for health and safety on this project with details of their qualifications and duties Submit: Upon instruction	Item		
	OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN			
570	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. 1. Details of the management structure and responsibilities and how the project will be planned and managed. 2. Arrangements for issuing health and safety directions. 3. Procedures for informing other contractors and employees of health and safety hazards. 4. Selection procedures for ensuring competency of other contractors, the self-employed and designers. 5. Procedures for communications between the project team, other contractors and site operatives. 6. Arrangements for cooperation and coordination between contractors 7. Procedures for carrying out risk assessment and for managing and controlling the risk. Detail any hazards and associated risks and method to minimise. 8. Emergency procedures including those for fire prevention and escape. 9. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded. 10. Arrangements for welfare facilities. 11. Procedures for ensuring that all persons on site have received relevant health and safety information and training. 12. Arrangements for consulting with and taking the views of people on site. 13. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance. 14. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. 15. Review procedures to obtain feedback. 16. Selection of subcontractors 17. Securing the site 18. Traffic Management 19. Environmental issues including waste management	Item		
	<u>SUBLETTING/SUPPLY</u>			
	SUBCONTRACTS			
630	General: Comply with the Construction Industry Board 'Code of Practice' for the selection of subcontractors'	Item		
631	List: Provide details of all subcontractors and the work for which they will be responsible	Item		
632	Submit: As and when Sub-contractors appointed	Item		
633	Tendering: Where tenders or rates are required to be provided for Sub-contractor works or the supply of materials for which there is a Provisional or PC Sum: 1. The Contractor shall obtain 3 Tenders or quotations.			
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	<p>2. The Contractor shall schedule the tender return including quantities and rates and copy them to the Quantity Surveyor. These returns shall be discussed with the Quantity Surveyor.</p> <p>3. He shall accept the lowest unless agreed otherwise by the Quantity Surveyor.</p> <p>4. The terms of Tender shall include for the supply of Quantities and Rates for all items.</p>	Item		
635	Sub-contractors: The terms and conditions of these Preliminaries shall apply to Sub-contractors where applicable.	Item		
640	<p>Sub-contractor's co-ordination and drawings:</p> <p>1. The Contractor is responsible for his Sub-contractor's works. He shall ensure that all their works fully comply with the drawings, preambles and/or the appropriate specification.</p> <p>2. Drawings/schedules and the like are to be produced in adequate time for the amendments to be made. The submission of correct working drawings to the Contract Administrator shall be made a minimum of 10 working days prior to manufacture/installation.</p> <p>3. No comment upon a drawing/schedule and the like shall constitute a variation. Should it be considered that the Contract Administrator's and/or other consultants comments amend the Works quoted then an application for an Contract Administrator's Instruction to cover the works shall be made prior to fabrication and/or installation.</p>	Item		
642	<p>The Contractor shall:</p> <p>1. Ensure that the Sub-contractor is fully aware of the programme.</p> <p>2. Advise the Sub-contractors of any tolerances to be allowed in the sub-contractor's works verifying and making due reference to the site conditions and the Contractor's obligations for other works</p> <p>3. Ensure that the Sub-contractor's works are fully co-ordinated, in particular with regard to:</p> <p>3.1. Any drawings that they prepare</p> <p>3.2. Design information</p> <p>3.3. Schedules</p> <p>3.4. Preparing or causing to be prepared in due time:</p> <p>3.4.1. Builder's work drawings and details</p> <p>3.4.2. Schedules.</p> <p>3.4.3. All other information necessary for the manufacture, assembly or installation of the Sub-contractor's works</p> <p>3.5. Other Sub-contractors' works</p>	Item		
	'LISTED' DOMESTIC SUBCONTRACTORS			
645	<p>The Work under this category is stated in the Specification and shown on the drawings. The following applies:</p> <p>1. The Employer or Architect may, but only with the consent of the Contractor which shall not be unreasonable withheld, add additional persons(s) to the list at any time prior to the execution of a binding Sub-contract agreement.</p> <p>2. The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.</p> <p>3. If at any time prior to execution of a binding Sub-contract agreement, less than three people named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week</p>			
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	<p>of the Contractor's notification, the Contractor, who may Sub-contract in accordance with the Contract, must carry out the work.</p> <p>4. Before start of work to which the list relates: Enter into a binding Sub-contract agreement and confirm that this has been done, giving the name of the selected Sub-contractor.</p>	Item		
	MANUFACTURER AND PRODUCT REFERENCE			
650	<p>Definition: When used in this combination:</p> <p>Manufacturer: The firm under whose name the particular product is marketed.</p> <p>Product reference: The proprietary brand name and/ or reference by which the particular product is identified</p> <p>Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender</p>	Item		
655	<p>SUBSTITUTION OF PRODUCTS</p> <p>If an alternative product to that specified is proposed, obtain an Contract Administrator's instruction to vary the specified material before ordering the product. Submit reasons for the proposed substitution together with relevant information, including:</p> <ol style="list-style-type: none"> 1. manufacturer and product reference; 2. cost; (note: no substitution of a material for any reason shall increase the Contract Sum or entitle the Contractor to an extension of time but may reduce the Contract Sum should the cost be less than that it is proposed to substitute) 3. availability; 4. relevant standards; 5. performance; 6. function; 7. compatibility of accessories; 8. proposed revisions to drawings and specification; 9. compatibility with adjacent work; 10. appearance; 11. copy of warranty/ guarantee. <p>Alterations to adjacent work: If needed, advise scope, nature and cost.</p> <p>Manufacturers' guarantees: If substitution is accepted, submit before ordering products</p>	Item		
	CROSS REFERENCES			
660	<p>Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.</p> <p>Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply</p> <p>Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.</p> <p>Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.</p>	Item		
	REFERENCED DOCUMENTS			
665	Specification prevails over referenced documents	Item		
	EQUIVALENT PRODUCTS			
670	Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included	Item		
675	Where there are specification references to British Standard or European Standards the Contractor may propose a substitution, which complies 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.	Item		
676	The Contractor shall submit notification of all such substitutions before ordering.	Item		
677	Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English	Item		
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680	<p>CURRENCY OF DOCUMENTS</p> <p>Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.</p>	Item		
685	<p>SIZES</p> <p>Products are specified by their co-ordinating sizes. In particular timber: Cross section dimensions shown on drawings are:</p> <ol style="list-style-type: none"> 1. Target sizes as defined in BS EN 336 for structural softwood and hardwood sections 2. Finished sizes for non-structural softwood or hardwood sawn and further processed sections. 	Item		
	<p><u>DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</u></p>			
	<p>DIMENSIONS</p>			
700	<p>Scaled dimensions: Do not rely on.</p>	Item		
	<p>MEASURED QUANTITIES</p>			
705	<p>Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.</p> <p>Precedence: The specification and drawings shall override the measured quantities</p>	Item		
	<p>THE SPECIFICATION</p>			
710	<p>Coordination: All sections must be read in conjunction with Main Contract Preliminaries/General conditions.</p>	Item		
	<p>DIVERGENCE FROM THE STATUTORY REQUIREMENTS</p>			
715	<p>Inform immediately of any divergence between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.</p>	Item		
	<p><u>DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/SUPPLIERS</u></p>			
	<p>CHANGES/AMENDMENTS TO EMPLOYER'S REQUIREMENTS</p>			
720	<p>Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.</p> <p>Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed.</p>	Item		
	<p>NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION</p>			
725	<p>Certain Subcontractors are/will be required to provide design/production information during the Contract as described in these preliminaries.</p> <p>Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and re-inspection</p> <p>Information from Subcontractors: Obtain in time to meet the programme Check dimensions are correct and construction is practicable Note any comments on one copy of the design/ production information, and then submit with the required number of additional unmarked copies. Such checking will not relieve the Contractor or the Sub-contractors of their respective responsibilities for design, co-ordination and documentation. Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation.</p>			
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	<p>Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required</p> <p>Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.</p> <p>CONTRACTOR'S DESIGN INFORMATION</p>	Item		
730	<p>Complete the design and detailing of parts of the Works as specified and:</p> <ol style="list-style-type: none"> 1. Provide production information based on the drawings, specification and other information 2. Liaise to ensure coordination of the work with related building elements and services. 3. Make reasonable allowance for completing design/production information within the programme for submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and re-inspection. 4. Information required, unless otherwise stated elsewhere within the Tender Documentation, shall be by 3 copies in paper form; in PDF format, electronically. <p>These are to be submitted within one week of request.</p> <p>PRODUCTION INFORMATION</p>	Item		
735	<p>The Contractor/Sub-contractor shall submit for comment, and shall make any necessary amendments, sufficient copies of final version for distribution to all affected parties.</p> <p>AS BUILT DRAWINGS, MAINTENANCE INSTRUCTIONS, GUARANTEES AND OTHER INFORMATION</p>	Item		
740	<p>Contractor designed work: Provide drawings/ information in accordance with the Manuals section of these preliminaries.</p> <p>Obtain and/or retain copies of all maintenance instructions and guarantees, register with manufacturer and hand over on or before completion of the Works. Guarantees shall be for a minimum of 12 months from the date of Practical Completion.</p> <p>Provide all emergency call out services' telephone numbers for the first 12 months period from the date of Practical Completion the services response times shall be 4 hours for an emergency and 8 hours for /</p> <p>TECHNICAL LITERATURE</p>	Item		
745	<p>Keep on site for reference by all supervisory personnel:</p> <ol style="list-style-type: none"> 1. Manufacturers' current literature relating to all products to be used in the Works 2. Relevant British Standards <p>DOCUMENT/ DATA INTERCHANGE: ELECTRONIC DATA INTERCHANGE (EDI)</p>	Item		
750	<p>Electronic communications shall be by PDF and DWG files by email or on disc and shall be between the design team including the CDM Co-ordinator. The scope of information acceptable by electronic data is site progress reports, Sub-contractors design drawings site requests and additional information requests. Contractual requirements relating to extensions of time shall not be sent by electronic form.</p>	Item		
A32	<p>MANAGEMENT OF THE WORKS</p> <p>GENERALLY,</p> <p>SUPERVISION</p>			
110	<p>The Contractor is solely responsible for coordinating, supervising and administering the Works and the activities associated with the Contractor's obligations under the Contract, and nothing shall relieve the Contractor of this obligation. This is to include arranging and monitoring a programme with each Sub-contractor, supplier, local</p>	Item		
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	authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work			
113	The Contractor will employ a suitably qualified and experience temporary works co-ordinator as defined in Section of BS 5975 during the course of temporary sheet piling works.	Item		
	PERSON IN CHARGE			
115	The Person-in-charge must be: <ol style="list-style-type: none"> 1. Experienced in the type of work to be executed under the Contract. 2. Competent in supervising the works in order to achieve the Contract requirements. 3. Competent in Carrying out the administrative procedures required by these documents. 4. Approved as suitable and competent by the Contract Administrator. The Contract Administrator has the right to withdraw his approval by issuing an instruction during the course of the Works to this effect and the Contractor shall immediately replace him with a new person-in-charge who meets these criteria without liability to the Employer 	Item		
120	The Person-in-charge shall devote the whole of his time to the Works, and shall not be removed from the site without the agreement of the Contract Administrator.	Item		
125	It is not the intention to have a full time Clerk of Works on the project and the person-in-charge must be competent in supervising the Works in order to achieve the Contract requirements.	Item		
	SETTING OUT THE WORKS AND SITE DIMENSION			
130	The Contractor shall be responsible for: <ol style="list-style-type: none"> 1. Setting out the works in accordance with the drawings provided 2. Checking the dimensions of the works that have been executed with his construction drawings and other information 3. Taking his own site dimensions 4. All setting out and measurement shall be taken in good time to establish and progress the Works, to set up profiles, take mouldings and to allow for the intentions shown on drawings or stated in these Tender Documents to be performed in accordance with the Contractor's obligations 	Item		
	DIMENSIONS			
135	Detailed drawings will be worked to, and in preference to drawings of a more general nature. Figured dimensions to be followed in preference to dimensions scaled from drawings. Upon receipt of detailed drawings for any work or before any work is commenced by the Sub-contractors or specialist firms, dimensions must be checked on the site and agreed by the Contractor irrespective of the comparable dimensions shown on the drawings. The Contractor shall be responsible for the accuracy of such dimensions.	Item		
	LITERATURE, GUARANTEES AND THE LIKE			
140	Copies of manufacturer's literature relating to all products to be used in the Works must be kept on site, readily accessible for reference.	Item		
	INSURANCE RELATED			
150	The Contractor shall follow the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation. The Contractor shall allow for, and undertake the following measures to prevent or minimise loss or damage within any area in which building work is to take place or is taking place.	Item		
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160	<p>HOT WORK</p> <p>There will be a permit to work system for Hot Work and no such work is to be carried out during the one hour prior to the Contractor's shutdown of the site at each working day.</p> <p>In any area in which Hot Work is to take place or which may be directly exposed to such work:</p> <ol style="list-style-type: none"> 1. All combustible rubbish and debris must be cleared prior to the commencement of Hot Work. 2. All combustible floors must be covered with overlapping sheets of non-combustible material or must be wetted and liberally covered with sand prior to the commencement of Hot Work. 3. Fire extinguishing appliances, consisting of at least two 9-litre water fire extinguishers or such other appliances as agreed by the property's insurers, in writing, shall be provided in the immediate vicinity of Hot Work. 4. A thorough examination must be undertaken by an appointed and competent person one hour after Hot Work has finished ensuring that unintended combustion of materials has not resulted and will not take place. <p>For the purpose of this Condition Hot Work shall mean any operation or activity requiring the use of open flames or the local application of heat and shall include the use of grinding equipment.</p>	Item		
165	<p>SMOKING</p> <p>No smoking is permitted on site and "No smoking" signs are to be erected in all working area.</p>	Item		
170	<p>WASTE MATERIALS</p> <p>The area of any building alteration or construction works shall be kept as clean as possible at all times with all combustible rubbish and debris cleared and removed prior to the finish of each working day.</p> <p>Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.</p> <p>Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.</p> <p>Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority, and in accordance with relevant regulations.</p> <p>Retain waste transfer documentation on site.</p>	Item		
175	<p>FIRE EXTINGUISHING APPLIANCES</p> <p>Additional to the above, a minimum of one fire point must be provided on each floor in which building alteration or construction works are taking place. Such fire points are to comprise one 9-litre water fire extinguisher and one 4.5kg dry powder fire extinguisher in addition to any fire extinguishing appliances used in connection with any Hot Work.</p> <p>All portable fire extinguishing appliances be checked and serviced at least once during each period of 12 months. Extinguishers must be visually inspected to ensure that they are in good working order upon installation within the area in which work is to take place.</p> <p>A log is to be kept to record the date and outcome of the checks, servicing and inspection required.</p>	Item		
180	<p>SITE SECURITY</p> <p>The area in which any building alteration or construction works are taking place shall be secured against intruders. Access to the site must be restricted to authorised persons only.</p> <p>The contractor shall be responsible for keeping his operatives within the Site, together with any other areas agreed with the Contract Administrator. Failure to comply may result in an instruction to remove any particular operative from the site. The site entrance will open directly opposite a housing estate and the site must be secured against entry by children.</p>	Item		
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	ALL FLAMMABLE LIQUIDS AND GASES			
185	All containers in which flammable liquids and gases are kept must be stored in a cupboard bin or other store which is of fire resistant construction and which is clearly labelled. It is recommended that such liquids and gases are stored in secure compounds in the open where practical.	Item		
	TEMPORARY BUILDINGS			
190	All temporary buildings and site accommodation shall be constructed so as to achieve 30 minutes fire resistance and each shall be complete with a minimum of one smoke detector and a 9-litre water fire extinguisher. Details of proposed site accommodation are to be provided on the site logistics proposals with your tender. Only fixed electrically operated heating appliances guarded with fixed metal guards are to be used within temporary buildings Dry racks for clothing and footwear must be provided and positioned a safe distance from any heating appliances within temporary buildings.	Item		
	SERVICES			
195	Electrical supply installations must be isolated at the end of each working day. All electrical work is to be carried out by authorised suitably qualified electricians. Should the property's Insurance Company's surveyor, following inspection on site, require any amendments or additional requirements, which result directly from the Contractor's failure to fully comply with the above requirements, then the Contractor shall forthwith make the necessary changes as required by the Insurance Company at his own expense.	Item		
	INSURANCE CLAIMS			
230	In the event of any occurrence which may give rise to any claim or proceeding in respect of loss and damage to the Works, to adjoining property, or injury to persons or property arising out of the Works the Contractor shall: 1. Notify the Employer in writing 2. Notify the relevant Insurers 3. Indemnify the Employer against any loss, which may be caused by the Contractor's failure to give such notices	Item		
	PROTECTION OF WORK IN ALL SECTIONS			
	PROTECTION OF THE WORKS			
235	Allow for protecting all works in all sections including existing retained works.	Item		
	MAINTANENCE OF FINISHED WORK			
240	The Contractor shall include for the: 1. Maintenance of temperature and humidity 2. Protection of all items with a factory applied finish (no touching up will be allowed to any item with a factory-applied finish). Application of protection so as not to damage finished works. The Contractor is to ascertain that the method of fixing the protection will not be deleterious to the works. 3. Provide hardboard to all retained floor coverings within the confines of the site and as necessary within access and egress routes. 4. The careful removal of all protection and protective materials from site and making good on completion.	Item		
	PROTECTION OF RETAINED ITEMS			
245	The Contractor is solely responsible for those items on the site to remain, if any, and may, at his own expense and with the written permission of the Contract Administrator, carefully remove and reinstate any item he considers prudent to do so. Particular consideration is to be made to retained flint walls, trees and the like.	Item		
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	<p>PROTECTION FROM WEATHER</p> <p>250 During periods of inclement weather, the Contractor shall suspend all operations, which may be adversely affected and shall protect all works from the weather conditions. Particular consideration to be given to existing 1st floor areas during roof covering replacements.</p> <p>LOCALITY RELATED</p> <p>SCHEDULE OF CONDITION</p> <p>255 Prior to commencement of work on the site the Contractor shall be required to undertake a condition survey of the site, neighbouring buildings, boundary walls, and the area in the immediate vicinity thereto and produce three copies of a written and photographic record of any defects that might exist.</p> <p>The Contract Administrator and the Contractor shall sign the condition surveys and each retains one copy. Should the Contractor fail to provide this then the Contract Administrator shall be the sole arbiter as to the condition of the existing.</p> <p>ADJOINING BUILDINGS/OTHER FLOORSWITHIN THE BUILDING</p> <p>260 The Contractor shall use all reasonable measures to avoid causing inconvenience and shall indemnify the Employer from any claim or action for damages on account of unauthorised trespass or other misconduct of his or any Sub-contractor's employees. The Contractor shall take all necessary precautions during the execution of the works to prevent any damage to adjoining property/other areas of the building, and to ensure that no rubbish, materials, debris and the like collect thereon.</p> <p>The Contractor shall make good at his own expense any damage to adjoining property/other areas of the building caused by the works carried out under this Contract. The Contractor shall deal solely with their Insurance company in the event that the cost of recovery is via the Contractor's insurance.</p> <p>CLIMATIC CONDITIONS</p> <p>265 Information: Record accurately and retain:</p> <ol style="list-style-type: none"> 1. Daily maximum and minimum air temperatures (including overnight). 2. Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost. <p>OWNERSHIP</p> <p>270 Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</p> <p>PROGRAMME/ PROGRESS</p> <p>PROGRAMME</p> <p>280 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:</p> <ol style="list-style-type: none"> 1. Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31). 2. Planning and mobilization by the Contractor. 3. Earliest and latest start and finish dates for each activity and identification of all critical activities. 4. Running in, adjustment, commissioning and testing of all engineering services and installations. 5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54). 6. Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents. 	<p>Item</p> <p>Item</p> <p>Item</p> <p>Item</p> <p>Item</p>		
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	<p>7. Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.</p> <p>SUBMISSION OF PROGRAMME</p>	Item		
285	<p>Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.</p> <p>METHOD AND SEQUENCE OF WORKS</p>	Item		
290	<p>The method and sequence of the Works will be at the Contractor's discretion.</p> <p>COMMENCEMENT OF WORK</p>	Item		
295	<p>Notice: Before the proposed date for commencement of work on site give minimum notice of 10 working days.</p> <p>Insurance: Provide or obtain proof of insurance for the Works prior to commencing any work on site. Indemnify the Employer should insurance cover not be affected.</p>	Item		
300	<p>Record progress on a copy of the programme kept on site.</p> <p>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. Produce revised programme(s) as required by the Contract Administrator at no additional cost to the Employer demonstrating how the Contractor intends to complete the Works as near as possible to the contract completion date.</p> <p>Record progress against each of the Key Performance Indicators. If performance against these falls short of target, submit proposals for remediation.</p> <p>COORDINATING THE WORK</p>	Item		
310	<p>The Contractor is to:</p> <ol style="list-style-type: none"> Fully co-ordinate the Works and arrange with Sub-contractors, suppliers, and those engaged on direct Contracts, as to the times of commencement of work on site, duration of activities or delivery of materials, and is to give them such notices as may be necessary and otherwise co-operate with them to ensure the integration of all work. Arrange a progress programme with each Sub-contractor and supplier to ensure that the Contract is completed by the Date for Completion including the testing, commissioning etc. of all services. Inform Sub-contractors when their presence is required at site meetings. Allow for and provide a competent person whose duty it will be to co-ordinate the work of all Sub-contractors. Forward the name of this co-ordinator to the Contract Administrator as soon as possible after award of the Contract. Check all Sub-contractors and supplier's drawings and documents within sufficient time to meet his programme and shall: <ol style="list-style-type: none"> Thoroughly check all drawings etc. to ensure that the various works, installations and services do not conflict with each other or with the building structure, fabric or finishes, either during construction or in the finished building. Check all tolerances and ensure that these will cause no construction difficulties and will allow for the construction of the works in accordance with the Contract. Note any such discrepancies or divergences on one copy of the drawings etc. date and sign to show that they have been checked then submit to the Contract Administrator with the required number of additional unmarked copies. The Contract Administrator will note any comments on one copy of the drawings etc. date and sign to show that they have been inspected, then return to the Contractor. Inspection of drawings etc. and any comments made by the Contract Administrator will not relieve the Contractor, Sub-contractors and/or suppliers of responsibility for compliance with the Contract and sub-Contract requirements, design, documentation and checking as appropriate. If submitted drawings etc. differ from the requirements of the sub-Contract documents/Contract of sale documents, each such difference must be the subject of a request for substitution or variation, supported by all relevant information 			
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	<p>5. The Contract Administrator has the right to:</p> <p>5.1. Reject any substitution and insist that the inclusion of correct details, materials and the like are incorporated in the Works.</p> <p>5.2. Vary the works as drawn which may require amendment to the drawings etc. should the Contractor or Sub-contractor/Supplier consider that an amendment required by the Contract Administrator, or any discrepancy or divergence that he may find, be a variation, he shall notify the Contract Administrator without delay and in any case within 7 days, and shall not proceed with ordering, fabrication, erection or installation until subsequently instructed. Claims for the extra cost of such work, if made after it has been carried out, will not be allowed.</p> <p>5.3. He is to obtain direct from them particulars of all chases, recesses and other details, and is to supply them with all necessary dimensions, datums and other information so that their work may be correctly executed.</p> <p>5.4. The Contractor shall co-ordinate the location of all service terminal Installations of all kinds and installations to all parts of the building works in the main Contract; the location shall be as indicated on the design drawings and specifications prepared by the Contract Administrator and Services' consultant. The Contractor shall, however, ensure that drawings prepared for installation purposes meet the design requirements in that services are not installed in inaccessible positions where items (e.g. valves) are required to be accessible for maintenance and servicing.</p>			
	SITE MEETINGS	Item		
315	<p>The Contractor shall attend the regular site meetings with the Consultants as and when requested by the Contract Administrator, and shall inform Sub-contractors should their presence be required. The Contractor shall notify Sub-contractors in writing on matters affecting them raised at the site meetings.</p> <p>The Contractor shall hold meetings with appropriate Sub-contractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.</p>	Item		
	CONTRACTOR'S PROGRESS REPORT			
320	<p>The Contractor shall present to the Contract Administrator at or before the regular site meeting the following:</p> <ol style="list-style-type: none"> 1. The updated programme which shall demonstrate actual progress against the master programme. 2. A written progress report stating: <ol style="list-style-type: none"> 2.1. Contractor's name/Project name/Report number/The date of the Sunday up to which the report covers and date of preparation. 2.2. A statement of progress relating to the latest revision of the Contractor's programme approved by the Contract Administrator 2.3. A statement as to any causes of delay that occurred during that month stating the effect (if applicable). (Note: A statement in this report shall be not be deemed as complying with the extensions of time or disturbance of regular progress clauses of the Contract). 2.4. A detailed list of information required in order to progress the Works, stating the degree of urgency (Note: A statement in this report shall be not be deemed as complying with the extension of time or disturbance of regular progress clauses of the Contract). 2.5. Any construction or contractual difficulties, especially those likely to cause an increase in the Contract Sum. 2.6. A schedule of the Sub-contractor's proposed to be employed that were not included on the initial schedule, stating name, trade, telephone number and address. 2.7. A list of all drawings and other construction information received from the consultants since the last site meeting 2.8. Health and Safety review. 2.9. The weekly labour records. 	Item		
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	<p>SITE RECORDS</p> <p>325 The Contractor shall keep and maintains daily records of the names and trades of all personnel, including those of Sub-contractors, employed on the Works. Such records shall show the starting time and finishing time and shall be submitted to the Contract Administrator in the week following that referred to in the records. These records shall also state what work the operative has been undertaking. Any work for which the Contractor considers that he is entitled to additional payment for disturbance to the regular progress of the work shall be recorded on dayworks sheets and shall be presented to the Contract Administrator at or as near as possible to the time of the event that caused the loss and expense. The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services. Any claim for loss and expense will not be considered should these records not be made available.</p> <p>PHOTOGRAPHS</p> <p>330 Take record photographs as follows:</p> <ol style="list-style-type: none"> 1. Number of location: at each relevant location according to work in hand. Agree with Contract Administrator locations required. 2. Frequency of intervals: one week 3. Image format: Jpeg digital files and printed copies 4. Number of images from each location: 5 <p>NOTICE OF COMPLETION</p> <p>335 Give a minimum of two week's written notice of the anticipated dates of completion of the whole or parts of the Works and ensure necessary access, services and facilities are complete.</p> <p>Practical Completion shall not be deemed to be achieved until the following have been provided to the Employer's Agent AND which meet with the requirements of the Employer's Agent.</p> <ol style="list-style-type: none"> 1. The Works are complete and capable of full beneficial access for Angle Property; 2. Receipt by the Employer's Agent of the completed building contract and all sub-contract design warranties; 3. Planning consent including all Conditions discharged with written sign off by the Planning Authority; 4. Required number of Building Manuals (including Health & Safety File and as-built drawings); 5. Test and Commissioning Certificates; 6. Records of the gas, water and electric meter readings taken by the statutory undertaker and Services Engineer; 7. Building Control sign off for the Works; 8. All formal sign offs by Statutory bodies covering incoming services, drainage connection both foul and surface water; 9. All services have been commissioned and signed off by the Contractor's own commissioning engineer and the Services Engineer; 10. Measured Internal areas are shown on the plan to confirm the areas meet with the requirements of the Architect's specification and drawings; 	<p>Item</p> <p>Item</p> <p>Item</p>		
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	11. Waste transfer documentation; 12. 3 No sets of all keys labelled and suited in a key box; 13. All manhole lifting keys, radiator keys, window opening rods or keys, service keys and the like; 14. Tools; 15. Spares; 16. CCTV survey and report for the drainage works confirming they are clear of all obstructions.			
340	<p>EXTENSIONS OF TIME / REVISION TO COMPLETION DATE</p> <p>As soon as possible, submit:</p> <ol style="list-style-type: none"> 1. Relevant particulars of the expected effects, if appropriate related to the concurrent causes. 2. An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date for Completion. 3. All other relevant information required and/or requested by the Contract Administrator. 4. When a notice of the cause of any delay or likely delay in the progress of the works is given under the Contract, written notice shall also be given of all other causes which apply concurrently. 	Item Item		
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	CONTROL OF COST			
	CASH FLOW FORECAST			
410	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 and based upon the programme for the Works.	Item		
	REMOVAL AND/OR REPLACEMENT OF EXISTING WORK			
420	Extent and location: Agree with the Contract Administrator before commencement and mark on drawings. Submit marked drawings to Contract Administrator within 24 hours with a copy to the Quantity Surveyor. Execution: Carry out in ways that minimize the extent of work.	Item		
	PROPOSED INSTRUCTIONS			
430	Variations to the Contract shall only be accepted if stated on an Contract Administrator's Instruction. All information for the Final Account shall be identified by reference to an Contract Administrator's Instruction and drawing.	Item		
	SITE MEASUREMENT			
440	The Contractor shall give reasonable notice before executing any work that may require site measurement for verification or record purposes. Should this be ignored, the Contract Administrator shall be requested by the Contractor to confirm the position, size, depth or nature of any such item. Should the Contract Administrator be unable to confirm the Contractor's request, the Quantity Surveyor shall have the right reject any claims. To aid the quantity surveyor's consideration the Contractor shall provide (as a minimum) photographic evidence of each piece of material to be measured and there shall appear in each photograph a tape or similar measure with the numbers clearly showing.	Item		
	TENDER DOCUMENTATION AND DISCREPANCIES			
445	The Contractor shall not order materials or execute works from quantities or descriptions in these Tender Documents; he shall follow the drawings and specifications. Where there is variance between the Tender Documentation and the Works to be executed the Contractor shall immediately inform the Contract Administrator and the Quantity Surveyor. Where quantities are stated within these tender documents which the Contractor considers to be inaccurate he shall immediately: 1. Advise the Quantity Surveyor of the discrepancy advising of the differences in quantity with annotated drawings where applicable. 2. Provide a marked up drawing showing dimensions where site dimensions have been taken. 3. Follow the above "Site Measurement" rules where the work is to be subsequently covered or removed.	Item		
	CORRESPONDENCE			
450	The Contractor shall direct all of his written communications to the Contract Administrator and copy to Employer's consultants as appropriate and in all cases to the Quantity Surveyor.	Item		
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460	<p>INTERIM PAYMENTS</p> <p>The Contractor shall prepare the interim payment for the Contract Administrator to verify.</p> <p>Payment dates shall be as stated in the Appendix to the Contract and shall be presented in the following manner:</p> <ul style="list-style-type: none"> i. Preliminaries: broken down into agreed costs per week, with lump sums highlighted for one off payments (e.g. scaffolding erection). ii. Contract Sum Analysis: with total quantities executed priced at rates used in the compilation of the Contract Sum Analysis iii. Materials on site: shall be scheduled by the Contractor. Materials of a value exceeding £500.00 (either singularly or combined from one supplier) shall require evidence that the Contractor has title in the goods and is entitled to "sell" them to the Employer prior to them being included in the interim payment. iv. Sub-contractors accounts: v. The Sub-contractor must provide the Contractor and Contract Administrator with a written breakdown of the works executed, with the costs in their breakdown proportioned in the most suitable manner two days prior to the date of the interim payment. vi. A list of all changes with the anticipated value (or, if agreed, the final value) and proportion executed. Dayworks shall be attached and fully extended. vii. On no account will materials off site be paid within interim payments viii. On no account will deposits for materials, suppliers or sub-contractors be paid within interim payments ix. Full details of materials on site, in accordance with the Contractor's schedule. 	Item		
465	<p>FINAL ACCOUNT, FINANCIAL MANAGEMENT AND VALUATION OF CHANGES AND THE LIKE</p> <p>The Final Account shall be prepared as follows, unless otherwise agreed by the Contract Administrator:</p> <ul style="list-style-type: none"> i. Where the Employer (or his agents) has not agreed lump sums for changes, they shall be measured and valued by the Contractor and verified by the Contract Administrator. The re-measurement of any sections shall be at the discretion of the Contract Administrator. ii. Where a fair valuation requires the deriving of rates then: These rates shall be based upon similar items, or where not available the general level of pricing of the Tender Documentation. Shall incorporate net supplier's invoices, which shall be supplied within 4 weeks of the valuation of the change. Shall have added the agreed level of overheads and profit. iii. The Contractor shall provide any information requested by the Contract Administrator within 2 weeks. If the Contractor fails to respond within this period, the Contract Administrator account which shall be deemed to be conclusive in accordance with the terms of the Contract. iv. The Contractor shall respond in detail to the Quantity Surveyors valuation of the account within 4 weeks (or within a prior agreed timescale). If the Contractor fails 			
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	<p>to respond within this period, the Quantity Surveyors account shall be deemed to be in accordance with the terms of the Contract.</p> <p>v. Where Sub-contractors have undertaken works, they shall price their quotation by way of measurements and rates which shall be used in deriving new rates. Should their quotation not be based upon measurements and rates, the Contract Administrator is not obliged to accept the Sub-contractor's invoice as a fair valuation. The terms of these preliminaries shall apply to Sub-contractors.</p> <p>vi. Where it is agreed that a Sub-contractor's final account may be submitted to form part of the final account the following shall be observed: Changes shall show omissions and additions separately with all items being quantified using rates from their tender.</p> <p>Invoices for substantiation shall accompany changes which are priced at a pro rata or fair rate.</p> <p>Should the Sub-contractor not demonstrate his overheads and profit in his tender the conditions for the Main Contractor shall apply as set out within these Preliminaries and General Conditions.</p> <p>Daywork vouchers shall be as set out below.</p> <p>The Contract Administrator shall not deal with the Sub-contractor unless mutually agreed.</p> <p>vii. To be valid dayworks are required to be signed by the Contract Administrator within one week of the Friday of the week that the daywork has been undertaken. Dayworks shall be signed and priced by the Contractor (or Sub-contractor) using the rates stated in the dayworks section of the Tender Documentation accompanied by invoices for materials used, showing all discounts. Daywork vouchers must be signed by the Contractor's site representative as a statement that the times, materials and plant booked are correct before being delivered to the Contract Administrator for verification and signature. Daywork vouchers are to be presented for signature within seven days of the work being carried out and at weekly intervals. The Contract Administrator may adjust Dayworks.</p> <p>viii. Changes to the Contract shall only be accepted if stated on a Contract Administrator's Instruction. All information for the Final Account shall be identified by reference to an Contract Administrator's Instruction and drawing.</p> <p>ix. Additional costs will only be considered where the Contractor provides substantiation, in the form of dayworks and the like, for each case where he has suffered loss and expense in the form of disturbance to the regular progress of the works. These shall be presented in accordance with the rules for dayworks above. The Contract conditions apply to the application for loss and expense. Where the Contractor considers that he is incurring loss and expense for which he is entitled to receive additional sums, he shall notify the Contract Administrator immediately in order that he may be given the opportunity to visit the site and witness the cause and effect to his own satisfaction.</p>			
470	Extensions of time related claims shall be fully supported with timesheets, payslips and the like.	Item		
475	The Contractor shall immediately inform the Contract Administrator of any potential claim for loss and expense, indicating heads of claim and providing an assessment of cost he believes are recoverable.	Item		
480	The Contract Administrator shall not include payment for any item where the Contract procedures have not been followed.	Item		
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490	For any application for loss and expense to be considered the Contractor shall ensure that each and every item of loss and expense is noted and demonstrated by cause and effect.	Item		
500	USE OR DISPOSAL OF MATERIALS FOUND Existing materials found on the site shall not be used on the Works without written permission from the Contract Administrator and, should this be given, the Contract Administrator will adjust the use of such materials as a variation.	Item		
505	All old materials arising from the Works shall become the property of the Contractor and, together with all rubbish and debris, are to be removed from the site during the course of the Works and on completion.	Item		
A33	QUALITY STANDARDS/ CONTROL			
	STANDARDS OF PRODUCTS AND EXECUTIONS			
	COMPLIANCE			
100	The Contractor shall comply with all regulations and working rules, obtain all licenses and permissions and ensure that all necessary notices are given, and pay all fees and charges relating thereto. All in accordance with Acts of Parliament, regulations and byelaws of any local body under whose jurisdiction the project falls.	Item		
	COSTS FOR LICENSES AND PERMISSIONS			
105	The Contractor shall pay all costs and shall supply everything necessary for the proper execution of the Works in accordance with the Contract Documents.	Item		
	INCOMPLETE DOCUMENTATION			
110	Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be of a standard appropriate to the Works and suitable for the purposes stated in or reasonably to be inferred from the project documents and in accordance with good building practice.	Item		
115	Omissions or errors in description and/or quantities shall not vitiate the contract nor release the contractor from any obligations or liabilities under the contract.	Item		
	WORKMANSHIP SKILLS			
120	All operatives are to be appropriately skilled and experienced for the type and quality of work and registered with Construction Skills Certification Scheme. Operatives must produce evidence of skills/qualifications when requested.	Item		
	QUALITY OF PRODUCTS			
125	All products shall be new (proposals for recycled products may be considered) and each product shall be obtained from the same source or manufacturer and the Contractor shall ensure that materials are consistent in kind, size, quality and overall appearance.	Item		
130	Where critical, measure a sufficient quantity to determine compliance.	Item		
135	Prevent deterioration by ordering in suitable quantities to a programme and use in appropriate sequence.	Item		
	QUALITY OF EXECUTION			
140	Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. The Contractor shall ensure that: <ul style="list-style-type: none"> It does not use different colour batches where they can be seen together. 			
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	<ul style="list-style-type: none"> It verifies on-site dimensions. Works are not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. Products are fixed so as joints open to view are even and regular <p>COMPLIANCE</p>	Item		
145	<p>Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.</p> <p>Submit evidence of compliance with performance specifications including test reports indicating:</p> <ul style="list-style-type: none"> Properties tested. Pass/ fail criteria. Test methods and procedures. Test results. Identity of testing agency. Test dates and times. Identities of witnesses. Analysis of results. <p>INSPECTIONS</p>	Item		
150	<p>Inspection or any other action must not be taken as approval unless confirmed in writing referring to:</p> <ul style="list-style-type: none"> Date of inspection. Part of the work inspected. Respects or characteristics which are approved. Extent and purpose of the approval. Any associated conditions. <p>RELATED WORK</p>	Item		
155	<p>Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:</p> <ul style="list-style-type: none"> Appropriately complete. In accordance with the project documents. To a suitable standard. In a suitable condition to receive the new work. <p>Ensure all necessary preparatory work has been carried out.</p> <p>MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS</p>	Item		
160	Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. Advise of any changes to the recommendations or instructions in writing.	Item		
165	In the case of ancillary products and accessories the Contractor shall use those supplied or recommended by main product manufacturer.	Item		
170	In the case of certified products the Contractor shall comply with limitations, recommendations and requirements of relevant valid certificates.	Item		
175	The Contractor is to allow for all costs incurred for providing all temporary equipment, fuel and labour necessary for protecting, drying and controlling the humidity of the Works so as to meet the date for completion, and maintain the quality of the Works. This is to include controlling the temperature and humidity of the Works in strict accordance with the recommendations and/or requirements of the manufacturers, suppliers and installing Sub-contractors. It is the Contractor's sole responsibility to ascertain what these requirements are, and achieve the minimum standards.	Item		
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180	<p><u>WATER FOR THE WORKS</u></p> <p>Provide clean and uncontaminated mains water and where not possible, do not use an alternative supply until evidence of suitability is provided and it has been tested to BS EN 1008 if instructed.</p> <p><u>SAMPLES/ APPROVALS</u></p> <p>SAMPLES</p>	Item		
185	<p>The Contractor is referred to the Works Sections of the NBS specification and shall provide, free of charge, samples of materials to the Contract Administrator as outlined in the document.</p> <p>Where and to the extent that products or work are specified to be approved or the Contract Administrator instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:</p> <ul style="list-style-type: none"> ▪ To the express approval of the Contract Administrator. ▪ To match a sample expressly approved by the Contract Administrator as a standard for the purpose. 	Item		
190	<p>The Contractor shall be responsible for managing the process of sample approval so that all approvals are received to meet the requirements of the construction programme. All approved samples shall be stored on site.</p> <p><u>APPROVAL OF PRODUCTS</u></p>	Item		
200	<p>Submissions, samples, inspections and tests are to be undertaken or arranged to suit the Works programme.</p>	Item		
205	<p>Approval specifically relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.</p>	Item		
210	<p>Complying sample shall be retained in good, clean condition on site and removed when no longer required.</p> <p><u>APPROVAL OF EXECUTION</u></p>	Item		
215	<p>Submissions, samples, inspections and tests are to be undertaken or arranged to suit the Works programme.</p>	Item		
220	<p>Approval specifically 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.</p>	Item		
215	<p>Complying sample: Retain in good, clean condition on site. Remove when no longer required.</p> <p><u>ACCURACY/ SETTING OUT GENERALLY</u></p> <p>SETTING OUT</p>	Item		
220	<p>Check the dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify the Contract Administrator in writing of any discrepancies and obtain instructions before proceeding.</p> <p><u>APPEARANCE AND FIT</u></p>	Item		
225	<p>Arrange the setting out, erection, juxta position of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance</p>			
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	of the relevant aspects of the partially finished work as early as possible. Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be not greater than those given in BS 5606, Tables 1 and 2.	Item		
	CRITICAL DIMENSIONS			
230	Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.	Item		
	LEVELS OF STRUCTURAL FLOORS			
235	Maximum tolerances for designed levels to be: <ul style="list-style-type: none"> 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. 	Item		
	RECORD DRAWINGS			
240	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.	Item		
	SERVICES GENERALLY			
	SERVICES REGULATIONS			
245	Any work carried out to or affects new or existing services must be in accordance with the Byelaws or Regulations of the relevant Statutory Authority.	Item		
	WATER REGULATIONS/ BYELAWS NOTIFICATION			
250	Notify the Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details. The Contractor is to allow adequate time to receive the Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.	Item		
	WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE			
255	On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including: <ul style="list-style-type: none"> The address of the premises. A brief description of the new installation and/ or work carried out to an existing installation. The Contractor's name and address. A statement that the installation complies with the relevant Water Regulations or Byelaws. The name and signature of the individual responsible for checking compliance The date on which the installation was checked 	Item		
	ELECTRICAL INSTALLATION CERTIFICATE			
260	Submit: When relevant electrical work is completed- Original certificate: To be lodged in O+M Manuals GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE	Item		
265	Before the completion date stated in the contract: Submit a certificate stating: <ul style="list-style-type: none"> The address of the premises. 			
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	<ul style="list-style-type: none"> - A brief description of the new installation and/ or work carried out to an existing installation. - Any special recommendations or instructions for the safe use and operation of appliances and flues. - The Contractor's name and address. - A statement that the installation complies with the appropriate safety, installation and use regulations. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. - Certificate location 	Item		
	SERVICE RUNS			
270	Provide adequate space and support for services, including unobstructed routes and fixings. Ducts, chases and holes: Form during construction rather than cut.			
	Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.	Item		
	MECHANICAL AND ELECTRICAL SERVICES			
275	Carry out final tests and commissioning so that services are in full working order at completion of the Works and that Building Regulations are fully complied with so as to provide Building Regulation sign off on the Date for Completion	Item		
	SUPERVISION/ INSPECTION/ DEFECTIVE WORK			
	SUPERVISION			
280	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. The Contractor shall give maximum possible notice before changing person in charge or site agent.	Item		
	COORDINATION OF ENGINEERING SERVICES			
285	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. The Contractor shall submit, when requested, CVs or other documentary evidence relating to the staff concerned.	Item		
	ACCESS			
290	Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.	Item		
	OVERTIME WORKING			
295	Prior to overtime being worked, submit details three days before, of times, types and locations of work to be done.	Item		
300	If concealed work is 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.	Item		
	DEFECTS IN EXISTING WORK			
305	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.	Item		
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1/35				

			Fixed	T-R
310	<p>ACCESS FOR INSPECTION</p> <p>Before removing scaffolding or other facilities for access, give notice of not less than one week.</p> <p>TESTS AND INSPECTIONS</p> <p>315 Agree and record dates and times of tests and inspections to enable all affected parties to be represented. Give one working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time and submit a copy of test certificates and retain copies on site.</p> <p>TESTING</p> <p>320 The Contractor shall test, to the satisfaction of the Contract Administrator, all materials and the like as required by the Specification and the services installations, and shall pay all associated costs, including all power consumed.</p> <p>CONTINUITY OF THERMAL INSULATION</p> <p>325 Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:</p> <ul style="list-style-type: none"> ▪ 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. <p>ENERGY PERFORMANCE CERTIFICATE</p> <p>330 Undertake an assessment by a member of an approved accreditation scheme where instructed or included within the Tender Documents. Submit details of scheme name and evidence of qualifications when requested.</p> <p>PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS</p> <p>335 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. Such proposals may be unacceptable and contrary instructions may be issued and under all circumstances the cost of rectification shall be borne by the Contractor.</p> <p>MEASURES TO ESTABLISH ACCEPTABILITY</p> <p>340 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 and will not be considered as grounds for revision of the completion date.</p> <p>QUALITY CONTROL</p> <p>345 Establish and maintain procedures to ensure that the Works, including the work of Sub-contractors, comply with specified requirements. These procedures are to include the maintenance of full records, of which copies are to be kept on site for inspection, and submit copies on request. These records shall show:</p> <ul style="list-style-type: none"> ▪ Identification of the element, item, batch or lot including location in the Works. ▪ Nature and dates of inspections, tests and approvals. ▪ Nature and extent of nonconforming work found. ▪ Details of corrective action. 	<p>Item</p> <p>Item</p> <p>Item</p> <p>Item</p> <p>Item</p> <p>Item</p> <p>Item</p> <p>Item</p>		
PRL/2018			1/36	To Collection £

			Fixed	T-R
	<p><u>WORK BEFORE, AT AND AFTER COMPLETION</u></p> <p>SECTIONAL / PRACTICAL COMPLETION AND DEFECTS LIABILITY</p>			
350	<p>The Contractor shall agree with the Contract Administrator a date on which a joint inspection of the Works can be made at the completion of each phase (if applicable) and for Practical Completion.</p> <p>WORKS AT COMPLETION</p>	Item		
355	<p>The works will not be viewed by the Contract Administrator for Sectional/Practical Completion until the Contractor has executed the following:-</p> <ul style="list-style-type: none"> Removed all rubbish from site- Eased, adjusted and lubricated all moving parts as necessary to ensure easy and efficient operation. Removed all temporary markings, coverings and protective wrappings unless otherwise instructed. Cleaned the works thoroughly inside and out including all accessible ducts voids, glass on both sides, remove all splashes, deposits, efflorescence, rubbish and surplus materials. Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials. Obtain COSHH dated data sheets for all materials used for cleaning and ensure that they are only used as recommended by their manufacturers. Snagged the Works to ensure that they are in accordance with the Contract suitable for handing over. (Should this requirement be ignored a charge be made for time expended by the Consultants in abortive inspections and/or the preparation of excessively long snagging sheets). Handed to the Contract Administrator completed warranties, sub-Contract agreements and the like as are required under the Schedules of Works or subsequent instruction/agreement. Handed to the Contract Administrator, as applicable maintenance instructions, guarantees, manuals, "as built" drawings, test certificates, and all similar items, which are to be obtained by the contractor from every individual Sub-contractor, product and equipment manufacturer. 	Item		
360	<p>The Works are to be handed over in a 'snag free' condition to avoid any possible difficulties arising between the Contractor undertaking snagging and the Employer's directly employed Contractors undertaking furniture, IT and associated works. The Contractor shall be deemed to have allowed in his programme due allowance for undertaking snagging to each phase prior to the date of Sectional Completion. The Contractor shall agree with the Contract Administrator a pre-snagging joint inspection date to identify the matters deemed as snagging and falling under this requirement. The Employer shall be entitled to recover damages from the Contractor should the Contractor not comply with these requirements.</p> <p>SECURITY AT COMPLETION</p>			
365	<p>Security at Completion: Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.</p> <p>MAKING GOOD DEFECTS</p>	Item		
370	<p>The Contractor and Contract Administrator shall inspect the property at the end of the rectification period and the Contractor shall make arrangements with the Employers Agent for access to expeditiously execute the necessary works. Inform the Contract Administrator when remedial works to the various parts of the Works are completed. The Contractor shall rectify notified outstanding and defective works stated following this inspection immediately.</p>	Item		
375	<p>The Contractor is solely responsible for rectifying all defects at his own expense.</p>	Item		
PRL/2018	1/37	To Collection £		

			Fixed	T-R
	BENEFICIAL OCCUPATION			
380	Where the above procedures have not been implemented and the Employer has occupied the works or part of the works, the procedure shall be as follows: <ul style="list-style-type: none"> The Contractor and Contract Administrator shall carry out a joint inspection within one week of the Employer's occupation. The Contractor shall rectify notified outstanding and defective works stated following this inspection immediately. Should it be inconvenient to the Employer to have these works carried out during normal working hours then the Contractor shall be expected to carry out these works out of normal working hours and the Employer shall only pay for the non-productive overtime and any other associated costs should the Employer have occupied the property prior to any amended Date for Completion. The end of defects procedure shall be as the Contract. 	Item		
385	Retention shall not be reduced until these defects have been rectified	Item		
A34	SECURITY/ SAFETY/ PROTECTION			
	SECURITY, HEALTH AND SAFETY			
	PRECONSTRUCTION INFORMATION			
100	Integral with the project Preliminaries, including but not restricted to the following sections: <ul style="list-style-type: none"> Description of project: Sections A10 and A11. Client's consideration and management requirements: Sections A12, A13 and A36. Environmental restrictions and on-site risks: Section A12, A35 and A34. Significant design and construction hazards: Section A34. The Health and Safety File: Section A37. 	Item		
	EXECUTION HAZARDS			
105	Control by good management and site practice.	Item		
	PRODUCT HAZARDS			
110	Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits. Common hazards are not listed and are to be controlled by good management and site practice.	Item		
	PREVENTION OF ACCIDENTS			
115	The Contractor shall take all reasonable precautions to prevent accidents and loss or damage by fire, bursting tanks and pipes and the like.	Item		
	CONSTRUCTION PHASE HEALTH AND SAFETY PLAN			
120	Submission: Present to the CDMc no later than 4 weeks prior to commencement	Item		
125	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 CDM Regulations.	Item		
130	Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/200, and the Pre-tender Health and Safety Plan/ Preconstruction information.	Item		
PRL/2018 1/38 To Collection £				

			Fixed	T-R
	SAFETY			
140	The Contractor shall be solely responsible for health and safety matters on site, and shall indemnify the Employer against any claims or actions resulting from any incidents arising from the Works or as a result of undertaking the Works.	Item		
145	The Contractor shall comply with all Health and Safety legislation in force during the course of the Works and shall comply with any recommendations and instructions made by any relevant bodies.	Item		
150	At regular intervals the Contractor shall make available to the Contract Administrator if required all site safety documents for review.	Item		
155	<p>The Contractor shall:-</p> <ul style="list-style-type: none"> ▪ Arrange for competent and adequately resourced Contractors to carry out the work where it is sub-contracted. ▪ Ensure the co-ordination and co-operation of Contractors; ▪ Obtain from Contractors the main findings of their risk assessments and details of how they intend to carry out high-risk operations; ▪ Ensure that Contractors have information about risks on site; ▪ Ensure that workers on site have been given adequate training; ▪ Ensure the Contractors and workers comply with any site rules, which may have been set out in the Contractor's proposals; ▪ Monitor health and safety performance; ▪ Ensure that all workers are properly informed and consulted; ▪ Make sure only authorised people are allowed onto the site 	Item		
	SECURITY			
160	The Contractor is responsible for adequately safeguarding the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the Works and adjoining areas. The Contractor shall, before leaving the works each day, secure all plant and tools etc. and shall immediately report any losses to the Contract Administrator.	Item		
	STABILITY			
165	The Contractor shall be responsible for the stability and integrity of the Works and the adjoining properties where affected by the Works, during the Contract and shall provide all supports and the like as necessary.	Item		
	EMPLOYER'S REPRESENTATIVES SITE VISITS			
170	Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. Protective clothing and/or equipment shall be provided and maintained on site for the Employer and the persons stated in clause A10/140 and other visitors to the site	Item		
	NOISE CONTROL			
175	The Contractor shall take all reasonable precautions to prevent nuisance from noise (complying with BS 5228: Part 1, Clause 7.3), smoke (no fires are to be lit on site), noxious smells, dust, dirt, waste or any other cause arising from the carrying out of the Works and shall pay all costs that may result in the failure to carry out adequate precautions. No radios shall be allowed on site, and, where possible, electrically powered tools shall be used, as opposed to pneumatic.	Item		
PRL/2018	1/39	To Collection £		

			Fixed	T-R
	POLLUTION			
175	The Contractor is to comply with all aspects of the Control of Pollution Act 1974 and is to ascertain from the relevant Authority what requirements or restrictions will apply to the Works under the Act and to the site generally. The Contractor shall comply with the latest edition of Control of Noise and Pollution from Construction Sites Code of Practice.	Item		
180	The Contractor is to contain all airborne pollution dust and dirt etc., to within his working area and remove on completion. Before the Contractor commences any of Sections of Works he is to liaise and agree with the Contract Administrator the proposed "Encapsulation" measures he proposes to implement.	Item		
185	The Contractor is to ascertain from the relevant Authorities in writing at the time of tendering the hours during which work can be carried out and whether there are any additional restrictions for certain operations which can be heard or felt beyond the curtilage of the site. Should these hours be varied by the relevant Authority, provided written evidence of his tendering obligations noted above can be provided, the Contractor may apply for and, should the Contract Administrator agree, be granted an extension of time for any reduction in hours overall, the procedures for this clause are to be as for normal extensions of time applications. No additional costs whatsoever will be payable by the Employer due to any variation to the working hours.	Item		
190	Any exceptionally noisy Works or operations shall be undertaken with consideration of the other building occupiers and tenants in mind. The Contractor shall liaise with and agree mutually convenient times for such operations and shall be deemed to have allowed for any associated costs howsoever arising within his rates and prices.	Item		
	PESTICIDES			
200	Use: Not permitted.			
	NUISANCE			
220	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.	Item		
	FIRE PREVENTION			
225	Duty: Prevent personal injury or death, and damage to the Works or other property from fire.	Item		
	BURNING ON SITE			
230	Burning on site is not permitted.	Item		
	MOISTURE			
235	Prevent wetness and dampness where this may cause damage to the Works.	Item		
240	Control humidity and the application of heat to dry out the building to prevent blistering and failure of adhesion, damage due to trapped moisture and excessive movement.	Item		
	INFECTED TIMBER/ CONTAMINATED MATERIALS			
245	Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building. Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particle, toxins and other microorganisms are within acceptable levels.	Item		
PRL/2018			To Collection £	
1/40				

			Fixed	T-R
	WASTE			
250	Minimize rubbish, debris, spoil, containers and surplus material and keep the site and Works clean and tidy.	Item		
255	Remove frequently and dispose of site in a safe and competent manner: <ul style="list-style-type: none"> Non-hazardous material: In a manner approved by the Waste Regulation Authority. Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations. 	Item		
260	Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.	Item		
270	Waste transfer documentation is to be included in the Site Waste Management Plan (SWMP), which the Contractor must retain for 2 years under the SWMP Regulations.	Item		
	ELECTROMAGNETIC INTERFERENCE			
280	Prevent excessive electromagnetic disturbance to apparatus outside the site.	Item		
	LASER EQUIPMENT			
290	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.	Item		
	POWER ACTUATED FIXING SYSTEMS			
295	Use: Not permitted.	Item		
	<u>PROTECT THE FOLLOWING</u>			
	EXISTING SERVICES			
300	The Contractor shall protect, uphold and maintain all pipes, ducts, sewers, service mains, overhead cables and the like during the execution of the Works. During demolition works and/or site clearance he shall ask the Contract Administrator for information as to those services to remain. The Contractor shall make good any damage to the satisfaction of the service authority or other owner as appropriate, because of his failure under this clause, at his own expense and/or pay all associated costs and charges. The Contractor shall indemnify the Employer against any claims due to the failure to carry out these works. The Contractor shall: <ul style="list-style-type: none"> Notify all service authorities, statutory undertakers and/or adjacent owners of proposed works not less than one week before commencing site operations. Before starting work, check and mark positions of mains/services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. Work adjacent to services: <ul style="list-style-type: none"> Comply with service authority's/statutory undertaker's recommendations. Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/statutory undertakers or other owners. Identifying services below ground by using signboards, giving type and depth and overhead by using headroom markers. If any damage results from execution of the Works: <ul style="list-style-type: none"> Immediately give notice and notify Contract Administrator/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. 			
PRL/2018	1/41	To Collection £		

			Fixed	T-R
	<ul style="list-style-type: none"> 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 operation's to service authorities/statutory undertakers recommendations. 	Item		
	ROADS AND FOOTPATHS			
305	The Contractor shall be responsible for all damage to roads, whether public or private, arising out of or in the course of or by reason of the execution of the Works and shall be responsible for observing any by-law regulation or requirement imposed by a competent authority regarding the keeping of such roads free from mud, debris and the like, arising as aforesaid.	Item		
310	The Contractor shall ensure that all vehicles leaving the site are correctly loaded and that the wheels of such vehicles are cleaned of soil or other adhesions before leaving the site, in order that the entrance and all public highways in the vicinity of the site shall remain free from debris, droppings or deposits from the site traffic and the Contractor shall provide the necessary means to clean the wheels or vehicles of adhering soil and other material and shall also remove any deposits unavoidably carried on the highways.	Item		
315	The Contractor shall be held responsible for any damage sustained by boundary walls, fences, entrance gates, paths, paved areas, kerbs and edgings, trees, lawns, and the like or by the existing buildings resulting from the Works.	Item		
	EXISTING TOPSOIL/ SUBSOIL			
320	Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works. Before starting work submit proposals for protective measures.	Item		
	RETAINED TREES/ SHRUBS/ GRASSED AREAS			
325	Preserve and prevent damage, except those not required. Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.	Item		
	EXISTING FEATURES			
330	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.	Item		
	EXISTING WORK			
335	Prevent damage to existing work, structures or other property during the course of the work.	Item		
	BUILDING INTERIORS			
340	Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.	Item		
	ESPECIALLY VALUABLE/ VULNERABLE ITEMS			
345	Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:	Item		
	- Fragile masonry and existing adjacent surfaces			
350	Method statement: Submit within one week of request describing special protection to be provided.	Item		
PRL/2018			To Collection £	
1/42				

			Fixed	T-R
	ADJOINING PROPERTY RESTRICTIONS			
350	Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Bear cost of repairing damage arising from execution of the Works.	Item		
	EXISTING STRUCTURES			
355	Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. 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. Monitor and immediately report excessive movement. Comply with BS 5975 and BS EN 12812.	Item		
A35	SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING			
	SCOPE			
100	The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.	Item		
	METHOD/ SEQUENCE OF WORK			
105	The Contractor may sequence the Works to suit its operation requirements, but shall generally follow the agreed programme or subsequent revision.	Item		
	SCAFFOLDING			
110	Scaffolding: Make available to subcontractors and others at all times.	Item		
	COMPLETION IN SECTIONS OR IN PARTS			
115	Where the Employer is to take possession of any section or part of the Works and such section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.	Item		
120	During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.	Item		
PRL/2018	1/43	To Collection £		

			Fixed	T-R
A36	FACILITIES/ TEMPORARY WORKS/ SERVICES			
	GENERALLY			
	SPOIL HEAPS, TEMPORARY WORKS AND SERVICES			
100	Location: Give notice of intended siting. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.	Item		
	ACCOMMODATION			
	SANITARY ACCOMMODATION			
105	The Contractor shall ensure that toilet accommodation is available for both sexes, using the existing facilities where possible and temporary ones when existing facilities are not available. The contractor shall keep them clean and tidy and shall pay all charges in erection and removal of temporary WC works. All existing work to remain that is damaged shall be made good at the Contractor's expense.	Item		
	TEMPORARY ACCOMMODATION FOR SITE OFFICE, STORAGE			
110	Accommodation made available by the Employer: None	Item		
	SCAFFOLDING			
115	The Contractor shall provide and maintain all necessary temporary scaffolding in accordance with current statutory Regulations for the proper execution and completion of the works. All scaffolds and working platforms should be properly constructed, designed as necessary, and provided with adequate working space, and comply with the Construction (Working Places) 1966 Regulations and where appropriate, the Construction (Lifting Operations) Regulations and to conform in all respects to BS 5973 and to the latest requirements of the Health and Safety Executive and EEC directives, and be checked at regular intervals (such checks and inspections are to be recorded in the scaffolding log which must be kept on site for inspection by the Contract Administrator).	Item		
120	The Contractor shall provide and maintain all necessary temporary scaffolding for access purposes to the areas of work should it be required and any other necessary scaffolding in accordance with current statutory Regulations for the proper execution and completion of the Works and the Contractor is to disclose to the Contract Administrator and Employer immediately on being awarded the Contract his intentions for temporary scaffolding and hoisting and is not to proceed until written approval has been given.	Item		
	TEMPORARY WORKS			
125	The Contractor is referred to A44 of these Preliminaries for pricing temporary hoardings, fences, etc., which are to be provided at his own discretion and be in accordance with the requirements of his sequencing and methodology for the execution of the Works.			
	TEMPORARY ACCESS ROUTES/ CLOSED ACCESS ROUTES; SIGNAGE			
130	At each approach to any pedestrian or vehicle access route, whether existing, permanent or temporary and at each level or entry point, the Contractor shall erect and maintain signs giving details of restrictions, closures or diversion of such routes from time to time as affected by the progress of the Works including the duration of such restriction, closure or diversion and identifying alternative routes as available and clear away on Completion of the Works.	Item		
PRL/2018	1/44	To Collection £		

			Fixed	T-R
	TELEPHONE/ FACSIMILE INSTALLATIONS AND RENTAL/ MAINTENANCE			
135	The Contractor shall arrange for and provide a telephone and fax on an independent line of an approved service to the site office, and he is to be responsible for and pay all charges in connection with its installation, upkeep and removal.	Item		
	TEMPORARY FENCES/ HOARDINGS, SCREENS AND ROOFS			
140	The Contractor is referred to A44 of these Preliminaries for pricing temporary hoardings, fences, etc., which are to be provided at his own discretion and be in accordance with the requirements of his sequencing and methodology for the execution of the Works.	Item		
	NAME BOARDS/ ADVERTISEMENTS			
145	Name boards/ advertisements will not be permitted without the express permission of the Employer.	Item		
	<u>SERVICES AND FACILITIES</u>			
	LIGHTING			
150	Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.	Item		
	LIGHTING AND POWER			
155	See Section A42 for details of lighting and power arrangements and facilities. The Employer will not be responsible for the consequences of absence of, failure or restrictions in supply. The ongoing maintenance of power and water supplies remain the responsibility of the contractor during the course of the works.	Item		
	WATER			
160	See Section A42 for details of lighting and power arrangements and facilities. The Employer will not be responsible for the consequences of failure or restriction in supply.	Item		
	MOBILE TELEPHONES			
165	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 incurred.	Item		
	TELEPHONES			
170	Provide as soon as practicable after the start on site for joint use by the Contractor, Subcontractors and those acting on behalf of the Employer, and pay all charges reasonably incurred.	Item		
175	Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.	Item		
180	Employer's call charges: Allow for the cost of a modest number of calls made by those acting on behalf of the Employer.	Item		
	E-MAIL AND INTERNET FACILITY			
185	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. Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.	Item		
PRL/2018			To Collection £	
1/45				

			Fixed	T-R
	<p>USE OF PERMANENT HEATING SYSTEM</p> <p>190 Permanent heating installation may not be used for drying out the Works/services and controlling temperature and humidity levels unless authorised by the Contract Administrator. If permission is given the Contractor shall:</p> <ul style="list-style-type: none"> Take responsibility for operation, maintenance and remedial work. Arrange supervision by and indemnification of the appropriate Subcontractors. Pay costs arising. 	Item		
	<p>BENEFICIAL USE OF INSTALLED SYSTEMS</p> <p>195 Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning. If permission is given for any other use of a system before the Works are accepted as complete it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.</p>	Item		
	<p>METER READINGS</p> <p>200 Where there are charges for service supplies to be apportioned ensure that: meter readings are taken by relevant authority at possession and/or completion as appropriate and that copies of readings are supplied to interested parties.</p>	Item		
	<p>THERMOMETERS</p> <p>205 Provide on-site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.</p>	Item		
	<p>SURVEYING EQUIPMENT</p> <p>210 Provide on-site and maintain in accurate condition</p>	Item		
	<p>PERSONAL PROTECTIVE EQUIPMENT</p> <p>215 General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:</p> <ul style="list-style-type: none"> Safety helmets to BS EN 397, neither damaged nor time expired. Number required: High visibility waistcoats to BS EN 471 Class 2. Number required: Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: NO MORE THAN FOUR 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. 	Item		
PRL/2018	1/46	To Collection £		

			Fixed	T-R
A37	OPERATION/ MAINTENANCE OF THE FINISHED WORKS			
	GENERALLY			
	THE BUILDING MANUAL			
100	<p>Purpose: The Building Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and user guide written in plain English for the end users and the Employer, providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce 11nr of copies of the Manual and submit them to the Contract Administrator for checking by the CDM Coordinator and for delivery to the Employer.</p> <p>Scope:</p> <ul style="list-style-type: none"> ▪ Part 1: General: Content as clause 120. ▪ Part 2: Fabric: Content as clause 130. ▪ Part 3: Services: Content as clause 140. ▪ Part 4: The Health and Safety File: (prepared and supplied by the CDM Coordinator). Content as clauses 120-250 ▪ 	Item		
105	The Contractor shall prepare a programme showing all activities and periods required to deliver the Manual one week before Practical Completion.			
110	Prepare all information for Contractor designed or performance specified work including as-built drawings.	Item		
115	Obtain or prepare all other information to be included in the Manual.	Item		
120	A complete draft of the Manual must be submitted not less than one week before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit to the Contract Administrator. Do not proceed with production of the final copies of the Manual until authorised to do so by the Contract Administrator.	Item		
125	In addition to the Building Manual, the Contractor shall provide a Guide for each apartment which explains the key operating systems in plain easy to understand English. The format of the Guide is to be agreed with the Employer's Agent but it will cover installations such as the heating, air conditioning, lighting, audio visual and alarms.	Item		
	THE HEALTH AND SAFETY FILE			
130	The Contractor shall prepare and provide the Health and Safety file for the project. The Health and Safety File shall include the following items, from 120 through to 250.	Item		
140	<p>CONTENT OF THE BUILDING MANUAL PART 1: GENERAL</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Names and addresses and contact details of all significant consultants, contractor, subcontractors, suppliers and manufacturers ○ Overall design criteria. ○ Environmental performance requirements. ○ Relevant authorities, consents and approvals. 			
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	<ul style="list-style-type: none"> ○ Third party certification, such as those made by 'competent' persons in accordance with the Building Regulations. ▪ Operational requirements and constraints of a general nature: <ul style="list-style-type: none"> ○ 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. ▪ Description and location of other key documents. 	Item		
145	<p>CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC</p> <ul style="list-style-type: none"> ▪ Content: Obtain and provide the following, including all relevant details not included in other parts of the manual: ▪ Detailed design criteria, including: <ul style="list-style-type: none"> ○ Floor and roof loadings. ○ Durability of individual components and elements. ○ Loading restrictions. ○ Insulation values. ○ Fire ratings. ○ Other relevant performance requirements. ▪ Construction of the building: <ul style="list-style-type: none"> ○ A detailed description of methods and materials used, as well as details that may present significant residual hazards with respect to cleaning, maintenance or demolition for all Contractor designed work and performance specified work. ○ As-built drawings recording the construction, together with an index. ○ Information and guidance concerning repair, renovation or demolition/ deconstruction. ▪ Periodic building maintenance guide chart. ▪ Inspection reports. ▪ Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components. ▪ Fixtures, fittings and components schedule and index. ▪ Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors. ▪ Test certificates and reports required in the specification or in accordance with legislation, including: <ul style="list-style-type: none"> ○ Air permeability. ○ Resistance to passage of sound. ○ Continuity of insulation. ○ Electricity and Gas safety. 	Item		
150	<p>CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ○ Services capacity, loadings and restrictions ○ Services instructions. ○ Services log sheets. ○ Manufacturers' instruction manuals and leaflets index. ○ Fixtures, fittings and component schedule index. ▪ Detailed description of methods and materials used. ▪ As-built drawings for each system recording the construction, together with an index, including: <ul style="list-style-type: none"> ○ Diagrammatic drawings indicating principal items of plant, equipment and fittings. ○ Record drawings showing overall installation. ○ Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross-referenced to the record drawings. 			
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	<ul style="list-style-type: none"> o Identification of services - a legend for colour coded services. ▪ Product details, including for each item of plant and equipment: <ul style="list-style-type: none"> o Name, address and contact details of the manufacturer. o Catalogue number or reference. o Manufacturer's technical literature, including detailed operating and maintenance instructions. o Information and guidance concerning dismantling, repair, renovation or decommissioning. ▪ Operation: A description of the operation of each system, including: <ul style="list-style-type: none"> o Starting up, operation and shutting down. o Control sequences. o Procedures for seasonal changeover. o 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: <ul style="list-style-type: none"> o Electrical circuit tests. o Corrosion tests. o Type tests. o Work tests. o 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. <p>RECORD OF SERVICES</p>	Item		
155	On completion of the Works or earlier as specified elsewhere the Contractor is to prepare and deposit with the Contract Administrator two sets of copy negatives showing all services, sewers and drainage system as existing and installed and is to include here for all costs in connection with preparation of these drawings.	Item		
160	<p>CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE</p> <ul style="list-style-type: none"> ▪ Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including: <ul style="list-style-type: none"> o residual hazards and how they have been dealt with. o hazardous materials used. o information regarding the removal or dismantling of installed plant and equipment. o health and safety information about equipment provided for cleaning or maintaining the structure. o the nature, location and markings of significant services. o information and as-built drawings of the structure, its plant and equipment. ▪ Information prepared by others: Details: Sub-contractors design drawings ▪ Timescale for completion: Practical Completion ▪ Submit to: CDM Co-ordinator 	Item		
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	PRESENTATION OF BUILDING MANUAL			
165	Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.	Item		
170	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.	Item		
175	As-built drawings: The main sets may form annexes to the Manual. A further copy of the manual including drawings is to be presented as a PDF file and issued on Compact Disc.	Item		
	TRAINING			
180	Before Completion, explain and demonstrate to the Employer's designated maintenance staff and the end-users the purpose, function and operation of the installations including items and procedures listed in the Building Manual.	Item		
185	Operating time: Include for a minimum of not less than ten operating days for this purpose.	Item		
	SPARE PARTS			
190	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.	Item		
	TOOLS			
200	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.	Item		
A38	DEFAULT ON PRELIMINARIES CONDITIONS			
	FAILURE TO COMPLY			
100	Should the Contractor fail to comply with any of the preliminary requirements of this Specification the Contract Administrator may adjust the preliminary charges to reflect the works not executed as a deemed variation. This may be considered retrospectively and does not alleviate the Contractor from executing these contractual requirements.	Item		
	COMMENCEMENT PRIOR TO CONTRACT			
105	Should the Contractor commence on site without the Contract being executed under a letter of intent, the position shall be that (in pricing these documents) the Contractor accepts the basis of the Contract for calculating the Contract Sum and the conditions under which the Contract shall be executed.	Item		
	COMPLIANCE			
110	Compliance with preliminary procedures shall be a conditions precedent for the Contractor to claim and be paid additional sums under this Contract.	Item		
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A40	MANAGEMENT AND STAFF			
	Management and staff:			
100	Contractor's Site Agent	Item		
105	Management staff	Item		
110	Surveying Staff	Item		
115	M+E Services Staff	Item		
120	Finishes Staff	Item		
125	Operational Staff / attendant labour	Item		
130	Registration and compliance with the Considerate Contractor's Scheme	Item		
135	Other management charges (to be described separately)	Item		
A41	SITE ACCOMMODATION			
140	Allow for temporary offices and mess areas required for all site operative's use site meetings and the Contractor's own meetings, allow for all services connections and other charges, removal and making good on completion. Facilities should include drinking water, hot water, cooking means, rest areas and contents and rest are including gwet store.	Item		
A42	SERVICES AND FACILITIES			
	Design, provide, maintain, clear away and make good on removal and pay all charges, all as necessary, for:			
145	Power – Allow all equipment for lighting and power for the Works and make temporary arrangements for distributing about the site. Pay all charges, remove on completion and make good. Services will have been disconnected by the employer prior to commencement to facilitate demolition.	Item		
150	Lighting - Allow for all lighting for the works including lighting hoardings and illuminating internal finishes for inspection. Pay all charges, remove on completion and make good.	Item		
155	Fuels - Allow for fuels for the Works.	Item		
160	Water - Provide, clean, fresh water for the Works, and make arrangements for distributing about the site. Provide all temporary plumbing, pay all charges, remove all temporary works on completion and make good.	Item		
165	Safety, Health and Welfare - Allow for provision of adequate resources as required by Construction (Design and Management) Regulations 1994).	Item		
170	Storage of materials	Item		
180	Rubbish Disposal - Allow for removing rubbish and the like, from site both as it accumulates from time to time and on completion.	Item		
185	Cleaning - Allow for removing all rubbish, protective casings and coverings and cleaning the Works on completion.	Item		
190	Drying out	Item		
195	Protection of work in all sections.	Item		
200	Security	Item		
205	Maintain public and private roads.	Item		
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210	Small plant and tools	Item		
215	Centralised document control / management – 4 Projects or similar	Item		
A43	MECHANICAL PLANT			
220	Allow for all mechanical plant costs not incorporated elsewhere within the Contractor's pricing of the documents.	Item		
A44	TEMPORARY WORKS			
	Design, provide, maintain, clear away and make good on removal, all as necessary, for:-			
225	Temporary Roads	Item		
230	Temporary walkways	Item		
	Access scaffolding:			
235	Charge for erection	Item		
240	Charge for striking and making good structures	Item		
245	Hire charges over a _____ week period	Item		
250	Support scaffolding and propping	Item		
255	Hoardings, fans, fencing etc.	Item		
260	Hard standing including temporary car parking bays and their removal and reinstatement on completion.	Item		
265	Traffic regulations	Item		
270	Parking bay suspensions	Item		
280	Others	Item		
A53	WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS			
	SPECIALIST SUB-CONTRACTORS AND WORK BY STATUTORY AUTHORITIES			
285	"General Attendance" shall mean the items that the Contractor is to allow for under the Standard Method of Measurement, with the following additions. <ul style="list-style-type: none"> Power at 110 volts for small tools. Providing a setting out datum and checking all setting out Checking any drawings supplied by Sub-contractors against all other documents prior to submission to the Contract Administrator. Giving adequate notice to the relevant party, agreeing a detailed programme and liaise in all respects to allow the Works to proceed without interruption. 	Item		
290	"Special Attendance" items will be specified, and the meaning of terms shall be as follows: <p>Special Scaffolding:- Includes providing, erecting and dismantling scaffolding that is required solely to enable the Sub-contractor to execute work where the Contractor would not normally erect scaffolding. Standing scaffolding, which is allowed for under "General Attendance" is to be provided in all areas that require the works to be executed and it is to be suitable for the purposes of the Main Contract Sum and sub-contracts.</p>	Item		
295	Positioning: - Includes unloading all plant and materials, hoisting or lowering to any position required, which shall be, unless otherwise stated, the final position for fixing.	Item		
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300	Power: - Power for small tools is to be included under "General Attendance". Power required for any other reason will be specified with the Contractor allowing for all charges to provide the required power adjacent to the working area.	Item	Fixed	T-R
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