

Preliminaries

Sea Galleries - Graphics Works

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00-05-10 Project definition

101 Project description

- **Project reference:** 6406
- **Project title:** Sea Galleries Permanent Gallery
- **Project description:** Production & Installation of Graphics

137 Environmental policy

- **Details:**
- **Project Environmental Management System:**
 - **General:** Develop a system compatible with the existing policy.
 - **Specific Requirements:**
 - **Evidence of compliance:**
- **Supporting information:**
 - **Description:**
- **Submittal date:**

150 Asbestos survey report

- **Details:** Building Management Plan
- **Format:** Electronic
- **Provision:** Provided.

Design information

165 Drawings and other documents

- **Details:** As detailed in the invitation to tender drawing list
- **Format:** Electronic.
- **Contract drawings:**
 - **Generally:** The same as the tender drawings.
 - **CAD data:** In accordance with BS EN ISO 19650-1
- **Cross-references:**
 - **Accuracy:** Check remainder of the annotation or item description against the terminology used in the cited section or clause.
 - **Related terminology:** Where a numerical cross-reference is not given the relevant sections and clauses of the Specification will apply.
 - **Relevant clauses:** Clauses in the cited specification section dealing with general matters, ancillary products and execution also apply.
 - **Discrepancy or ambiguity:** Give immediate notice in writing setting out the nature and assessed impact of the conflict. Do not proceed until instructions are received.
 - **Document precedence:** Specification takes precedence over referenced documents.
- **Dimensions:** Use numbered dimensions only. Do not scale direct from drawings.
- **Additional copies:**

170 Preconstruction information

- **Scope:** Integral with the project specification, including but not restricted to the following:
Description of project.
Client's consideration and management requirements.
Environmental restrictions and on-site risks.
Significant design and construction hazards.
The Health and Safety File.

00-05-15 Works terminology

110 Terminology

- **Meaning:** Terms, derived terms and synonyms used are as defined in this section or in the appropriate referenced document.

210 Description terminology

- **Attendance:** Includes
The use of the Main Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant,
The provision of temporary lighting of an equivalent brightness to the finished lighting brightness,
The provision of water,
The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage,
The use of standing mess rooms, sanitary accommodation and welfare facilities and
The provision of all Health and Safety facilities and all Fire Safety precautions, services, equipment, signage, facilities, Marshalls and the like necessary to comply with the relevant parts of the Joint Fire Code.
Additional requirements should be described as 'Special attendance'.
- **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
- **Construction Work:** Permanent work together with temporary work.
- **Contractor:** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes Main Contractor, Prime Contractor, Supplier, Service provider, Builder, Subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
- **Contractor's choice:** Selection delegated to the Contractor, but liability to remain with the specifier.
- **Contractor's design:** Design to be carried out or completed by the Contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
- **Cost:** The amount paid or given by one party to another in exchange for goods, work, supplies or services.
- **Designer:** A person or organization carrying out design on a project.
- **Deviation:** Difference between a specified dimension or position and the actual dimension or position.
- **Drawings:** Definitions as BSRIA Building Applications Guide: Design framework for building services. 5th edition
- **Employer:** The party to the Contract for whom the goods, work, supplies or services are provided. Includes Client (in consultancy contracts and CDM Regulations), the Employer, Building owner or Purchaser (in construction contracts), the Developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements - which may be defined terms in certain standard contract forms
- **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.
- **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
- **Existing:** Items retained in place to receive new work.
- **Fastener:** Device for mechanically attaching something to something else.

- **Manufacturer and Product reference:** Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.
Product reference – the proprietary brand name and/ or identifier by which the particular product, component or system is described.
References are as specified in the manufacturer's technical literature current on the date specified.
- **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
- **Permanent Work:** Work to be constructed and completed in accordance with the Contract.
- **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work, supplies or services.
- **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the Works.
- **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.
- **Schedule of rates:** The subdivision of product and execution prices by a pre-determined unit basis.
- **Schedule of Work/ Work Schedule:** The subdivision of work items by a pre-determined classification. Can form the basis of a pricing document where Bills of Quantities are not used.
- **Schematic:** A drawing of a system showing components, products, systems and their interconnections.
- **Site equipment:** The Contractor's apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works and the remedying of defects.
Includes Appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.
Excludes: Temporary work, Employer's products and equipment or anything intended to form or forming part of the permanent Works.
- **Specification:** Written description of requirements.
- **System:** Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
- **Temporary work:** Incidental work to undertaken during construction but not intended to form part of the completed work.

310 Activity terminology

- **Advise:** See 'Communicate'.
- **Agree:** See 'Communicate'.
- **Approve:** Record conformance of work to specified criteria by giving formal or official sanction.
- **Communicate:** Includes advise, inform, agree, confirm, notify, seek or obtain information, consent or instructions, or make arrangements.
- **Confirm:** See 'Communicate'.
- **Ease:** Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
- **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
- **Give notice:** Communicate in writing to the person administering the Contract at the address listed therein.
- **Inform:** See 'Communicate'.
- **Keep for recycling:** As 'keep for use' but relates to a naturally occurring material rather than a manufactured product.

- **Keep for reuse:** Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or Purchaser, or for use in the Works as instructed.
- **Make good:** Execute local remedial work to designated work. Make secure, sound and neat.
- **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.
- **Notify:** See 'Communicate'.
- **Quote:** Use 'Estimate'.
- **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
- **Refix:** Fix previously removed products.
- **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.
Removal of a system includes this work.
- **Remediate:** Action or measures taken to lessen, clean-up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.
- **Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and replacement.
- **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.
- **Reuse:** Recover products to be fixed or used in the project or other buildings without the requirement for recycling.
- **Submit:** Deliver in a specified format to a specified person within a specified timeframe.
- **Submit proposals:** Submit information in response to specified requirements.
- **Supply and fix:** Supply of products, components or systems to be fixed, together with everything necessary for their fixing.

00-05-20 Project participants

110 Project participants

Management and delivery roles

120 Client

- **Name:** The Board of Trustees of the National Museums and Galleries on Merseyside
- **Address:** World Museum, William Brown Street, Liverpool, L3 8EN
- **Contact:** Jenny Green
- **Telephone:** 0151 478 4968

130 Contract Administrator

- **Name:** Jennifer Green - Senior Project Coordinator
- **Address:** Estates Management Department, NML, 127 Dale Street, Liverpool, L2 2JH
- **Contact:** Jenny Green
- **Telephone:** 0151 478 4968
- **Email address:** JennyGreen@liverpoolmuseums.org.uk

Statutory roles

205 Principal Designer

- **Name:** NML Design Team
- **Address:** 127 Dale Street, Liverpool, L2 2JH

210 Principal Contractor

- **Name:** To be confirmed.
- **Address:**
- **Contact:**
- **Telephone:**
- **Email address:**

Design roles

00-05-70 Project location

110 Project location

- **Details:** Merseyside Maritime Museum
- **Address:**
 - **Number/ Street:** Albert Dock
 - **Town/ City:** Liverpool
 - **Post code:** L3 4AQ

130 Existing buildings on, or adjacent to the site

- **Details:** Mixture of two, three and four storey buildings and dockland

150 Surrounding land and building uses

- **Details:** Residential Area and Commercial

170 Access

- **Details:** Refer to site compound/access drawings
- **Limitations:** All roads and access routes are to be left unobstructed at all times

00-10-70 Works Contract Content

120 The Works/ Services

- **Details:** Sea Galleries Permanent Gallery Space - Graphics Works
- **Related works:** Provide trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive new work.

130 Work by others concurrent with the Contract

- **Details:** NML's dedicated contractors will also be carrying out works packages. Graphics contractor will be working under the Principal Contractor on site carrying out the full gallery refurbishment works.
- **Timescale:** TBC

160 Products provided by, or on behalf of, employer/ client/ purchaser

- **General:** Details of products to be fixed as part of the contract work are given in the work sections. Use for no other purpose than the Works.
- **Handling:** Accept delivery, check against receipts and take into appropriate storage.
- **Surplus products:** Keep safe and obtain instructions.

175 Work undertaken by 'listed' domestic subcontractor

- **General:** The following work and/ or services will be carried out by persons selected from a list.
- **Details:**
 - **Description:**
 - **List:**
- **Additional persons:** If fewer than three persons named in the list are able and willing to carry out the relevant work and/ or services, give notice, Submit proposals, together with evidence of suitability, and obtain instructions before proceeding.
- **Agreement:** Before the start of the work to which the list relates, enter into a binding subcontract agreement and submit evidence.

300 Provisional sum for defined work

- **Details:** Tactile Items
- **Provisional Sum:** £2,000.00
- **General attendance:** Provide

300 A Provisional sum for defined work

- **Details:** Wayfinding
- **Provisional Sum:** £5,000.00
- **General attendance:** Provide

310 B Contingency Sum

- **Details:** Contingency Sum.
- **Provisional Sum:** £5,000.00 (Five Thousand Pounds).
- **General attendance:** Provide.

00-20-70 Works contract

JCT Minor Works Building Contract (MW)

- **The Contract:** JCT Minor Works Building Contract 2016 Edition
- **Requirement:** Allow for the obligations, liabilities and services described

THE RECITALS

First The Works and the Contract Administrator

- **The work comprises:** Sea Galleries - Production and Installation of Graphics
- **Architect/ Contract Administrator:** CA - Jenny Green, Senior Project Coordinator

Second Contract documents

- **Contract drawings:** See section 00-05-10.
- **Contract documents:**
 - **The following have been prepared which show and describe the work to be done:** A specification and Work schedules.

Third Priced documents

- **Documents to be priced or provided by the Contractor:** Contract specification and Work schedules.

ARTICLES

3 Architect/ Contract Administrator

- **Architect/ Contract Administrator:** CA - Jenny Green, Senior Project Coordinator - Refer to 00-05-20

4 and 5 Principal Designer/ Principal Contractor

- **Principal Designer:** Is the CA
- **Principal Designer:** Is the CA
- **Principal Contractor:** Is the Contractor

CONTRACT PARTICULARS

Fourth Recital and Schedule 2 Base date

- **Base date:** 5 Days before the Tender Return Date.

Fourth Recital and clause 4.2 Construction industry scheme (CIS)

- **Employer at the Base Date:** Is not a 'contractor' for the purposes of the CIS.

Fifth Recital CDM Regulations

- **The project:** is notifiable.

Seventh Recital and Schedule 3 Supplemental provisions

- **Collaborative working:** Paragraph 1 applies.
- **Health and safety:** Paragraph 2 applies.
- **Cost savings and value improvements:** Paragraph 3 applies.
- **Sustainable development and environmental considerations:** Paragraph 4 applies.
- **Performance indicators and monitoring:** Supplemental Provision 5 does not apply.
- **Notification and negotiation of disputes:** Paragraph 6 applies.
- **Where Supplemental Provision 6 applies:**
 - **Employer's nominee (Or such replacement as may be notified):** The CA
 - **Contractor's nominee (Or such replacement as may be notified):** Submit with tender

Article 7 Arbitration

- **Article 7 and Schedule 1:** Do not apply.

Clause 2.2 Commencement and Completion

- **Works commencement date:** 25 November 2019
- **Date for Completion:** 20 March 2020

Clause 2.8 Liquidated damages

- **Damages:**
 - **Rate:** £700.00
 - **Per:** calendar day.

Clause 2.10 Rectification period

- **Period:** Twelve Months from the date of Practical Completion.

Clause 4.3 Interim payments

- **Interim Valuation Dates:**
 - **The first Interim Valuation Date:** to be agreed but at the end of the month following the month of possession
 - **Thereafter at intervals of:** The same date in each month of the nearest business day in that month
- **Payments due prior to practical completion:**
 - **Percentage of the total value of the work, etc.:** 95 per cent
- **Payments becoming due on or after practical completion:**
 - **Percentage of the total amount to be paid:** 97½ per cent

Clause 4.8.1 Supply of documentation for computation of amount to be finally certified

- **Period:** Three months from the date of practical completion.

Clause 5.3. Contractor's Public Liability insurance – injury to persons or property

- **Insurance cover:** £ 10,000,000.

Clauses 5.4A, 5.4B and 5.4C Insurance of the works etc - alternative provisions

- **Clause:** None of the insurance options apply. Government policy of non-insurance as it applies to the employers. Any claim will be dealt with on its merits and on a basis of strict liability

Clause 7.2 Adjudication

- **The Adjudicator is:** To be appointed by nominating body
- **Nominating body:** The Royal Institution of Chartered Surveyors.

CONDITIONS**Section 1: Definitions and Interpretation****Section 2: Carrying out the Works****Section 3: Control of the Works****Section 4: Payment****Section 5: Injury, Damage and Insurance****Section 6: Termination****Section 7: Settlement of Disputes****EXECUTION**

- **The Contract:** Will be executed as a deed.

00-30-70 Works Contract Procurement

110 Compliance with Tender rules

- **Compliance:** Failure to comply may result in Tenders being rejected at the sole discretion of the Employer.
- **Costs:** No liability is accepted for costs incurred in the preparation of a Tender.

120 Preliminary Enquiry

- **Details:** By phone prior to tender docs being sent out.

160 The Invitation to Tender

- **Form:** Tender Cover Letter.
- **Location of Tender documents:** Electronic format sent via e-mail OR web transfer download link.

165 Tender acceptance

- **Tender acceptance period:** Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 12 weeks from the date for return of Tender.
- **Assurance:** Nothing contained in this Document or its application should be inferred to guarantee that a Tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

170 The Tender documents

- **The Tender documents:** As described in the Project Definition section.
- **Number of hardcopy documents provided:** Tender documents issued electronically.

180 Tender queries

- **Notification requirements:** Give notice in writing to the Issuing Authority or the CA as soon as possible and not less than ten working days before the date for return of Tenders.

190 Tender instructions

- **Qualifications:** Do not amend or alter documents without written instruction.
- **Confidentiality:** Do not reveal details of parts of the Tender or supporting documents (except for the necessary purposes of preparing that Tender) without the Employer's express written permission.

210 Pricing

- **Pricing:** Price and extend each item individually as instructed. Do not group items together.
- **Currency:** Pounds sterling.

220 Site visit

- **Nature of the site:** Ascertain before Tendering, including access thereto and local conditions and restrictions likely to affect the execution of the Work.
- **Arrangements for visit:** Contact the person named in the ITT documentation

230 Return of Tender

- **Return of Tender:**

- **Destination:** refer to details in the ITT documentation
- **Time and date:** As noted in the ITT documentation
- **Format:** As detailed in the ITT documentation
- **Documents to be returned with the Tender:** Completed Form of Tender and priced Schedule of Works.
- **Inability to tender:** Advise immediately if the work as defined in the Tender documents cannot be tendered.
Define those parts, stating reasons for the inability to tender.

310 Assessment

- **Assessment of Tenders:**
 - **Number to be assessed in detail:** A full assessment criteria is explained in the ITT documentation

320 Error resolution

- **Arithmetical errors:** Tender price will prevail. An opportunity will be given to confirm the Tender or withdraw.
- **Technical errors:** The Tender is deemed to meet or exceed the requirements of the Tender documents. Amendment of the Tender to reflect this will not constitute a variation and no claim for additional costs will be accepted.
- **Corrections:** An endorsement will be added to the priced documents indicating that rates or prices (excluding preliminaries, contingencies, Prime cost and Provisional sums) inserted therein will be adjusted in the same proportion as the corrected total differs from that stated incorrectly.

410 Notification to Tenderers

- **Notification method:** Contractors will be notified in writing following completion of the tender analysis.

00-40-70 Works Contract Establishment

ACCESS

110 Access to the site

- **Details:** Access to the site will be already in place by the contractor who will be on site undertaking the main gallery refurbishment works and detailed to the successful graphics contractor on appointment
- **Limitations:** Avoid Peak times to be confirmed at the pre-contract meeting
- **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

120 Use of the site

- **General:** Do not use the site for any purpose other than carrying out the contract work.
- **Limitations:** Times for deliveries to be agreed with the client

145 Traffic and vehicles

- **Limitations:** All roads and access routes are to be left unobstructed at all times

150 Storage, accommodation, mechanical plant, temporary works and services

- **Position:** As per the site compound plan
- **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

GENERAL INFORMATION

160 Cash flow forecast

- **Submission:** Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based on the programme for the Works.

PROGRAMME

250 Programme

- **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the Works.
- **Include:** Design, production information and proposals
- **Planning:** Planning and mobilization by the Contractor
- **Concurrent work:** Work by or on behalf of the Employer and concurrent with the contract. The nature and scope of which, the relationship with preceding and following work and relevant limitations are suitably defined in the Contract Documents.
- **Number of copies:** Two copies.
- **Submittal date:** Within one week of request.

280 Notice of commencement of work

- **Notice period (minimum).:** Before the proposed date for commencement of work on site give minimum notice of two week.

HEALTH AND SAFETY INFORMATION

300 Health and Safety information

- **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- **Include:** Construction Phase Health & Safety Plan.
- **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
 - **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - **Training:** Records of training and training policy.
 - **Personnel:** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- **Submittal date:** Within one week of request.

320 Outline Construction Phase Health and Safety Plan

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

330 Health and safety hazards

- **Hazards:** Refer to the Pre-Construction Health & Safety Plan.
- **Limitations:** The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.

- **Information:** The accuracy and sufficiency of this information provided about existing hazards is not guaranteed by the Employer/Purchaser or their representative. Ascertain if additional information is required to ensure the safety of persons and the Works.
- **Training:** Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

340 Preconstruction information

- **Availability:** Integral with the project specification, including but not restricted to the following:
Description of project.
Client's consideration and management requirements.
Environmental restrictions and on-site risks.
Significant design and construction hazards.
The Health and Safety File.

350 Execution hazards

- **Common hazards:** Not listed. Control by good management and site practice.

370 Construction phase health and safety plan

- **Delivery to the Client:** No later than one week after request.
- **Confirmation:** Do not start construction work until written confirmation is received that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- **Content:** Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan and the Preconstruction information.

MANAGEMENT AND STAFF

400 Management and staff – Contract minimum requirement

- **Details:** Allow for compliance with contract obligations.

410 Management and Staff – Additional requirement

- **Dedicated staff role:** Site Foreman.

480 Parking

- **Requirement:** Provide and maintain exclusively for use by Employer/ Purchaser and their representatives and consultants.
- **Details:** To be confirmed.

TEMPORARY SERVICES

500 Temporary Services – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.

510 Water

- **Supply:** The existing mains may be used for the Works as follows:
- **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

520 Water restrictions

- **Emergency legislation:** If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.
- **Suitability:** Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.

530 Gas

- **Supply:** The existing mains may be used for the Works as follows:
- **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

540 Lighting and power

- **Supply:** Electric power from the existing mains may be used for the Works as follows:
- **Continuity:** No liability will be accepted for the consequences of failure or restriction in supply.

550 On site communications

- **Communications:**
 - **General:** Provide and maintain for the sole use of the other members of the project team and their representatives:

TEMPORARY SECURITY

TEMPORARY SAFETY AND CONTROL

670 Control and protection – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.

TEMPORARY WORKS

760 Temporary works – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.

840 Personal protective equipment

- **General:** Provide for the sole use of other members of the project team, in sizes to be specified, the following:
- **Safety helmets:** Provide.
 - **Standard:** To BS EN 397, neither damaged nor time expired.
 - **Number required:** 3.
- **High visibility waistcoats:** Provide.
 - **Standard:** To BS EN ISO 20471, Class 2.
 - **Number required:** 3.
- **Safety boots:** Provide.
 - **Standard:** To BS EN ISO 20345, with steel insole and toecap.
 - **Number of pairs required:** 5 pairs various sizes.

- **Disposable respirators:** Provide.
 - **Standard:** To BS EN 149.FFP1S.
- **Eye protection:** Provide.
 - **Standard:** To BS EN 166.
- **Ear protection:** Provide.
 - **Standard:** Muffs to BS EN 352-1, plugs to BS EN 352-2.
- **Hand protection:** Provide.
 - **Standard:** To BS EN 388, 407, 420 or 511 as appropriate.

00-50-70 Works Contract Management

GENERALLY

SUPERVISION, COOPERATION AND COORDINATION

130 Supervision

- **Requirement:** The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
- **Evidence:** Submit, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.
- **Submittal date:** Within one week of request.
- **Replacement of supervisory personnel:** Give maximum possible notice before changing supervisory personnel.

PROGRESS

150 Monitoring

- **Progress:**
 - **Records:** Record on a copy of the programme kept on site.
 - **Delays:** Minimize. Take appropriate action to recover lost time.
 - **Corrective action:** Where progress falls below target, Submit proposals.
 - **Submittal date:** As soon as possible.
 - **Completion forecast:** Submit on the last working day of each week.

160 Progress meetings

- **General:** Meetings will be held to review progress and other matters arising from administration of the Contract.
- **Frequency:** Every two weeks.
- **Venue:** School.
- **Accommodation:** Ensure availability at the time of such meetings.
- **Attendees:** Contract Administrator, Contractor, School.
- **Chairperson:** Contract Administrator.
 - **Name:** To be confirmed.
 - **Duties:** The Chairperson will send invitations, receive apologies, distribute agendas, take and distribute minutes.

OPERATION

200 Safety provisions for site visits

- **Access:** Provide at reasonable times.

- **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
- **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious) which will require compliance when visiting the site.
- **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the site.

210 Removal or replacement of existing work

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

220 Ownership of materials

- **Alteration or clearance work:** Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

230 Measurement

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

240 Service runs

- **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
- **Ducts, chases and holes:** Form during construction rather than cut in situ.
- **Coordination with other works:** Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.

260 Security

- **Protection:** Safeguard the site, the Works, products, materials, and existing buildings affected by the Works from damage and theft.
- **Access:** Take reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- **Special requirements:** Opening and locking up and setting of security alarm to be carried out by the school.

280 Stability

- **Responsibility:** Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- **Design loads:** Obtain details, support as necessary and prevent overloading.

290 Occupied premises

- **Extent:** Existing buildings will be occupied and/ or used during the Contract.
- **Details:** Arrangements to be made with the school regarding decanting of classroom areas to enable roofing works to be completed.
- **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

310 Occupier's rules and regulations

- **Occupier's rules and regulations:** Comply.

- **Details:**
 - **Location:** TBC
 - **Arrangements for inspection:** Contractor to arrange with Church

PROTECTION FROM

390 Noise and vibration

- **Noise control:** In accordance with BS: Code of practice for noise and vibration control on construction and open sites. Noise,
- **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- **Restrictions:** Obtain consent before using percussion tools and other noisy appliances. Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

400 Pollution

- **Prevention:** Protect the site, the Works and the general environment including the atmosphere, land, and water courses against pollution.
- **Contamination:** If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

420 Pesticides

- **Use:** Not permitted.

430 Nuisance

- **Duty:** Prevent nuisance from smoke, noise, dust, rubbish, vermin and other causes.
- **Surface water:** Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

460 Smoking on site

- **Smoking on site:** Not permitted.

470 Burning on site

- **Burning on site:** Not permitted.

510 Waste

- **Includes:** Rubbish, debris, spoil, containers and surplus material.
- **Requirement:** Keep the site and Works clean and tidy. Remove rubbish, dirt and residues before closing voids and cavities in the construction.
- **Waste:** Remove frequently and dispose off site in a safe and competent manner as approved and directed by the Waste Regulation Authority.
- **Recyclable material:** Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- **Documentation:** Retain waste transfer documentation on site.

540 Powder actuated fixing systems

- **Use:** Not permitted.

580 Existing services

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

590 Roads and footpaths

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

600 Existing topsoil and subsoil

- **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- **Protection:** Submit proposals.
- **Submittal date:** Before starting work.

610 Retained trees, shrubs and grassed areas

- **Protection:** Preserve and prevent damage.
- **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.

620 Retained trees

- **Protected area:** Unless agreed otherwise, do not dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.

- **Roots:** Do not sever if exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.
- **Ground levels:** Do not change within an area 3m beyond branch spread.

630 Existing features

- **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- **Special requirements:**

640 Existing work

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

660 Existing furniture, fittings and equipment

- **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
- **Removal by Employer:**
 - **Timing:** Before work starts in relevant areas.
 - **Item:**

680 Especially valuable or vulnerable items

- **Protection:** Ensure provision and maintenance of special protective measures to prevent damage.
- **Items:**
- **Method statement:** Submit within one week of request describing special protection to be provided.

METHOD AND SEQUENCE

700 Design constraints

- **Details:**

720 Method and sequence of work Restrictions

- **Specific limitations:**

730 Adjoining property

- **Agreement:** Access to and/ or use of the following has been agreed with adjacent owners.
- **Details:**
- **Permission:** Obtain as necessary from other owners if required to erect scaffolding on, or otherwise use, adjoining property.

740 Adjoining property restrictions

- **Precautions:** Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.

- **Damage:** Bear cost of repairing damage arising from execution of the Works.

750 Existing structures

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

760 Materials for recycling or reuse

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

780 Use or disposal of materials

- **Specific limitations:**

790 Working hours

- **Specific limitations:**

00-60-70 Works Contract Verification

STANDARDS OF PRODUCTS AND EXECUTIONS

110 Substitute products

- **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered.
- **Compliance:** Substitutions accepted will be subject to verification requirements detailed in the specification.

120 Substitution of products

- **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
- **Reasons:** Submit reasons and relevant information for the proposed substitution.
- **Information to be submitted:** Manufacturer and product reference.
Cost.
Availability.
Relevant standards.
Performance.
Function.
Compatibility of accessories.
Proposed revisions to drawings and specification.
Compatibility with adjacent work.
Appearance.
Copy of warranty or guarantee.
- **Alterations to adjacent work:** If needed, advise scope, nature and cost.
- **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

130 Equivalent products

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

140 Substitution of standards

- **Specification:** To British Standard or European Standard.
- **Substitution:** May be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognized in the UK.
- **Ordering:** Submit notification of all such substitutions before ordering.
- **Documentary evidence:** Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

DOCUMENTS AND INFORMATION

150 Currency of documents

- **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

160 Incomplete documentation

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

220 Technical information

- **Retain:** Available on site for reference by supervisory personnel.
- **Information:** Manufacturer's current information and relevant British Standards, relating to products to be used in the Works.

230 Evidence of Compliance

- **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
- **Performance specification:** Submit on request evidence of compliance with performance specifications, including test reports indicating properties tested, pass or fail criteria, test methods and procedures, test results, identity of testing agency, test dates and times, identities of witnesses and analysis of results.

PRODUCTS AND EXECUTION

240 Workmanship skills

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

250 Quality of products

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

260 Quality of execution

- **Generally:** Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- **Colour batching:** Do not use different colour batches where they can be seen together.
- **Dimensions:** Check on-site.
- **Finished work:** Not defective, damaged, disfigured, dirty, faulty, or out of tolerance.

- **Appearance:** Adjust joints open to view so they are even and regular.

270 Inspections

- **Standard:** Inspection, or other action, of products or executions must not be taken as approval unless confirmed in writing including the following:
Date of inspection.
Part of the work inspected.
Respects or characteristics which are approved.
Extent and purpose of the approval.
Associated conditions.

290 Manufacturer's recommendations and instructions

- **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to Tender.
- **Exceptions:** Submit details of changes to recommendations or instructions.
- **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
- **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

SAMPLES AND APPROVALS

330 Samples

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

340 Approval of products

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

350 Approval of execution

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

ACCURACY AND SETTING OUT GENERALLY

370 Accuracy of instruments

- **Measurement:** Use instruments and methods described in BS 5606, Appendix A.
- **Accuracy:** Maintain

380 Setting out

- **General:** Submit details of methods and equipment to be used in setting out the Works.
- **Levels and dimensions:** Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- **Completion of setting out:** Give notice before commencing construction.

400 Critical dimensions

- **Critical dimensions:** Set out and construct the Works in accordance with the critical dimensions and tolerances stated.

410 Setting out records

- **Record drawings:** Include details of grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the Contract and hand over on completion.

SERVICES GENERALLY

430 Services regulations

- **Services:** New and existing services must comply with the Byelaws or Regulations of the relevant Statutory Authority.

QUALITY CONTROL

540 Proposals for rectification of non-compliant products and executions

- **Non-compliant items:**
 - **Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution:** Submit proposals
 - **Submittal date:** So soon as possible after discovery of items which are or appear to be non-compliant.
- **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

550 Measures to establish acceptability

- **General:** Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures will be at the expense of the Contractor and will not be considered as grounds for revision of the completion date.

00-70-70 Works Contract Administration

USE OF DOCUMENTS

100 Freedom of information

- **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- **Received requests:** Obtain instruction before proceeding.
Do not supply information to those who are not project participants without express written permission.
- **Confidentiality:** Maintain at all times.

110 Drawings

- **Definitions:** Building Applications Guide: Design framework for building services. 5th edition
- **CAD data:** In accordance with BS 1192.

120 Cross references

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

130 Referenced documents - conflicts

- **Precedence:** Specification prevails over referenced documents.

140 Dimensions

- **Dimensions:** Do not scale.

400 Alternative method proposals

- **General:** In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction and installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
- **Alternative method proposals:** Include a complete and precise statement of the effects on cost and programme.
- **Safety method statement:** Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
- **Full technical data:** Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- **Submittal date:** Within one week of request.

410 Alternative time proposals

- **General:** In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the Contract, an alternative proposal based upon a different date or period may be submitted.
- **Date for Completion:** If any such proposal is accepted, the date for completion or period inserted in the Contract will be the date stated in or determined from the alternative proposal.

470 Outline construction phase health and safety plan

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

480 Health and safety file information

- **Information:** Provide as required by Principal Contractor and Provide as required by Principal Designer.

SUBLETTING AND SUPPLY

600 Domestic subcontracts - list

- **Content:** Details of proposed subcontractors and the work for which they will be responsible.

INFORMATION

740 Proposed instructions

- **Estimates:** If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

750 Production information

- **Draft version:**
 - **Scope:** Submit two copies, one may be returned with comments. Ensure that necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
 - **Format:**
 - **Submittal date:**
- **Proposed amendments:** Support any request for substitution or variation contained in the production information with relevant details to demonstrate compliance with the specified requirements.
- **Instructions issued during review:** If review comments are considered to involve a variation which has not already been acknowledged as such, give notice without delay, and do not proceed until instructed.
- **Matters likely to affect programme:** Make reasonable allowance for completing production information, submission (including for CDM purposes), comment, inspection, amendment, resubmission and reinspection.
- **Final version:**
 - **Format:**
 - **Submittal date:**

800 Insurance

- **Documentary evidence:** Before starting work on site submit details and/ or policies and receipts for the insurances required by the Conditions of Contract.

820 Insurance claims

- **Notice:** If an event occurs which may give rise to a claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer/ Client, the person administering the contract on their behalf and the Insurers.
- **Failure to notify:** Indemnify the Employer against loss, which may be caused by failure to give such notice.

830 Climatic conditions - records

- **Climatic conditions:** Record accurately and retain.
- **Information:**
 - **Air temperatures:** Daily maximum and minimum, including overnight.
 - **Delay records:** Due to adverse weather, include description of the weather, types of work affected and number of hours lost.

840 Ownership of products

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

870 Overtime working schedule

- **Requirement:** Prior to overtime being worked, submit notice of times, types and locations of work to be done.

- **Notice period (minimum):** One day prior to overtime being worked.
- **Concealed work:** If executed during overtime for which notice has not been submitted, it may be required to be opened up for inspection and reinstatement at the Contractor's expense.

880 Defects in existing work report

- **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 executions, or be rendered abortive by the remedial work.

890 Tests and inspection schedule

- **Timing:** Agree and record dates and times of tests and inspections to enable affected parties to be represented.
- **Confirmation:** Provide one working day prior to each test or inspection. If sample or test is not ready, agree a new date and time.
- **Records:** Submit a copy of test certificates and retain copies on site.

920 Maintenance instructions and guarantees

- **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- **Information location:** In Building Manual.
- **Emergency call out services:**
 - **Telephone numbers:** Provide for use after completion.

00-80-70 Works Contract Completion

NOTIFICATION

100 Notice of completion

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

COMPLETION WORK

170 Work before completion

- **General:** Make good damage consequent upon the Works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.
- **Cleaning:** Clean the Works thoroughly inside and out, including accessible ducts and voids. Remove splashes, deposits, efflorescence, rubbish and surplus materials.
- **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- **COSHH dated data sheets:** Obtain for materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
- **Security at completion:**
 - **General:** Leave the Works secure with accesses closed and locked, where appropriate.
 - **Keys:** Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

190 Rectification and defects

- **Notice:** Give reasonable notice for access to the various parts of the Works.
- **Access arrangements:** Arrange with Church
- **Completion:** Give notice when remedial works have been completed.

INFORMATION

240 The Building Manual

- **Responsibility for production:** The Contractor.
- **General:** Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works to enable proper understanding, efficient and safe operation and maintenance.

250 The Health and Safety File

- **Responsibility for production:** The Principal Designer and The Contractor.
- **Content:** Refer to the Pre Construction Information Pack.
- **Format:** Electronic (PDF).
- **Delivery to:** The Principal Designer.
- **Latest date for submission:** One week before project handover.

310 Content of the Building Manual

- **General:** Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- **Building fabric:** Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- **Building services:** Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- **Documentation:** Guarantees, warranties, maintenance agreements, test certificates and reports.

320 Presentation of Building Manual

- **Format:** A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled
- **Selected drawings:** Where these are needed to illustrate or locate items mentioned in the Manual: if larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- **As-built/ record drawings:** The main sets may form annexes to the Manual.

340 Information for commissioning of services

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

350 Training

- **Objective:** Before completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- **Level of training:** to be confirmed.
- **Time Allowance (minimum):** to be confirmed.

Outline Specification

Documents and drawings report

No documents and drawings to display.