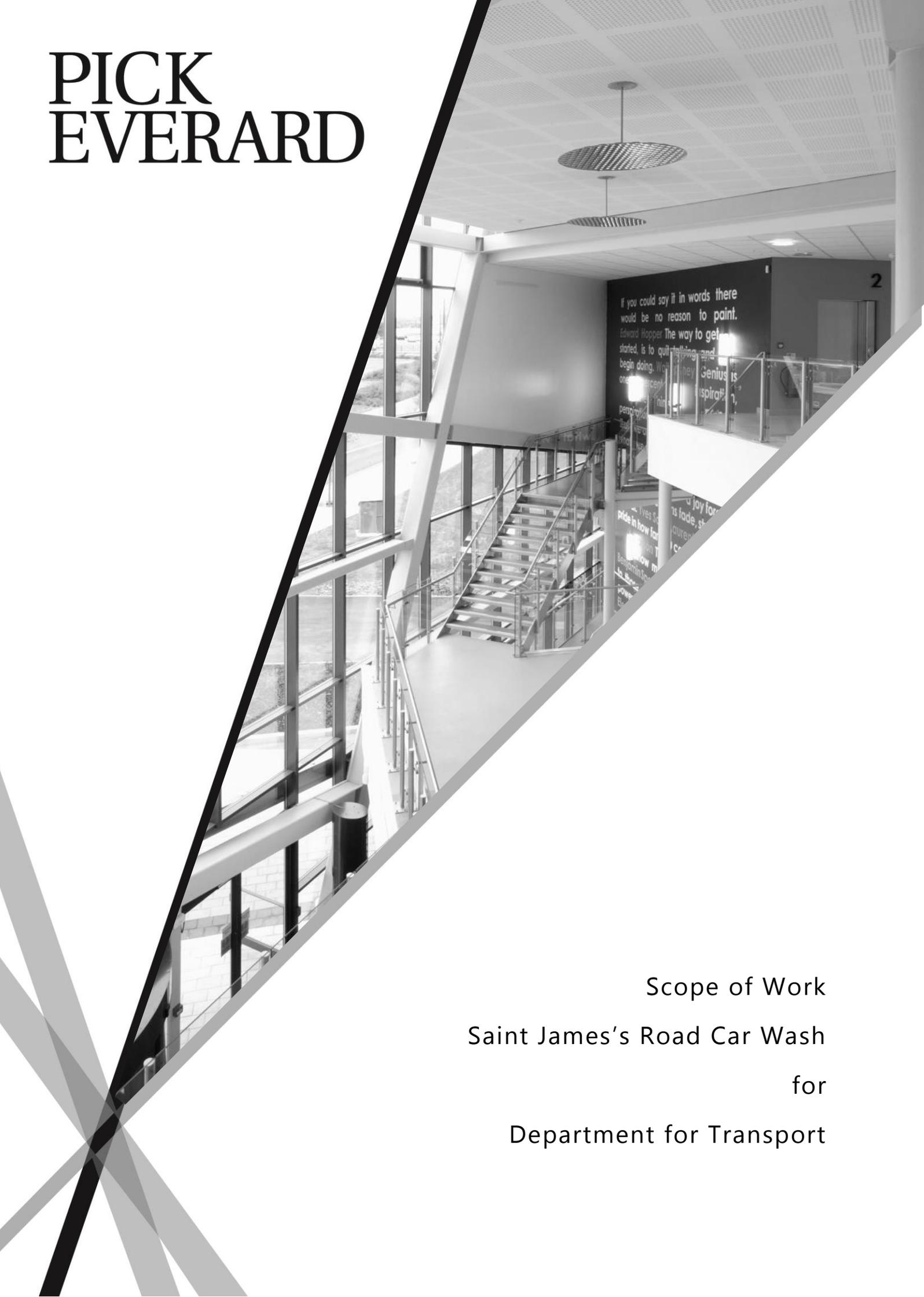


PICK EVERARD



Scope of Work
Saint James's Road Car Wash
for
Department for Transport

PICK EVERARD

Issue 02
29 June 2016



Document History

Issue	Date	Comment	Author	Chk'd
02	29 June 2016	Tender Issue	ST	PA

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JCT Minor Works (With Contractor Design) 2011

SECTION 1 – Project Scope

The scope of this tender is the procurement of a single supplier to design, supply and install a car wash and jet wash at Saint James's Road, Bermondsey, London.

The wash facility will include:

- Three brush type car wash with wheel wash, dryer and variable programmes, to be used solely for saloon cars.
- Jet wash.
- Associated external GRP plant room
- The equipment will be fitted with screens to prevent overspray exiting the wash area to neighbouring site.
- Water recycling system that will recover at least 75% of all water used together with an independent air supply.
- All associated ground works, electrical and plumbing works to facilitate the installation.

The tenderers are to review the scope of works and equipment provision in this document and price to provide a full turnkey service including detailed specification of suppliers own equipment, design of the installation of all equipment and foundations to support the equipment, all services tap off and connections form the clients supply, including the drainage installation and connection in to existing client system.

As part of the tender return the contractors will provide their proposals (CP's) and specify what equipment they will provide including all technical data for review including pictures where available.

In the return the tenderer is to illustrate on a drawing the proposed location of the proposed drainage runs and interceptor and the location of connection to the existing drainage system.

In the return the tenderer is to illustrate on a drawing the proposed location of the proposed water pipe runs.

The successful tenderer will become the Main Contractor and Principle Designer for the purposes of the Construction Design and Management Regulations.

The works shall be designed and installed to meet all current legislation and approved codes of practice, including Building Regulations, British Standards and harmonised European standards.

The contactor shall demonstrate compliance with legionella legislation (L8) and provide a residual legionella risk assessment as part of the health and safety file.

The installation of the equipment must be in accordance with the manufacturer's instructions.

The works will be undertaken in line with the relevant planning approval (LBS Registered Number 15/AP/3828).

The contractor will be responsible for gaining all statutory approvals required to run the car wash.

The contractor is to allow for asbestos sampling to suite the installation in particular the installation of the water pipe.

Prior to works commencing the contractor is to review the existing drainage survey and provide commentary on the adequacy of the existing system to deal with the discharge from the installed equipment.

SECTION 2 – Preliminaries

A

JCT 2011 Minor Works Building Contract with Contractor's Design

A10

PROJECT PARTICULARS

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Saint James's Road Car Wash.
- Nature: New Car Wash Facility.
- Location: Saint James's Road, Bermondsey, London.
- Length of contract: 11 weeks.

120 EMPLOYER (CLIENT)

- Name: Department for Transport.
- Address: 306 St James's Road, Bermondsey, London SE1 5JX.
- Contact: Ben Davis.
- Telephone: 020 7944 3809 .
- E-mail: ben.davis@dft.gsi.gov.uk.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: _____.
- Address: _____.
- Contact: _____.
- Telephone: _____.
- E-mail: _____.

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Pick Everard.
- Address: 322 High Holborn, London, WC1V 7PB.
- Contact: Simon Tong.
- Telephone: 0345 045 0050.
- E-mail: simontong@pickeverard.co.uk.

150 PRINCIPAL DESIGNER

- Name: By contractor.
- Address: _____.
- Contact: _____.
- Telephone: _____.
- E-mail: _____.

160 QUANTITY SURVEYOR

- Name: Pick Everard.
- Address: 322 High Holborn, London, WC1V 7PB.
- Telephone: 0345 045 0050.

190 CLERK OF WORKS

- Name: Pick Everard.
- Address: 322 High Holborn, London, WC1V 7PB.
- Telephone: 0345 045 0050.

A11

TENDER AND CONTRACT DOCUMENTS

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:
 - A15-13/GCS (PA) 001 Rev P2 Site Location Plan
 - A15-13/GCS (PA) 002 Rev P2 Proposed Wash Facility
 - A15-13/GCS (PA) 003 Rev P1 Proposed Wash Facility Plan
 - A15-13/GCS (PA) 004 Rev P3 Proposed Wash Facility - Car Wash, Jet Wash & Plant Room Dimensions.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

180 OTHER DOCUMENTS

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

A12

THE SITE/ EXISTING BUILDINGS

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The site boundaries are as indicated on drawing Nr: A15-13/GCS (PA) 001 Rev P2 Site Location Plan.
- 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE
- Description: Adjacent buildings to the site include a car park, workshop and an office building. Please refer to existing site plan.
- 140 EXISTING UTILITIES AND SERVICES
- Drawings: (Information shown is indicative only): Bailey Partnership Drawing 25243/05.
 - Other information: A ground Investigation report has not been completed.
- 160 SOILS AND GROUND WATER
- Information: Included in the tender documents.
- 170 SITE INVESTIGATION
- Report: Included in the tender documents.
- 180 HEALTH AND SAFETY FILE
- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Pick Everards Offices.
 - Other documents: See asbestos report, CCTV survey and topographical surveys.
 - Arrangements for inspection: Contact: Simon Tong 0345 045 0050.
- 200 ACCESS TO THE SITE
- Description: Access to the site can be gained through the sole entrance to the east of the site.
 - Limitations: Prior arrangements with security will need to be made.
- 210 PARKING
- Restrictions on parking of the Contractor's and employees' vehicles: Parking on site is limited and can be made by prior agreement with the Contract Administrator.
- 220 USE OF THE SITE
- General: Do not use the site for any purpose other than carrying out the Works.
 - Limitations: Access to the site can only be gained during normal working hours.
- 230 SURROUNDING LAND/ BUILDING USES
- General: Adjacent or nearby uses or activities are as follows:
 - The surrounding buildings are as described in clause 120.
- 240 HEALTH AND SAFETY HAZARDS
- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
 - Further hazards can be identified within surveys contained within tender: See asbestos report, CCTV survey and topographical surveys.
 - Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
 - Site staff: Draw the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact Simon Tong 0345 045 0050.

**A13
DESCRIPTION OF THE WORK**

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: Removal of the existing shelter, gas bottles, fuel tank and pump. felling of trees down to ground level has already taken place.

120 THE WORKS

- Description: The provision of a new car wash facility, new jet wash, associated GRP plant room, screens to prevent overspray, water recycling system and all associated ground works, electrical and plumbing works to facilitate the installation.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: The site will be used by the Employer for car parking, car wash and car maintenance throughout the period of the contract.

140 COMPLETION WORK BY OTHERS

- Description: N/A.

**A20
JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S
DESIGN (MWD)**

A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

- The Contract: JCT Minor Works Building Contract with Contractor's Design 2011 Edition, incorporating Amendment 1, March 2015.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: The provision of a new car wash facility, new jet wash,

associated GRP plant room, screens to prevent overspray, water recycling system and all associated ground works, electrical and plumbing works to facilitate the installation.

- Architect/ Contract Administrator: See clause A10/140.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - The new car wash facility, new jet wash, plant room installation and all associated works.

Third - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
Contract documents: The following have been prepared which show and describe the work to be done Employer's requirements for the design and construction of the Contractor's designed portion:
A specification (the 'Contract Specification') enclosed within Pick Everard Scope of Work Document Issue 02 dated 29/06/16.

Fourth - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Contract Specification.

THE ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Articles 4 and 5 will be deleted.

CONTRACT PARTICULARS

Fifth Recital and Schedule 2 - BASE DATE

- Base date: 25th April 2016.

Fifth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at base date is a 'contractor' for the purposes of the CIS.

Sixth Recital - CDM REGULATIONS

- The project is not notifiable.

Seventh Recital - FRAMEWORK AGREEMENT

- Framework agreement: Does not apply.
- Details:
 - Date: N/A.
 - Title: N/A.
 - Parties: N/A.

Eighth Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 applies.

- Health and safety: Paragraph 2 applies.
- Cost savings and value improvements: Paragraph 3 does not apply.
- Sustainable development and environmental considerations: Paragraph 4 does not apply.
- Performance indicators and monitoring: Paragraph 5 does not apply.
- Notification and negotiation of disputes: Paragraph 6 applies.
Where paragraph 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Simon Tong
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR
 Or such replacement as each party may notify to the other from time to time.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 apply.

Clause 2.3 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: 22nd August 2016.
- Date for Completion: 9th September 2016.

Clause 2.9 - LIQUIDATED DAMAGES

- At the rate of £300 per calendar week or pro-rata thereto.

Clause 2.11 - RECTIFICATION PERIOD

- Period: Six months from the date of practical completion.

Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95 per cent.

Clause 4.4 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 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 4.11 and Schedule 2 - CONTRIBUTION, LEVY AND TAX CHANGES

- Clause 4.11 and Schedule 2 will be deleted.

Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): Not less than £5,000,000.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.4A (Works insurance by Contractor in Joint Names) applies.

Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: to be nominated by the nominating body.
- Nominating body: Royal Institution of Chartered Surveyors.

Schedule 1 paragraph 2.1 - ARBITRATION

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

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4 - RECKONING PERIODS OF DAYS

- Amendments: Delete.

1.7 - APPLICABLE LAW

- Amendments: Law of England.

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

JCT PUBLIC SECTOR SUPPLEMENT

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Do not apply.
- Building information modelling provisions Do not apply.
 - The BIM protocol does not apply.

EXECUTION

- The Contract: Will be executed under hand.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: None required.

A30
TENDERING/ SUBLETTING/ SUPPLY

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with NBS Guide to Tendering for Construction Projects.
- Errors: Alternative 1 is to apply.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 12 weeks.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

440 SCHEDULE OF RATES

- Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
- Fully priced copy: Submit with the tender.

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
 - Commissioning and testing the car wash and jet wash installations, method statement for sequencing of the works and any lifting and installation required.
- Statements: Submit with the tender.

510 ALTERNATIVE METHOD TENDERS

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

515 ALTERNATIVE TIME TENDERS

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

520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
 - Design drawings: N/A.
 - Technical information: N/A.
- Submit: With tender.

530 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 the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- 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 the Tender.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.

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

595 ENVIRONMENTAL POLICY

- Employer's Environmental Policy:
 - Location: See A11/180.
 - Evidence of compliance: Submit: to the Contract Administrator.
- Project Environmental Management System: Develop a system compatible with the Employer's policy.
 - Format: Contractors choice.
 - Specific Requirements: N/A
 - Submit: With the tender.
- Supporting information: Supply as necessary, including:
 - Information: Contractors choice.
 - Format: N/A.
 - Submit: With the tender.

596 ENVIRONMENTAL TARGETS

- BREEAM targets:
 - CO2 or energy arising from site activities N/A.
 - CO2 or energy arising from transport to and from site N/A.
 - Water consumption arising from site activities As detailed within Scope of Works Document.
 - Air (dust) pollution arising from the site Dust control measures to be implemented.
 - Water (ground and surface) pollution occurring on the site Avoid all pollution of site.
 - 80% of site timber is responsibly sourced and 100% is legally sourced.
- Compliance: Monitor and submit report: Within one week of request.

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

640 'LISTED' DOMESTIC SUBCONTRACTORS

- General: The work listed below and described in the Contract Documents must be carried out by persons identified in a list as provided for in clause A30/645:
 - The work: None.
 - Enter into a contract with one of the following:
Contractors choice.

645 'LISTED' DOMESTIC SUBCONTRACTORS

- General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.
- The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.
- Additions to lists:
 - The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
 - The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s).
Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
- Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.
- Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

A31

PROVISION, CONTENT AND USE OF DOCUMENTS

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

- 120 COMMUNICATION
- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
 - Format: In writing to the person named in clause A10/140 unless specified otherwise.
 - Response: Do not proceed until response has been received.
- 130 PRODUCTS
- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
 - Includes: Goods, plant, materials, site materials and things for incorporation into the Works.
- 135 SITE EQUIPMENT
- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
 - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- 140 DRAWINGS
- Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
 - CAD data: In accordance with BS 1192.
- 145 CONTRACTOR'S CHOICE
- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.
- 150 CONTRACTOR'S DESIGN
- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155 SUBMIT PROPOSALS
- Meaning: Submit information in response to specified requirements.
- 160 TERMS USED IN SPECIFICATION
- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
 - Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
 - Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
 - Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.

- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: The firm under whose name the particular product is marketed.
 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

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

210 CROSS REFERENCES

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

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS AND INFORMATION

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

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

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

480 TECHNICAL DOCUMENTS

- Reference documents: Available for inspection by appointment during the normal office hours at the office of N/A.
- Document titles:
 - N/A.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required: Drawings and specification for all proposals required.
 - Format: .dwg and .pdf.
 - Number of copies: 1.
- Submit: Within one week of request.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
 - Are required.
- Submit: At least two weeks before date for completion.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

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

650 ENERGY RATING CALCULATION

- Calculation documentation:
 - Number of copies: 1.
 - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

655 CODE FOR SUSTAINABLE HOMES

- Assessment Information:
 - Provide the following: N/A.
 - Format: N/A.
 - Deliver to: N/A.

660 ENVIRONMENTAL ASSESSMENT INFORMATION

- Scheme type: _____.
- Assessment information:
 - Provide the following: N/A.
 - Format: N/A.
 - Submit: Within one week of request.

**A32
MANAGEMENT OF THE WORKS**

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

115 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Before starting work, register the site and pay the appropriate fee:
- Contact:
 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - Tel. 01920 485959.
 - Fax. 01920 485958.
 - Free phone 0800 7831423
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the Scheme's Code of Considerate Practice.
 - Minimum compliance level: N/A.

117 CONSTRUCTING BETTER HEALTH SCHEME

- Membership: Register and submit evidence of registration.
- Contact:

Constructing Better Health, B&CE Building, Manor Royal
Crawley, West Sussex
RH10 9QP

Tel: 0845 873 7726
Email: info@cbhscheme.co.uk
Website: www.cbhscheme.co.uk

118 FREIGHT VEHICLE SAFETY REQUIREMENTS

- Vehicle equipment: Ensure that all freight vehicles have the following:
 - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - Side under run guards.
- Driver training:
 - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - Drivers must have a valid driving licence and be legally able to drive the vehicle.
- Registration Scheme membership: Submit evidence of registration with and accreditation to the Freight Operator Registration Scheme (FORS)
- Level of accreditation: _____.
- Submittal date: _____.

120 INSURANCE

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

125 PROFESSIONAL INDEMNITY INSURANCE

- Provide and maintain insurance in respect of Contractor Designed Works:
 - Level of cover: Is the aggregate amount for any one period of insurance.
 - Period of insurance for these purposes: one year.
- Amount of indemnity required: £ 1,000,000.00.
- Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): £ _____.
- Expiry of required period of CDP Professional Indemnity insurance: six years (If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works).
- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required.
 - Format: pdf.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - Work by others concurrent with the Contract.
- Submit one copy.

245 START OF WORK ON SITE

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

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
- Key Performance Indicators:
 - Details: N/A.
 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

260 SITE MEETINGS

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

280 PHOTOGRAPHS

- Number of locations: 5.
- Frequency of intervals: Weekly.
- Image format: Native.
- Number of images from each location: 1.
- **Other requirements: No vehicle registration numbers are to be captured within any photographs taken**

290 NOTICE OF COMPLETION

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

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - All other relevant information required.

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

430 PROPOSED INSTRUCTIONS

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

440 MEASUREMENT

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

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery each voucher must be:
 - Referenced to the instruction under which the work is authorised.
 - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

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

120 WORKMANSHIP SKILLS

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

130 QUALITY OF PRODUCTS

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

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

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

- Identity of testing agency.
- Test dates and times.
- Identities of witnesses.
- Analysis of results.

150 INSPECTIONS

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

160 RELATED WORK

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

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

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

SAMPLES/ APPROVALS

210 SAMPLES

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

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has

been obtained.

- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

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

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

340 CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings Proposed Wash Facility Plan A15-13/GCS Rev P2.

350 LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:
 - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

- Before the completion date stated in the Contract: Submit a certificate stating:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - The Contractor's name and address.
 - A statement that the installation complies with the appropriate safety, installation and use regulations.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
- Certificate location: _____.

445 SERVICE RUNS

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

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

525 ACCESS

- Extent: 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.
- Designate: Contract Administrator.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: Three days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.

560 TESTS AND INSPECTIONS

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

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - Building Type: Non-dwelling.
 - Method: Contractor's choice.
- Format:
 - Certificate: To be incorporated in the Building Manual.
 - Report: Not required.
- Submit: Before the date for completion stated in the contract.

610 DEFECTIVE PRODUCTS/ EXECUTIONS

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

may be issued.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

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

720 SECURITY AT COMPLETION

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

730 MAKING GOOD DEFECTS

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

A34

SECURITY/ SAFETY/ PROTECTION

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

See appendix and appended risk register for further information on the pre-construction information.

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard: _____.

- Precautions assumed: _____.
- Specification reference: _____.
- Drawing reference: _____.

130 PRODUCT HAZARDS

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

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than Not later than two weeks before commencement of work on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: Liaison with the entrance gate security will be required.

160 STABILITY

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

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Adjacent offices and car parks.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

180 ACCESS CONTROL

- Controlled areas: _____.
- Control type: _____.
- Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
- Return of credentials: When requested or on completion of the work to which the

controlled area relates.

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies:
 - Location: _____.
 - Arrangements for inspection: _____.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
 - None.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: _____.
 - Precautions: _____.
- Permit to work: Operatives must comply with procedures in the following areas:
 - Work area: _____.
 - Procedures: _____.

PROTECT AGAINST THE FOLLOWING

330 NOISE AND VIBRATION

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the Works: Maximum level: N/A dB(A) when measured from N/A.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
 - Percussion tools and other noisy appliances without consent during the hours of n/a
 - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

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

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
 - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
- 370 ASBESTOS CONTAINING MATERIALS
- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.
 - Contractor is responsible for sampling and removal from site any ACMs / potential ACMs
- 371 DANGEROUS OR HAZARDOUS SUBSTANCES
- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.
 - Contractor is responsible for the safe removal from site any contaminated material found in the arisings from the excavations.
- 375 ANTIQUITIES
- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
 - Preservation: Keep objects in the exact position and condition in which they were found.
 - Special requirements: None.
- 380 FIRE PREVENTION
- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
 - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').
- 390 SMOKING ON SITE
- Smoking on site: Not permitted.
- 400 BURNING ON SITE
- Burning on site: Not permitted.
- 410 MOISTURE
- Wetness or dampness: Prevent, where this may cause damage to the Works.
 - Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.
- 420 INFECTED TIMBER/ CONTAMINATED MATERIALS
- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
 - Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro

organisms are within acceptable levels.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

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

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.
- 530 EXISTING TOPSOIL/ 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: Before starting work submit proposals for protective measures.
- 560 EXISTING FEATURES
- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
 - Special requirements: N/A.
- 570 EXISTING WORK
- Protection: Prevent damage to existing work, structures or other property during the course of the work.
 - Removal: Minimum amount necessary.
 - Replacement work: To match existing.
- 580 BUILDING INTERIORS
- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT
- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstatement in original positions.
 - Extent: Before work in each room starts the Employer will remove the following:
 - _____.
- 620 ADJOINING PROPERTY
- Agreement: Access to and/ or use of the following has been agreed with adjacent owners: None.
 - Permission: Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.
- 625 ADJOINING PROPERTY RESTRICTIONS
- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
 - Damage: Bear cost of repairing damage arising from execution of the Works.
- 630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
 - Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports

as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.

- Do not remove until new work is strong enough to support existing structure.
- Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

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

A35

SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
 - None.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: None.

170 WORKING HOURS

- Specific limitations: Site working hours are 8.00am - 6.00pm.

A36

FACILITIES/ TEMPORARY WORK/ SERVICES

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: none

230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

230 TEMPORARY ACCOMMODATION

- Facilities: Sanitary accommodation will be provided for the duration of the Contract as follows: none – contractor to provide own welfare facilities.

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - Details: Currently tarmac surface on site.
 - Restrictions on use: None.
 - Protective or remedial measures: Temporary protection will be required. Make good any damage caused at contractor's expense.

320 TEMPORARY WORKS

- Employer's specific requirements: Provide: None.

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
 - Title of project: _____.
 - Name of Employer: _____.
 - Names of Consultants: _____.
 - Names of Contractor and Subcontractors: _____.
 - Special requirements: _____.

SERVICES AND FACILITIES

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Metering: Free of charge.
 - Point of supply: TBC.
 - Available capacity: TBC.
 - Frequency: 50 Hz.
 - Phase: 3 phase.
 - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
 - Metering: Free of charge.
 - Source: TBC.
 - Location of supply point: TBC.
 - Conditions/ Restrictions: TBC.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

510 TEMPERATURE AND HUMIDITY

- Levels required by the Employer: Maintain the following:
 - N/A.

520 USE OF PERMANENT HEATING SYSTEM

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

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- Permanent systems: Do not use for the Works.

540 METER READINGS

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

550 THERMOMETERS

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

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: None.
 - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: None.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: None.
 - Disposable respirators to BS EN 149.FFP1S.
 - Eye protection to BS EN 166.
 - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**GENERALLY**

110 THE BUILDING MANUAL

- Responsibility: The Contractor
- Content: 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, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Specific requirements: None.
- Format: Native and pdf.
- Number of copies: 1.
- Delivery to: Pick Everard London Office. by (date) Completion date.

115 THE HEALTH AND SAFETY FILE

- Content: Obtain and provide the following information: Residual hazards and hazardous materials used in the structure
 - Key structural principles and loadings used in the structure
 - Hazardous materials used in the structure
 - Removal and dismantling plant and equipment
 - H&S information on cleaning maintenance
 - Details of services including existing services located and left in-situ
 - As built drawings of the structure, plant and equipment recording details of construction and annotated where significant or difficult to manage Health and Safety issues for the future are identified. These must particularly show all Contractor designed and performance specified work

The Contractor should note that if adequate and relevant information for the file is not available from the contractor or his sub-contractor's/suppliers the practical completion certificate will not be issued.

Sums included in the tender for CDM Health & Safety file information will not be included in interim certificates if information has not been submitted to the Principal Designer..
- Format: Native and pdf.
- Deliver to: Pick Everard Offices London No later than: Date of Practical Completion.

155 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.

160 PRESENTATION OF BUILDING MANUAL

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

190 MAINTENANCE SERVICE

- Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items
 - None.
- Terms: _____.
- Commencement: _____.
- Duration: _____.

A40

CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

- Cost significant items: Provide all management, trades supervision, engineering, programming and production, quantity surveying, support and other like staff necessary to carry out the Works.

A41

CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 SITE ACCOMMODATION

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- Cost significant items: Provide, adapt as necessary and maintain all temporary buildings, offices, sheds, mess rooms, and stores, clear away same at completion, and reinstate and make good any work disturbed all to the satisfaction of the CA. No temporary buildings, etc.,

shall be

erected on the site without first obtaining the consent of the CA as to the positions in which they are to be erected. All temporary sanitary arrangements shall be to the approval of the CA.

The contractor is to provide site accommodation compliant with CDM regulations and make their own arrangements for water, electrical and drainage services.

The Contractor shall be responsible for compliance with the provisions of the Offices, Shops and Railway Premises Act, 1963, and any other order or regulation made there under so far as such apply to the said office. The Contractor shall clear away all at completion and reinstate and make good any work disturbed..

A42

CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: LIGHTING AND POWER FOR THE WORKS:
The Contractor shall at his own expense provide and maintain adequate artificial lighting and power with temporary arrangements for distribution about the site to ensure that normal weekly working hours shall be worked on site despite the loss of natural light (all temporary electrical installations shall comply with BSCP 1017).

The Contractor shall allow for making all necessary enquiries and arrangements with the appropriate Electricity Supply Authority for the provision, maintenance, metering etc., of any temporary lighting and power supplies suitable and necessary for the Works and shall comply with any necessary restrictions and regulations of the Authority and shall pay all charges and expenses.

WATER FOR THE WORKS:

Provide and maintain water for the Works and temporary arrangements for storing and distribution about the site.

The Contractor shall allow for making all necessary enquiries and arrangements with the appropriate Water Supply Authority for the provision, maintenance, metering, etc.,

of any
temporary water supplies suitable and necessary for the Works and shall comply
with any
restrictions and regulations of that Authority and shall pay all charges and
expenses.

TEMPORARY TELEPHONES FOR THE USE OF THE CONTRACTOR:

Provide and maintain a telephone service to the Site Manager's office and to the
offices of
such other of the Contractor's site staff as may be necessary for the full period of
the Works
and pay all charges.

MOBILE TELEPHONES

Direct communication: As soon as practicable after the start on site:

- provide the Contractor's person in charge with a mobile telephone and pay all
charges reasonably incurred.

E-MAIL AND INTERNET FACILITY

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

Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by
those acting on behalf of the Employer.

DRYING OUT:

Provide for any temporary heating of the buildings that may be required for the
drying out of
the Works including floor laying, finishings and decorations, for controlling the
humidity of the
Works generally, for preoccupational warming of the buildings and for the
protection of
contents, equipment and fittings (including articles supplied by the Employer) prior
to certified
practical completion of the whole of the Works and possession by the Employer.

The permanent installation must be used whenever it is possible and practical for it
to be

operated and the Contractor shall make his own arrangements with his sub-
contractors and
the statutory authorities accordingly. The Contractor shall allow for all temporary
services
connections, temporary metering, water, provision of electricity, fuel, supervision,
attendance, maintenance, draining down, reconnection, replacement and
testing prior to
completion aforesaid.

In the event of the permanent installation not being available, (in part or in whole)
the

Contractor may use temporary portable equipment of a type to the CA's
approval, and shall
allow for the costs thereof, including removal on completion.

The Contractor shall also allow for the cost of any insurance including additional risks arising out of the use of the permanent installation or temporary equipment.

PROTECTION OF WORK IN ALL SECTIONS:

Provide all necessary protection and coverings to prevent injury to the Works and any adjoining property exposed by these Works, including by frost or other weather conditions, for which the Contractor will be held responsible, including draining down services as may be necessary prior to the handing over of the building. Properly and adequately protect all property or other equipment which may be on the site or brought on to the site.

Where any part of the work is to be carried out adjacent to adjoining property which shows

any outward signs of damage, defects or deterioration, the CA's attention shall be drawn to these so that they can be properly recorded and witnessed before the commencement of the work.

Provide all necessary protection and coverings and make good any damage to finishes and furnishings within existing buildings within the Contractor's work areas or means of access thereto caused during progress of the Works and leave clean and perfect on completion.

Provide all necessary coverings and protection and make good any damage to existing roads, pavings, footpaths, kerbs, gates, fencing, trees, grass, drains, etc., on and adjacent to the site caused by extraordinary traffic or otherwise and leave clean and perfect on completion.

MAINTENANCE OF PUBLIC AND PRIVATE ROADS:

Maintain public and private roads, footpaths, kerbs, etc., and keep the approaches to the site clear of mud and dirt. The Contractor shall make good any damage caused by his own or his sub-contractors' or suppliers' transport at his own expense and pay any costs and charges in connection therewith.

The Contractor shall provide during construction works an appropriate wheel-washing system to remove mud, stones and any other extraneous material from the wheels and chassis of construction vehicles exiting the site. All loads of construction materials, excavation

spoil or
other such matter shall be fully covered in order to ensure that no material leaves
the site
attached to the vehicle which might subsequently be deposited on the highway.
The exit from
the wheel washing system shall be constructed from a hard, non-porous surfacing
material
and sited as far away from the exit to the highway as is possible, given the
constraints of the
site and the surface shall be kept clean at all times. Waste water discharged from
the wheel
washing system shall be stored and disposed of on site and shall not be discharged
into the
public sewer system without prior removal of soil, stones and any other suspended
material.

The Contractor shall provide, maintain and clear away when no longer required
any
necessary warning or other signs arising out of the use of or whilst executing works
in the
public highway.

SMALL PLANT AND TOOLS:

Provide and maintain all necessary small plant and tools, and all materials,
carriage, cartage,
labour and whatever else may be required for the proper and efficient execution
and
completion of the Works.

The Contractor shall ensure that the best available silencers are used on
pneumatic drills or
other noisy machines used on the Works.

OTHER SERVICES AND FACILITIES ITEMS:

Provide all other services and facilities necessary for the carrying out and
completion of the
Works..

A43

CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

110 MECHANICAL PLANT

- Cost significant items: IF REQUIRED:

CRANES:

Provide all cranes as required for carrying out the Works and include for all costs in transporting and erecting on site, for all running and maintenance costs, including driver and attendant, and for removal on completion.

HOISTS:

Provide all goods and personnel hoists as required for carrying out the Works and include for all costs in transporting and erecting on site, for all running and maintenance costs including operator, and for removal on completion.

PERSONNEL TRANSPORT:

Allow for all costs in connection with conveyance of operatives and staff to site as necessary for the carrying out the Works including travelling time and allowances, provision of collective transport if necessary, staff cars, insurance, fuel costs and all other costs.

TRANSPORT:

Provide all mobile site transport including dumpers, forklift trucks, lorries, vans and any other vehicle for carrying out the Works and allow for all costs for fuel, insurances and all other associated costs.

EARTHMOVING PLANT:

Provide all requisite earthmoving plant and equipment for carrying out the Works and include for costs of fuel, insurances and labour, transporting to and from site and all maintenance and other associated costs.

CONCRETING PLANT:

Provide for all concreting plant necessary for carrying out the Works including silos, mixers, chutes, pumps and materials storage, and allow for maintenance and provision of all fuels, transportation to and from the site and all other associated costs.

PILING PLANT:

Provide for all piling plant necessary for carrying out the Works.

PAVING AND SURFACING PLANT:

Provide all necessary plant for paving and surfacing operations contained in the

Works and
allow for all maintenance, fuel and other related costs and transportation to and
from the site.

OTHER:

Provide for all other mechanical plant considered necessary for carrying out the
Works and
allow for all maintenance, fuel and other related costs and transportation to and
from the site..

A44

CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

110 TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer:
See section A36.
- Cost significant items: For details of temporary works required or made/not made
available by the Employer see
section A36.

TEMPORARY ROADS, HARDSTANDINGS, CROSSINGS, ETC.:

Provide, adapt as necessary and maintain any necessary temporary roads, sleeper
tracks,
hard standings, ramps and temporary crossovers during the execution of the Works,
clear
away same at completion and reinstate and make good any work disturbed all to
the
satisfaction of the CA. The Contractor shall pay all charges in connection
therewith.

For each Section of Works, the Contractor shall erect at the entrance to site signs
warning
the public, occupants of the site, etc., that the entrance is in use by Contractors
and that
care should be exercised. The signs shall be in block lettering not less than 40 mm
high,
black on white ground, painted on wood or metal and to the approval of the CA.
ACCESS SCAFFOLDING:

Provide all access scaffolding that may be required for the Works.
The scaffolding shall comply with the recommendations in the relevant sections of
BS
EN1281 and BS 5974:1990 and the requirements of all current statutory regulations.

SUPPORT SCAFFOLDING AND PROPPING:

Support scaffolding shall comply with the recommendations in the relevant

sections of BS 5975 and the requirements of all current statutory regulations.

SCAFFOLDING AND SECURITY:

The Contractors attention is drawn to the latest Crime Prevention Advice to Contractors

issued by the Metropolitan Police. The Contractor is advised of the following:-

- i) Scaffolding structures should be erected immediately to commencement of work and dismantled immediately on completion.
- ii) All ladders and climbing aids must be removed nightly from the scaffold structure and securely locked away, or if this is not possible they should be chained and locked in the horizontal position.
- iii) Unauthorised access to upper levels of the structure should be prevented by use of sheet material, overhangs, or other methods. Specific advice for individual sites may be obtained from the local Crime Prevention Officer.
- iv) Extra security lighting on the upper levels should also be considered to deter

climbing at night.

v) Where the above mentioned measures are not possible, the alternative of a security guard on site outside working hours is recommended.

vi) The current London Local Authorities Act, determines that where a licence has been

granted by a local Authority the terms of the licence may include specified conditions:-

To prevent unauthorised persons from having access to the scaffolding or climbing it.

To protect the security of the building in respect of which the scaffolding is required, or any adjacent building.

The Contractor is advised to discuss the scaffolding with the local Crime Prevention Officer

of the Metropolitan Police.

MAST CLIMBING WORK PLATFORMS

Mast Climbing Work Platform shall comply with the recommendations in the relevant sections

of BS EN 1495 and the requirements of all current statutory regulations. The Contractors

attention is also drawn to Code of Practice for installation, maintenance, thorough examination and safe use of mast climbing work platform (MCWP's).

TEMPORARY HOARDINGS, SCREENS, FANS, PLANKED FOOTWAYS, GUARD RAILS, GANTRIES, ETC.

To Be Read In Conjunction With Pre-Construction Health And Safety Pack Provide and maintain all necessary temporary hoarding, padlocked entrance gates, fans,

barriers, gangways, coverings to trenches, screens, tarpaulins, etc. as may be requisite to

ensure the safety of the public or adjoining owners and of the Works. The hoarding shall be

a sufficient obstacle to prevent the ingress of unauthorised persons especially children. A

minimum of 2000mm high fencing is required.

Temporary hoarding to the perimeter of the Contractor's working area shall be provided in lengths as required and must comply with the Health and Safety Executive Guidance _Protecting the Public_ (HSG 151). Any existing fencing, boundary walls, etc., shall be supplemented as the Contractor may consider necessary. (Insert dwg nr or amend as applicable)

Temporary fencing shall be provided from either plywood on timber posts or a proprietary galvanised mesh fencing system with mesh spacing not exceeding 30mm in both directions.

The Contractor shall obtain all necessary permissions and pay all fees in connection therewith, the amounts of which shall be deemed to be included in his rates, and shall allow for moving or adapting the fencing, hoardings, etc., as and when required during the progress of the Works and shall dismantle and remove at completion but not until

all danger
to the public has passed, and reinstate and make good any works disturbed all to
the
satisfaction of the CA.

OTHER TEMPORARY WORKS:

Provide all other temporary works considered necessary for the Works and include
for all
costs in connection therewith..

A50

WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

110 WORK BY/ ON BEHALF OF EMPLOYER

- Title: Existing site use.
- Description of work: The site will be used by the Employer for car parking, car wash and car maintenance throughout the period of the contract.
- Carried out by: Government Car Service.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
 - Allow for working alongside this manner.

120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

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

A53

WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS

A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS

110 WORK BY LOCAL AUTHORITY

- Item: None.
- Description of work: _____.
- Provisional Sum: Include _____.
- Allow for general attendance.

120 WORK BY STATUTORY UNDERTAKERS

- Item: None.
- Description of work: _____.
- Provisional Sum: Include _____.
- Allow for general attendance.

A54 PROVISIONAL WORK/ ITEMS

110 PROVISIONAL SUMS FOR DEFINED WORK

- Item: _____.
- Description of work: _____.
- Provisional Sums: Include _____.
- Allow for general attendance.

210 PROVISIONAL SUMS FOR UNDEFINED WORK

- Item: _____.
- Description of work: _____.
- Provisional Sums: Include _____.
- Allow for general attendance.

310 PROVISIONAL SUMS FOR WORK BY SPECIALIST SUBCONTRACTORS

- Item: _____.
- Description of work: _____.
- Provisional Sums: Include _____.
- Add for profit: _____%.
- Allow for the following special attendance:
- _____.
- Allow for general attendance.

520 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – BUILDING CONTROL
PRESCRIBED INSPECTION FEE

- Provisional sum: Include: _____.

590 CONTINGENCIES

- Provisional sum: Include: 10%.

A55 DAYWORKS

150 DAYWORK CHARGES

- General: Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a daywork basis at the following rates:

- RICS/ Construction Confederation: Prime cost of labour: The sum of £ _____.
- Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of materials and goods: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of plant: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
- RICS/ Electrical Contractors' Association: Prime cost of labour: The sum of £ _____.
- Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of materials and goods: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of plant: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
- RICS/ Electrical Contractors' Association of Scotland: Prime cost of labour: The sum of £ _____.
- Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of materials and goods: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of plant: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
- RICS/ Heating and Ventilating Contractors' Association: Prime cost of labour: The sum of £ _____.
- Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of materials and goods: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of plant: The sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
- RICS/ National Association of Plumbing, Heating and Mechanical Services contractors: Prime cost of labour: The Sum of £ _____.
- Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of materials and goods: The Sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%
 - .
 - Prime cost of plant: The Sum of £ _____.
 - Percentage adjustment to cover incidental costs, overheads and profit: _____%

SECTION 3 – Materials & Workmanship

		£	p
	General		
3.01	The works shall be executed in a workmanlike manner in accordance with standard and specified practices.		
3.02	MANUFACTURER'S INSTRUCTIONS: All materials shall be used in strict accordance with the manufacturer's written instructions, which shall be kept available on Site at all times and produced to the CA whenever required.		
3.03	SOURCE: Unless stated all materials are to be new and obtained from the manufacturer or his agent, accredited supplier etc. All material of each particular type shall be obtained from a single source.		
3.04	BRITISH STANDARDS Where applicable all materials shall comply with the appropriate British Standard.		
3.05	The works shall be protected at all times.		
3.06	All materials used shall be sufficient for their purpose and be of a merchantable standard.		
3.07	Adjoining surfaces and finishes shall be protected and made good to match existing.		
3.08	All walls and partitions shall be treated as structural unless specifically informed otherwise by the Contract Administrator.		
3.09	Items described as making good shall be for carrying out local remedial work, including removing defective parts of existing finishes and components, filling in, extending existing finishes, making minor repairs and redecorating		
3.10	To match existing means to use products, materials and methods which closely match all visual characteristics and features of the existing work		
3.11	All timber shall be originally obtained from independently verified legal and sustainable sources. Recycled timber is also accepted.		
	<i>Sub-total carried to Collection</i>	£	

SECTION 4 – Car Wash Specification

		£	p
4.01	3 brush Car Wash		
4.02	Galvanised Steel frame with 8-year frame Warranty		
4.03	Bright LED Forward, Reverse and Stop Lights on left and right leg		
4.04	Free-vend Push Button Start with Photo-Eye Wash Activation		
4.05	Foam Bath Pre-Wash for improved cleaning		
4.06	Soft Foam CarLite brushes with PE at base		
4.07	Overlapping side brushes		
4.08	Alkaline Foam Wheel Pre-Wash for improved wheel washing		
4.09	Oversized Bi-directional Wheel Scrub with internal 60bar High Pressure Jets		
4.10	Fixed Side 60bar High Pressure Jets		
4.11	Contouring Top 60bar (min) High Pressure Jets		
4.12	60bar High Pressure Pump Station		
4.13	Front & Rear Top Cover		
4.14	Black and Yellow striped Wheel Guides / Driver Aid		
4.15	Side Leg Safety Barriers to protect against for poorly parked vehicles		
4.16	Contouring Top Dryer (2 x 3kW) with Lamella for Concentrated Air-Flow		
4.17	Fixed Side Dryers (2 x 4kW)		
4.18	Automatic Frost Protection for Gantry, High Pressure and Wheel Foam Systems		
	<i>Sub-total carried to Collection</i>	£	

		£	p
4.19	Plant Room Wash Pump, Compressor & 1,000 L Header Tank		
4.20	Up to 2.3m wash height & up to 2.25m wash width		
4.21	Cable & Hose Services via Floor Mounted Energy Chain		
4.22	Manifolds & Chemical Pump for Water, Wheel Cleaner, Shampoo, Wax & Foam		
4.23	80L Chemical Starter Pack		
4.24	Variable speed direct drive motors give optimum wash & dry quality		
4.25	Amp sensing side brushes for steady and controlled cleaning		
4.26	Large Outdoor Pictorial Instruction Board		
	<i>Sub-total carried to Collection</i>	£	

SECTION 5 – Jet Wash Specification

		£	p
5.01	Stainless Steel Cabinet with brushed base		
5.02	Option to wrap cabinet in vinyl		
5.03	Power Supply as appropriate		
5.04	Wash options to include:		
	• HP Pre-Wash		
5.05	• LP Foam Brush Wash		
	• HP Rinse		
5.06	• LP Wax		
	• LP Wheel Cleaner		
5.07			
	Lance / Brush with 10m hose, Combination brush & hp lance in one tool.		
5.08			
	Two fixed positions:		
5.09	• fixed in upper position for hp wash		
	• fixed in lower position for brush wash		
5.10			
	Chemical types 3:		
5.11	• Active Foam Shampoo		
	• Hot Wax		
5.12	• Alloy Wheel Cleaner		
5.13	HP 100 bar (14.25 L/Min or 500 L/hr)		
5.14	Water Heater 1 x 35L Hot Water store (4kW element) max 45oC variable.		
5.15	Cold Water 5L store		
5.16	Frost Protection Insulated with Thermostatic Frost Protection (down to -20 oC)		
5.17	Alarm LED timer display with audible 20sec alarm		
5.18	Buy time Token and/or Coin Mech		
5.19	Dims (LxW xH) 1,040mm x 725mm x 1,490mm (max)		
5.20	Height inc boom 3,600mm (max)		
	<i>Sub-total carried to Collection</i>	£	

SECTION 6 – Jet Wash Canopies & Screens

		£	p
6.01	Permanent canopy for all weathers with smooth curving profiles		
6.02	Guaranteed for 5 years for winds up to 70mph		
6.03	Colour option		
6.04	Dimension: aprox 5m x 6m		
6.05	Pre-constrained PVC Material Canopy Covering		
6.06	ISO 9000 compliant Steel Frames		
	<i>Sub-total carried to Collection</i>	£	



Illustration: 4 Post Bridge Canopy Example



Illustration: Side Screens Example

SECTION 7 – GRP 3-Stage Interceptor & Silt Trap

		£	p
7.01	Specifically designed for water reclamation		
7.02	Built to European quality standard B.S.E.N-ISO 9002: 1994		
7.03	G.R.P. Construction		
7.04	3 Chambers		
7.05	Inlet/Outlet manifolds		
	<i>Sub-total carried to Collection</i>	£	

SECTION 8 – GRP Plantroom Housing

		£	p
8.01	External GRP Housing dimensions (max) 2500mm L x 3000mm W x 2150mm H		
8.02	GRP/ 12mm Ply/GRP composite construction to provide a maximum 'U' value of 2.2 W/m2 Deg C (Thermal insulation).		
8.03	Dust and weather proof to an IP54 protection rating.		
8.04	This panel construction offers half hour fire resistance, compliant with BS476 Part 22 (Retention of Stability, integrity and insulation).		
8.05	Fire retardant resin is used to provide a self-extinguishing laminate to BS476 Part 7 Class 2 (surface spread of flame).		
8.06	2 No 1000mm W x 2000mm H clear opening double door fitted with door furniture as detailed below:		
	<ul style="list-style-type: none"> Stainless steel door hinges 		
8.07	<ul style="list-style-type: none"> 2 No Stainless steel hold open stays 1 No Cylinder latch lock. 		
8.08	<ul style="list-style-type: none"> 2 No Spring Bolts 		
8.09	Louvre vents fitted with internal closers and mesh screen.		
8.10	100mm internal GRP base flange for fixing to a prepared concrete base.		
8.11	Stepped concrete base to ensure a weatherproof seal.		
8.12	Kiosk is to be supplied with a set of removable lifting eyes with replacement sealing kit.		
8.13	External Smooth gel-coat finish & Internal Matt White GRP finish.		
8.14	External Colour: BS4800/RAL (colour tbc)		
8.15	Electrical Installation as required		
8.16	1 No 18mm ply treated backboard on the left hand wall. 2500mm x 2150mm wall		
	<i>Sub-total carried to Collection</i>	£	

SECTION 9 – Complete Water Recycling System

		£	p
9.01	Supply and install a Complete Water Recycling System c/w		
9.02	5 micron pre-filter		
9.03	Multi-cyclone centrifugal filtration		
9.04	21" stainless steel filter vessel		
9.05	Biocide dosing		
9.06	Skid mounted hot welded polypropylene tanks		
9.07	Electrical control panel		
9.08	On-site commissioning		
9.09	Maintenance socket		
9.10	Cutting and removal of existing system		
9.11	Making good the surfacing in all areas of the car park where works have taken place.		
	<i>Sub-total carried to Collection</i>	£	

SECTION 10 – Civil Works

		£	p
	Car Wash Area		
10.01	Break out old concrete, dispose of waste, form a 10m x 5m Car Wash Bay with 2 level strips		
10.02	Install Silt Trap in centre of Wash Bay		
10.03	100mm drain from Wash Bay to Sump Tank		
10.04	Excavate and install 2,500L Sump Tank		
10.05	Excavate and install ducts to connect Bay, Sump, Plant Room & Foul Drain		
	Jet Wash Area		
10.06	Break out old concrete, dispose of waste, form a 6m x 5m Jet Wash Pad		
10.07	Install Silt Trap in centre of Wash Bay		
10.08	100mm drain from Wash Bay to Sump Tank		
10.09	Install ducts from Sump Tank		
10.10	Excavate and install ducts to connect Bay, Sump, Plant Room		
10.11	Remove 3no Tree Roots as required		
	Plant Room Plinth		
10.12	3m x 2.5m Plant Room Plinth		
10.13	Remove Tree Roots		
10.14	Not included		
10.15	Removal of any contaminated waste if found.		
	<i>Sub-total carried to Collection</i>	£	

SECTION 11 – Services Connections

		£	p
	Electrical Supply		
11.01	The contractor will allow for an electrical supply from the pre installed distribution board (marked A on the services location plan).		
11.02	The contractor will draw in and connect to the pre installed distribution board a cable from the live distribution board within the workshop (marked B on the services location plan). Note that the conduit is already installed to connect the two boards.		
11.03	Prior to works commencing the contractor will provide load monitoring over 3 days prior to liveing up the equipment to and provide commentary on whether there is spare capacity in the live board and the site wide supply for the car wash and jet wash to run concurrently.		
	Water Supply		
11.04	The contractor is to tap off the existing water supply within the unit (marked C on the services location plan) and install and connect the supply to the equipment as required.		
11.05	Prior to works commencing the contractor will take a pressure reading of the existing supply pressure and confirm the adequacy of the water pressure at the site to feed the car wash and jet wash simultaneously.		
	<i>Sub-total carried to Collection</i>	£	

SECTION 12 – Final Summary

	£	p
SECTION 1 – Project Scope		
SECTION 2 – Preliminaries		
SECTION 3 – Materials & Workmanship		
SECTION 4 – Car Wash Specification		
SECTION 5 – Jet Wash Specification		
SECTION 6 – Jet Wash Canopies & Screens		
SECTION 7 – GRP 3-Stage Interceptor & Silt Trap		
SECTION 8 – GRP Plantroom Housing		
SECTION 9 – Complete Water Recycling System		
SECTION 10 – Civil Works		
SECTION 11 – Services Connections		
<i>Tendered Sum Total</i>	£	

Appendix A

Tender Drawings



Appendix B

Noise Impact Assessment



Appendix C

Services Location Plan



Appendix D

Topographical Survey



Appendix E

Asbestos Survey



Appendix F

Drainage CCTV Survey



Appendix G

Risk Assessment



Appendix H

JCT Minor Works (With Contractor Design) 2011

