

Refurbishment of Warren Cottage, Lynford

14 Nov 2017

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A10 PROJECT PARTICULARS

£

110 The Project

Name:

Refurbishment of Warren Cottage

Nature:

Refurbishment of 3-Bedroom Residential Property

Location:

Warren Cottage, Lynford, Thetford, Norfolk, IP26 5ET

Length of contract:

15 weeks

120 Employer (Client)

Name:

Forestry Commission

Address:

East England Forest District, Santon Downham, Brandon, Suffolk, IP27 0TJ

Contact:

Mr Simon Coombe

Telephone:

0300 067 4523 / 07785 528444

E-mail:

simon.coombe@forestry.gsi.gov.uk

130 Principal contractor (CDM)

Name:

TBC

Address:

TBC

Contact:

TBC

Telephone:

TBC

E-mail:

TBC

140 Architect / Contract Administrator (Pre-Contract)

Name:

Hamson Barron Smith Ltd

Address:

Townshend House, 30 Crown Road, Norwich, Norfolk, NR1 3DT

Contact:

Mr Max Harrison

Telephone:

01603 227132 / 07785 503746

E-mail:

max.harrison@hamsonbarronsmith.com

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<p>150 Principal designer (Pre-Contract) Name: Hamson Barron Smith Ltd Address: Townshend House, 30 Crown Road, Norwich, Norfolk, NR1 3DT Contact: Mr Max Harrison Telephone: 01603 227132 / 07785 503746 E-mail: max.harrison@hamsonbarronsmith.com</p> <p>A11 TENDER AND CONTRACT DOCUMENTS</p> <p>110 Tender drawings The tender drawings are: 18-3-6022 HBS-DR-B 10/11/20/21/22/23/24/25/140 & HBS-DR-M (50) - 001/002 & HBS-DR-E (60) -003/004</p> <p>120 Contract drawings The Contract Drawings: The same as the tender drawings.</p> <p>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.</p> <p>A12 THE SITE/ EXISTING BUILDINGS</p> <p>110 The site Description: Residential property with soft landscaped front garden and large rear garden. Water bore hole located to end of rear garden. The site is situated within Thetford Forest</p> <p>120 Existing buildings on/ adjacent to the site Description: 3-bedroom semi-detached residential property</p> <p>200 Access to the site Description: Via vehicular access road Limitations: None</p> <p>210 Parking Restrictions on parking of the Contractor's and employees' vehicles: All contractor parking to be off the vehicular access road to minimise disruption to highway</p> <p>220 Use of the site General: Do not use the site for any purpose other than carrying out the Works. Limitations: None</p> <p>230 Surrounding land/ building uses General: Adjacent or nearby uses or activities are as follows: Adjacent residential properties</p>	<p>£</p>
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<p>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: None 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 to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.</p> <p>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: Mr Simon Coombe - 0300 067 4523 / 07785 528444</p>	£
<p>A13 DESCRIPTION OF THE WORK</p>	
<p>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: Clearance of garden and vegetation growth to garden areas, except those areas detailed within the tender package</p>	
<p>120 The works Description: Refurbishment of 3-bedroom residential property</p>	
<p>130 Work by others concurrent with the contract Description: Utilities providers - TBC</p>	
<p>140 Completion work by others Description: None</p>	
<p>A20 JCT MINOR WORK BUILDING CONTRACT (MW)</p>	
<p>JCT MINOR WORKS BUILDING CONTRACT</p>	
<p>The Contract: JCT Minor Works Building Contract 2016 Edition.</p>	
<p>Requirement: Allow for the obligations, liabilities and services described.</p>	
<p>THE RECITALS</p>	
<p>First The Works and the Contract Administrator</p>	
<p>The work comprises:</p>	
<p>Refurbishment of 3-bedroom residential property</p>	
<p>Architect/ Contract Administrator: See clause A10/140.</p>	
<p>Second Contract documents</p>	
<p>Contract drawings: As listed in clause A11/120.</p>	
<p>Contract documents: The following have been prepared which show and describe the work to be done</p>	
<p>A specification</p>	
<p style="text-align: right;">Total for page £</p> <p style="text-align: center;">To be carried forward to General Summary (page 31)</p>	

<p>Third Priced documents Documents to be priced or provided by the Contractor: Contract specification</p> <p>THE ARTICLES</p> <p>3 Architect / Contract Administrator Architect / Contract Administrator: See clause A10/140.</p> <p>4 and 5 Principal Designer/ Principal Contractor Principal Designer: See clause A10/150. Principal Contractor: See clause A10/130.</p> <p>CONTRACT PARTICULARS</p> <p>Fourth Recital and Schedule 2 Base date Base date: Friday 22nd December 2017.</p> <p>Fourth Recital and clause 4.2 Construction industry scheme (CIS) Employer at the Base Date is nota 'contractor' for the purposes of the CIS.</p> <p>Fifth Recital CDM Regulations The project is notnotifiable.</p> <p>Seventh Recital and Schedule 3 Supplemental provisions Collaborative working: Paragraph 1 applies Health and safety: Paragraph 2 applies Cost savings and value improvements: Paragraph 3 applies Sustainable development and environmental considerations: Paragraph 4 applies Performance indicators and monitoring: 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: Mr Simon Coombe - Contractor's nominee: TBC Or such replacement as each party may notify to the other from time to time.</p> <p>Article 7 Arbitration Article 7 and Schedule 1 apply</p> <p>Clause 2.2 Commencement and Completion Date for Commencement of the Works: Monday 22nd January 2018 Date for Completion: Monday 5th May 2018</p>	£
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<p>Clause 2.8 Liquidated damages At the rate of £900.00per calendar month or pro-rata thereto</p> <p>Clause 2.10 Rectification period Period: Twelve monthsfrom the date of practical completion.</p> <p>Clause 4.3 Percentage of the total value of the work etc. Percentage: 95 per cent</p> <p>Clause 4.4 Percentage of the total amount to be paid to the Contractor Percentage: 97½ per cent</p> <p>Clause 4.8.1 Supply of documentation for computation of amount to be finally certified Period: Three monthsfrom the date of practical completion.</p> <p>Clause 4.11 and Schedule 2 Contribution, levy and tax changes Clause 4.11 and Schedule 2 will be deleted.</p> <p>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 £10,000,000</p> <p>Clauses 5.4A, 5.4B and 5.4C Insurance of the works etc - alternative provisions Clause 5.4B (Works and existing structures insurance by Employer in Joint Names)a pplies.</p> <p>Clauses 5.4A.1 and 5.4B.1.2 Percentage to cover professional fees Addition: 15per cent.</p> <p>Clause 7.2 Adjudication The Adjudicator is: To be appointed by the nominating body Nominating body: Royal Institution of Chartered Surveyors</p> <p>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</p> <p>THE CONDITIONS</p> <p>Section 1: Definitions and Interpretation</p> <p>Section 2: Carrying out the Works</p> <p>Section 3: Control of the Works</p> <p>Section 4: Payment</p>	£
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<p>Section 5: Injury, Damage and Insurance</p> <p>Section 6: Termination</p> <p>Section 7: Settlement of Disputes</p> <p>EXECUTION The Contract: Will be executed as a deed</p>	£
<p>A30 TENDERING/ SUBLETTING/ SUPPLY</p>	
<p>MAIN CONTRACT TENDERING</p>	
<p>110 Scope General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.</p>	
<p>145 Tendering procedure General: In accordance with NBS Guide to Tendering for Construction Projects. Errors: Alternative 2is to apply.</p>	
<p>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.</p>	
<p>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.</p>	
<p>190 Period of validity Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 60 days Date for possession/ commencement: See section A20.</p>	
<p>PRICING/ SUBMISSION OF DOCUMENTS</p>	
<p>210 Preliminaries in the specification The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.</p>	
<p>250 Priced schedules of work Alterations: Do not alter or qualify the priced schedules of work 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: within one week of request</p>	
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		£
310	<p>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.</p>	
510	<p>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</p>	
515	<p>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.</p>	
530	<p>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.</p>	
550	<p>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</p>	
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<p>570 Outline construction phase health and safety plan Content: Submit the following information within one week of request:</p> <ul style="list-style-type: none"> - 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. <p>A31 PROVISION, CONTENT AND USE OF DOCUMENTS</p> <p>DEFINITIONS AND INTERPRETATIONS</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>£</p>
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135	<p>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.</p>	
140	<p>Drawings Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions. CAD data: In accordance with BS 1192.</p>	
145	<p>Contractor's choice Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.</p>	
155	<p>Submit proposals Meaning: Submit information in response to specified requirements.</p>	
160	<p>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.</p>	
170	<p>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.</p>	
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200	<p>Substitution of products</p> <p>Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.</p> <p>Reasons: Submit reasons for the proposed substitution.</p> <p>Documentation: Submit relevant information, including:</p> <ul style="list-style-type: none"> - 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. <p>Alterations to adjacent work: If needed, advise scope, nature and cost.</p> <p>Manufacturers' guarantees: If substitution is accepted, submit before ordering products.</p>	
210	<p>Cross references</p> <p>Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.</p> <p>Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.</p> <p>Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.</p> <p>Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.</p>	
220	<p>Referenced documents</p> <p>Conflicts: Specification prevails over referenced documents.</p>	
230	<p>Equivalent products</p> <p>Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.</p>	
240	<p>Substitution of standards</p> <p>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.</p> <p>Before ordering: Submit notification of all such substitutions.</p> <p>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.</p>	
250	<p>Currency of documents and information</p> <p>Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.</p>	
260	<p>Sizes</p> <p>General dimensions: Products are specified by their co-ordinating sizes.</p> <p>Timber: Cross section dimensions shown on drawings are:</p> <ul style="list-style-type: none"> - 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. 	
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DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER		£
410	Additional copies of drawings/ documents Additional copies: Issued free of charge.	
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.	
DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS		
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: One - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.	
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.	
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.	
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<p>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.</p> <p>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.</p> <p>150 Ownership Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</p> <p>PROGRAMME/ PROGRESS</p> <p>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</p> <p>245 Start of work on site Notice: Before the proposed date for start of work on site give minimum notice of two weeks</p> <p>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: None - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.</p>	<p>£</p>
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260	<p>Site meetings General: Site meetings will be held to review progress and other matters arising from administration of the Contract. Frequency: Every week Location: Warren Cottage 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</p>	
290	<p>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</p>	
310	<p>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.</p>	
420	<p>Removal/ replacement of existing work Extent and location: Agree before commencement. Execution: Carry out in ways that minimize the extent of work.</p>	
430	<p>Proposed instructions Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.</p>	
440	<p>Measurement Covered work: Give notice before covering work required to be measured.</p>	
450	<p>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.</p>	
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<p>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.</p> <p>A33 QUALITY STANDARDS/ CONTROL STANDARDS OF PRODUCTS AND EXECUTIONS</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>£</p>
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140	<p>Compliance</p> <p>Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.</p> <p>Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:</p> <ul style="list-style-type: none"> - Properties tested. - Pass/ fail criteria. - Test methods and procedures. - Test results. - Identity of testing agency. - Test dates and times. - Identities of witnesses. - Analysis of results. 	
150	<p>Inspections</p> <p>Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:</p> <ul style="list-style-type: none"> - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. 	
160	<p>Related work</p> <p>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:</p> <ul style="list-style-type: none"> - Appropriately complete. - In accordance with the project documents. - To a suitable standard. - In a suitable condition to receive the new work. <p>Preparatory work: Ensure all necessary preparatory work has been carried out.</p>	
170	<p>Manufacturer's recommendations/ instructions</p> <p>General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.</p> <p>Changes to recommendations or instructions: Submit details.</p> <p>Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.</p> <p>Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.</p>	
180	<p>Water for the works</p> <p>Private water supply: Assume clean and uncontaminated.</p> <p>Other: Do not use until:</p> <ul style="list-style-type: none"> - Evidence of suitability is provided. - Tested to BS EN 1008 if instructed. <p>SAMPLES/ APPROVALS</p>	
210	<p>Samples</p> <p>Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:</p> <ul style="list-style-type: none"> - To an express approval. - To match a sample expressly approved as a standard for the purpose. 	
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<p>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.</p>	£
<p>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.</p>	
ACCURACY/ SETTING OUT GENERALLY	
<p>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.</p>	
<p>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.</p>	
<p>340 Critical dimensions Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated. Location: Detailed on drawings None</p>	
<p>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.</p>	
<p>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.</p>	
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SERVICES GENERALLY		£
410	<p>Services regulations New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.</p>	
435	<p>Electrical installation certificate Submit: When relevant electrical work is completed. Original certificate: To be lodged in the Building Manual and provided to the Contract Administrator.</p>	
440	<p>Gas, oil and solid fuel appliance installation certificate Before the completion date stated in the Contract: Submit a certificate stating:</p> <ul style="list-style-type: none"> - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - 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. <p>Certificate location: Building Manual and provided to the Contract Administrator</p>	
445	<p>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.</p>	
450	<p>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: Note that the Forestry Commission are not required to comply with the Building Regulations under Crown Exemption although the Forestry Commission do wish to comply within the 'spirit' of the regulations.</p>	
SUPERVISION/ INSPECTION/ DEFECTIVE WORK		
525	<p>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</p>	
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<p>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: Two 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.</p> <p>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.</p> <p>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.</p> <p>580 Continuity of thermal insulation Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include: - The address of the premises. - The Contractor's name and address. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. Submit: Before completion of the Works. Copy: To be lodged in the Building Manual.</p> <p>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: Dwelling - Method: Standard Assessment Procedure for dwellings (SAP) Format: - Certificate: To be incorporated in the Building Manual. - Report: To be provided to the Employer upon completion Submit: Before the date for completion stated in the contract</p> <p>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.</p> <p>WORK AT OR AFTER COMPLETION</p>	<p>£</p>
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<p>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.</p> <p>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.</p> <p>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.</p> <p>A34 SECURITY/ SAFETY/ PROTECTION</p> <p>140 Construction phase health and safety plan Submission: Present to the Employer/ Client no later than Two weeks prior to commence 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.</p> <p>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: Building to be kept secure at all times during the works</p>	<p>£</p>
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160	<p>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.</p>	
200	<p>Mobile telephones and portable electronic equipment Restrictions on use: None although no disturbance must be caused to the adjacent residential properties</p>	
210	<p>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.</p>	
330	<p>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: 60 dB(A) when measured from Adjacent residential property 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 5pm-9am Monday to Friday and weekends - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.</p>	
340	<p>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.</p>	
350	<p>Pesticides Use: Not permitted.</p>	
360	<p>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.</p>	
370	<p>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.</p>	
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<p>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.</p> <p>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').</p> <p>390 Smoking on site Smoking on site: Not permitted.</p> <p>400 Burning on site Burning on site: Not permitted.</p> <p>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.</p> <p>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.</p> <p>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: Provide a copy to the Contract Administrator.</p> <p>440 Electromagnetic interference Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.</p> <p>460 Power actuated fixing systems Use: Not permitted.</p>	<p>£</p>
<p>Total for page £</p> <p>To be carried forward to General Summary (page 31)</p>	

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470	<p>Invasive species</p> <p>General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.</p> <p>Special precautions:</p> <p>None</p> <p>Duty: Report immediately any suspected invasive species discovered during execution of the Works.</p> <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe eradication or removal. 	
510	<p>Existing services</p> <p>Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.</p> <p>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.</p> <p>Work adjacent to services:</p> <ul style="list-style-type: none"> - Comply with service authority's/ statutory undertaker's recommendations. - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners. <p>Identifying services:</p> <ul style="list-style-type: none"> - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. <p>Damage to services: If any results from execution of the Works:</p> <ul style="list-style-type: none"> - 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. <p>Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.</p>	
520	<p>Roads and footpaths</p> <p>Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.</p> <p>Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.</p>	
530	<p>Existing topsoil/ subsoil</p> <p>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.</p> <p>Protection: Before starting work submit proposals for protective measures.</p>	
540	<p>Retained trees/ shrubs/ grassed areas</p> <p>Protection: Preserve and prevent damage, except those not required.</p> <p>Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.</p>	
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550	<p>Retained trees Protected area: Unless agreed otherwise do not:</p> <ul style="list-style-type: none"> - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk. - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice. - Change level of ground within an area 3 m beyond branch spread. 	
555	<p>Wildlife species and habitats General: Safeguard the following: Contractor to be vigilant for the potential presence of bats Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received. Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.</p>	
560	<p>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: Protect damage to adjacent residential properties</p>	
570	<p>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.</p>	
580	<p>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.</p>	
620	<p>Adjoining property Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.</p>	
625	<p>Adjoining property restrictions Precautions:</p> <ul style="list-style-type: none"> - 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. <p>Damage: Bear cost of repairing damage arising from execution of the Works.</p>	
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£

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

130 Method/ sequence of work

Specific Limitations: Include the following in the programme:

160 Use or disposal of materials

Specific limitations:

170 Working hours

Specific limitations:

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.

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.

340 Name boards/ advertisements

Name boards/ advertisements: Not permitted.

410 Lighting

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

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		£
420	<p>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: Within property - Available capacity: 230v - Frequency: 50 Hz. - Phase: Single - Current: Alternating. Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p>	
430	<p>Water Supply: The Employer's mains may be used for the Works as follows: - Metering: Free of charge - Source: Within property - Location of supply point: Within property - Conditions/ Restrictions: None Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply. Please note that the water supply is from a Private Water Supply and the Contractor shall satisfy himself of the supply during the tender stage.</p>	
440	<p>Telephones Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.</p>	
520	<p>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.</p>	
530	<p>Beneficial use of installed systems Permanent systems: Do not use for the Works.</p>	
540	<p>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.</p>	
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<p>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: 1 (for Forestry Commission visits only) - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 1(for Forestry Commission visits only) - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 1(for Forestry Commission visits only) - 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.</p> <p>A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS</p> <p>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: 1 hardcopy and 1 electronic copy Number of copies: 2 Delivery to: Contract Administrator . by (date) Two weeks after date for Practical Completion</p> <p>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.</p> <p>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.</p>	<p>£</p>
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A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS

£

120 Work by statutory undertakers

Item:

TBC

Description of work:

TBC

Provisional Sum: Include

TBC

Allow for general attendance.

A54 PROVISIONAL WORK/ ITEMS**590 Contingencies**

Provisional sum: Include:

£2,500.00 (Two Thousand Five Hundred Pounds) to be expended in part or in full as directed by the Contract Administrator.

Total for page £

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