



**PRELIMINARIES,**  
**SPECIFICATION**

**AND**

**SCHEDULE OF WORKS**

**FOR**

**INTERNAL AND EXTERNAL**  
**REPAIRS INCLUDING**  
**ASSOCIATED WORKS TO**  
**THE ROOF OVER THE HUB**  
**(YEAR 4)**

**AT**

**THE HUB**  
**CIVIC APPROACH**  
**UCKFIELD**  
**EAST SUSSEX TN22 1AL**

**FOR**

**UCKFIELD TOWN COUNCIL**

**(TENDER EDITION)**

**Reference:- PM/YM/173683/JFQ**  
**Date:- April 2019**

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## PART 1

### **PRELIMINARIES**

<b>SECTION ONE:</b>	<b>PRELIMINARY PARTICULARS</b>
<b>SECTION TWO:</b>	<b>CONTRACT PARTICULARS</b>
<b>SECTION THREE:</b>	<b>GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS</b>

**PRELIMINARIES****SECTION 1: PRELIMINARY PARTICULARS****Project Name**

- A Internal and External Repairs including associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

**Project Location**

- B The Hub  
Civic Approach  
Uckfield  
TN22 1AL

**The Works**

- C The roofs over the Citizens Advice (The Hub) and the Source Youth Club Building and associated internal works.

**Name of Employer and Consultants**

- D Employer: Uckfield Town Council  
Uckfield Civic Centre  
UCKFIELD  
East Sussex  
TN22 1AE  
  
Contact: Mr Mark Francis (Facilities Manager)

- E Contract Administrator: Lawson Queay - Chartered Surveyors  
River House  
Bellfarm Lane  
UCKFIELD  
East Sussex  
TN22 1AY

Telephone: (01825) 761644  
Email: pmyall@lawsonqueay.co.uk

Contact: Mr Peter Myall BSc (Hons)

**Certificates for Payment/Invoices**

- F Certificates for payment are to be issued by:-

Lawson Queay - Chartered Surveyors  
River House  
Bellfarm Lane  
UCKFIELD  
East Sussex  
TN22 1AY

The Contractor's VAT invoices are to be sent to the offices of Lawson Queay - Chartered Surveyors for onward transmission with Certificates for Payment.

## **SECTION 1: PRELIMINARY PARTICULARS (CONTINUED)**

### **Tendering**

- A Tenders shall be submitted on the tender form provided not later than the time and date stated on the invitation to tender. A copy of the Form of Tender is included at **Appendix 2**.
- B If tenders are submitted by post, then proof of posting will not be accepted as proof of delivery.
- C Tendering procedure will be in accordance with the principles of the JCT Practice Note 2012, Alternative 2, which permits the correction of arithmetical errors.
- D The cost of tendering shall be borne by the Contractor.
- E The Employer does not undertake to accept the lowest or any tender.
- F The Contractor's tender is to be open for acceptance for a period of 12 weeks from the closing date fixed for submission of tenders.
- G The Contractor's tender is to be on a fixed price basis excluding VAT.
- H The Contractor shall submit one copy of his priced Specification/Schedule of Works with his tender. All items shall be extended and totalled in black ink suitable for making photocopies.

### **Tender Qualifications**

- J The Contractor's attention is drawn to the fact that should his tender contain any qualifications which cannot be justified, it will not be considered for acceptance.
- K Should the Contractor require any interpretation of a Contract Condition, or an item within the Specification he must seek clarification prior to the date of tender and his tender must include for any financial implications. Any question raised and any reply given will be circulated to all Contractors tendering.

### **Errors Discovered Before Award of Contract**

- L Errors found when examining the priced Specification/Schedule of Works will be dealt with in accordance with JCT Practice Note 2012, Alternative 2, which permits the correction of arithmetical errors.

### **Quality and Quantity of Work**

- M The Specification and Schedule of Works must not be regarded as a complete statement of everything included in the Contract. The tender must include for all work described in the Contract Documents as a whole, apparent or implied as being necessary for the complete and proper execution of the works.

### **Method of Measurement**

- N The quantities stated in the Specification are not measured in accordance with the Standard Method of Measurement of Building Works 7th Edition and the Contractor is to make due allowances in his pricing for the actual extent of works required.

## **SECTION 1: PRELIMINARY PARTICULARS (CONTINUED)**

### **Pricing Individual Items**

- A The Contractor shall price each item individually. Costs relating to items which are un-priced will be deemed to have been included.
- B The Contractor shall include for all overheads and profits within the prices inserted against specific items. Any Specification/Schedule of Works submitted that shows overheads and profits as a separate item, or as an overall additional rate to those items, shall not be accepted for consideration.

### **Pricing Preliminaries & General Conditions**

- C The pricing of Preliminaries and General Conditions is to be by way of fixed amounts in respect of the whole of the works included in the Specification and Schedule of Works and including works covered by Provisional Sums.

### **Variations**

- D No variations shall vitiate this Contract, nor will any claim be allowed for loss of establishment or overhead charges and profits due to any reduction or omission of any work included in the Specification or Schedule of Works.

### **Provisional Quantities and/or Items**

- E Some items in the Schedule of Works are provisional and the work undertaken will be measured as work proceeds and paid for only at the unit rate quoted. All provisional quantities and/or items are subject to instruction by the Contract Administrator and no claim will be allowed for any loss of establishment or overhead charges or profits due to any reduction or omission of any work included in the provisional quantities and/or Items.

### **Provisional Sums**

- F Provisional Sums included in this Specification are subject to instruction by the Contract Administrator. No claim will be allowed for loss of establishment or overhead charges and profit due to any reduction or omission of any work included in the Provisional Sums.

### **Site Conditions**

- G The Contractor shall visit all sites before tendering and ascertain for himself their positions, means of access, communications, services, nature, and all conditions, physical constraints and restrictions likely to affect the execution of the Works and is to make due allowance for such in his tender. No subsequent claim for any want of knowledge in respect of such conditions will be considered.
- H All arrangements for visiting the sites and any enquiries appertaining thereto are to be made through:-

Lawson Queay - Chartered Surveyors  
River House  
Bellfarm Lane  
Uckfield  
East Sussex TN22 1AY

Telephone: (01825) 761644.  
Email: pmyall@lawsonqueay.co.uk

Contact: Mr Peter Myall BSc (Hons)

**SECTION 1: PRELIMINARY PARTICULARS (CONTINUED)****Site Conditions (Continued)**

- A Under no circumstances will tenderers visit the sites without prior arrangement with the above.

**Drawings**

- B Not applicable.

**Contract Documents**

- C The Contractor is to give immediate written notice of any discrepancies within the Contract Documents to the Contract Administrator. The Contractor is to work to figured dimensions only and, where possible, dimensions are to be checked on site.

**Insurances****Insurance Generally**

- D The Contractor's Insurers should be either a Company belonging to the British Insurance Society or Lloyd's Underwriters.

**Insurance Claims**

- E 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, forthwith give notice in writing to the Employer and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give notice such.

## **SECTION 2: THE CONTRACT AND PROFESSIONAL INDEMNITY INSURANCE**

### **THE FORM OF CONTRACT**

- A The Articles of Agreement and Conditions of Contract shall be the Intermediate Building Contract 2011 Edition (IC 2011) incorporating Amendment 1 dated 2015 as issued by the Joint Contracts Tribunal and as further amended as described in **Appendix 1**.
- B The Contract will be executed as a Deed.
- C The format of the Contract (which is included at **Appendix 1**) indicates the further amendments which are to be incorporated into the Contract.



### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS**

#### **General Facilities and Obligations**

The Contractor shall allow for all costs in respect of the following:-

- A Labour, materials, plant, tools and vehicles.
- B Scaffolding, trestles, platforms and the like.
- C Site administration and security.
- D Transport for workpeople.
- E Protecting the works from damage including damage by inclement weather.
- F Protection of persons and property both within and outside the sites from damage including damage by inclement weather.
- G Water for the works including temporary storage, distribution and Water Company's charges except where specifically stated to the contrary.
- H Gas, lighting and power for the works including temporary distribution, lamps, etc.
- J Temporary accommodation for use of the Contractor.
- K Temporary telephones for use of the Contractor.
- L Safety, health and welfare of workpeople.
- M Disbursements arising from the employment of workpeople.
- N Removing rubbish, protective casings and coverings.
- P Drying and controlling the humidity of the works.
- Q Temporary fencing, hoardings, screens, fans, planked footways, guardrails, gantries and similar items.
- R Control of noise, pollution and all other statutory obligations.
- S Cleaning of buildings and external areas once works have been completed including all areas affected by the works.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **Temporary Name Boards and Advertising Rights**

- A Subject to the consent of the Contract Administrator, the Contractor may erect an approved sign written board which may include the names and addresses of the Employer, Contract Administrator and Contractor. The Employer retains all advertising rights and no advertisement, notice or display is to be exhibited without written authority.

#### **Temporary Lighting and Power**

- B The Contractor shall arrange for temporary electricity supplies and means of lighting and pay all charges in connection therewith. The Contractor shall provide, maintain and remove on completion all necessary temporary installations at his own cost.

#### **Water for the Works**

- C The Contractor shall pay for all charges in connection therewith.

#### **Removing Rubbish etc. and Cleaning Works on Completion**

- D The Contractor is regularly required to remove from sites all unrequired materials, debris and rubbish and is to keep the works and the sites clean and tidy at all times. The Contractor is, on completion, to clean the Works thoroughly inside and out, flush all drains and gullies, touch up decorations, clean glass, remove temporary markings, coverings and protective wrappings unless otherwise instructed and leave the whole of the works and the sites clean including all adjacent areas affected.

#### **Maintenance of Roads, Paths etc.**

- E The Contractor shall be responsible for making good any damage to roads and footpaths and services underneath or adjoining, whether public or private, if caused by or attributable in any way to the cartage of plant or materials or the execution of the works by either the Contractor or any Sub-contractor under the Contract, and he shall indemnify the Employer against loss and damage or claims by the Local Authority or others for damage to roads, paths etc. by reason of extraordinary traffic.
- F The Contractor shall be responsible for keeping roads, paths, etc. free from dust or rubbish arising from the works.
- G No storage of materials will be allowed on the roads.

#### **Plant, Tools and Vehicles**

- H The Contractor shall allow for providing all plant, tools and vehicles necessary for the completion of the works.
- J Plant shall not be used or materials stored in any way which might overload any part of the structure of the building.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS (CONTINUED)**

#### **Temporary Screens and Protection Internally**

- A The Contractor shall provide all necessary hoardings, fees, scaffolding, temporary screens and the like for execution of the works (including all Sub-Contractors work).
- B Provide, erect, maintain, alter and adapt from time to time as necessary temporary barriers, weatherproof and dustproof screens, tarpaulins, dust sheets and the like as may be necessary for the proper execution of the work and safety of workpeople and general public.
- C Dismantle and clear away all temporary screens, etc. on completion.

#### **Upkeep of Documents on the Site**

- D At all times, the Contractor is to keep and maintain on site one complete copy of the Contract Documents including all amendments, instructions, variations and the like, which may also be used by the Contract Administrator.

#### **Contractor's Supervision and Site Administration**

- E The Contractor shall be responsible for supervision and administration of all sub-contracts and contracts of sale etc; and is to arrange and monitor a programme for each sub-contractor and supplier and obtain and supply information as necessary for the co-ordination and timely completion of the works.
- F The Contractor shall provide full and adequate supervision and site administration during the progress of the Works and shall keep a competent and authorised agent or general foreman, approved by the Contract Administrator (which approval may be withdrawn at any time), constantly on the Works. Such authorised agent or general foreman shall give sufficient time to the supervision of the Works, to the satisfaction of the Contract Administrator and must be able to receive and act upon (on behalf of the Contractor) all instructions, directions or orders issued by the Contract Administrator or his Representative. In the absence of the regular agent, the Contractor shall nominate a deputy, approved by the Contract Administrator, to fulfil all the functions of the regular agent.

#### **Labour and Weather Records**

- G A record showing the number and description of craftsmen, labourers, sub-contract operatives and other persons employed in connection with the Works on each day of that week shall also be provided. The records shall be subject to verification by the Contract Administrator or his Representative.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS (CONTINUED)**

#### **Employment of labour in locality of site**

- A The Contractor is required to employ local labour, whenever practicable, to undertake the Works.

#### **Master Programme of Works**

- B Within seven days of the award of the Contract, the Contractor shall prepare and submit to the Contract Administrator two copies of a Master Programme clearly showing his proposed procedure and timing of the Works including that of domestic sub-contractors by elements and latest dates by which instructions, drawings and other information are required from the Contract Administrator. After acceptance, the Programme shall, if not already in that form, be produced as a bar chart, two copies of which shall be given to the Contract Administrator and one copy kept permanently on site.
- C Actual progress achieved shall be regularly marked upon it for inspection by the Contract Administrator. The Contractor shall revise or update the Programme regularly and if instructed by the Contract Administrator.

#### **Progress Meetings**

- D The Contract Administrator will hold a progress meeting midway through the contract period. The Contractor shall attend this meeting and shall arrange for suppliers and subcontractors to attend if required by the Contract Administrator.

#### **Hand Over of Completed Work**

- E During the progress of the Works the Contractor shall give a minimum of seven days written notice to the Contract Administrator for inspection of completed stages of work. Prior to the Contractor giving such notice, the Contractor shall fully and thoroughly inspect the work to ensure that it complies in every respect with the requirements of the Specification and, only when the Contractor is satisfied that this has been achieved, shall notice be given to the Contract Administrator which shall incorporate a written statement to that effect. Any defects noted at that stage shall be rectified by the Contractor within seven days.
- F The Contractor shall still retain responsibility for work found at a later date to be not in accordance with the Specification/Schedule of Works.
- G The Contractor should be aware that it is his primary responsibility to ensure compliance of the work with the Specification/Schedule of Works. Work that does not comply with the Specification/Schedule of Works shall be rejected and no claim for an extension of time which may arise from delays in the Contractor achieving the required standard shall be considered.
- H See later requirements under Handover procedure.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS (CONTINUED)**

#### **Practical Completion**

- A Seven days before the Works will be ready for handing over, the Contractor shall inform the Contract Administrator in writing. The formal hand over will not take place until all items listed previously as being unsatisfactory are completed. At the formal hand over, a principal Representative of the Contractor shall accompany the Contract Administrator and a Representative of the Employer on an inspection of the Works. If the inspection shows the Works to be completed in every respect, the Works shall be taken over. Any minor omissions or defects which may be found to exist at that time will be listed and shall be remedied by the Contractor within seven days.

#### **Materials, Goods & Workmanship Generally**

- B The Contractor should note that all of the definitions of standard of workmanship contained within the specification are minimum standards to be achieved. Work not in accordance with these standards shall be rejected.
- C All materials are to be used in accordance with the Manufacturer's printed instructions.
- D All materials and workmanship shall conform in all respects with the standards described in the Specification and, where applicable, they are to be of the respective kinds and standards set out in the latest British Standards or British Standard Codes of Practice for which the abbreviations BS or CP are used hereafter.
- E The Contractor shall, upon the request of the Contract Administrator, furnish him with evidence to prove that the materials and goods comply in all respects with the descriptions contained in the Specification.
- F The Contractor's attention is drawn to the fact that the prerogative for alteration of any specified material or article to another material or article lies with the Contract Administrator and it must be distinctly understood that the specified material or article must be included for at Tender stage. If, at a later date, the Contractor obtains consent from the Contract Administrator in writing to substitute another material or article for that originally named in the Specification, the due cost adjustment will be made.

#### **Labour & Sub-Contracting**

- G The Contractor shall provide all labour and shall include for all disbursements arising from the employment of labour.
- H No sub-letting or labour only sub-contracts will be allowed without the prior written permission of the Contract Administrator.
- J In the event of any malpractice or misdemeanour, the Contract Administrator may require the removal from site of the workman or workmen concerned.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS (CONTINUED)**

#### **Labour & Sub-Contracting (Continued)**

- A The Contractor shall indicate the names of all proposed sub-contractors together with the type of works to be undertaken in a schedule to be submitted with his tender.

#### **Noise and Nuisance**

- B The Contractor is to minimise the effects of, be responsible for and indemnify the Employer against all claims in connection with any form of physical or sensory nuisance arising from the execution of the Works. The attention of the Contractor is specifically drawn to the recommendations contained in BS 5228-1: 2009 + A1: 2014 to which the Contractor shall comply.
- C The attention of the Contractor is drawn to the provisions of Section 60 of the Control of Pollution Act, 1974 and subsequent legislation with reference to the control of noise in relation to any demolition or construction works and the need, particularly where such Works are adjacent to occupied property where a high sensitivity to noise may be anticipated, to ascertain from the local authority what requirements or restrictions, if any, shall apply to the Works in this respect.
- D The attention of the Contractor is also drawn to the provisions of Section 61 of the Control of Pollution Act, 1974 and subsequent legislation, with reference to the issue of prior consent and any application under that Section should be made to the Local Authority on the appropriate form available from them.
- E The Contractor is responsible for complying with any requirements, restrictions or consents, together with any other stipulations including but not limited to the Control of Noise (Codes of Practice for Construction and Open Sites) Order 1984, the Noise at Work Regulations 2005 and BS 5228, to which his attention may be drawn from time to time by the competent authorities and is to allow in his tender for any such compliance. No instruction issued to the Contractor by the Employer shall relieve the Contractor from compliance with the Control of Pollution Act, 1974 and subsequent legislation.
- F The Works will be carried out so as to cause the minimum nuisance to the occupants of nearby buildings whether by noise, dust, smoke or any other form of sensory or physical nuisance.
- G The operation of transistor radios, "Walkmans" or similar appliances will not be permitted.
- H No fires or burning of rubbish on site will be permitted.
- J The Contractor shall ensure that all workpeople engaged upon the Works maintain modesty of dress and behaviour at all times.

#### **Existing Services**

- K The Contractor shall be responsible for ascertaining the location of existing services, whether overhead or underground, which may be affected by the Works. All existing services to adjoining premises shall be fully maintained during the progress of the Works and the Contractor shall take all necessary steps to prevent any interruption thereof and shall, if necessary, provide any temporary support for the same before the Works commence.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **Protection of Persons and Property**

- A The Contractor shall provide for the efficient protection of the public, the employer's officers, servants and property and all other visitors or persons using the various premises.
- B The Contractor shall take all necessary precautions to eliminate as far as possible any danger to the public and other persons arising from the Works or movement of vehicles or machinery around the sites.
- C The Contractor shall be responsible for ensuring that all plant is placed and used and all operations carried out in such a manner as to prevent injury to persons or loss or damage to property.

#### **Protection of the Works, Materials and Plant Against Damage and Theft**

- D The Contractor shall protect the whole of the Works from damage including damage by weather.
- E The Contractor shall be responsible throughout the Contract for drying out of the Works.
- F Any work damaged or soiled by weather, traffic or other sources due to inadequate or ineffective protection shall be removed and re-executed or otherwise made good by and at the cost of the Contractor and to the satisfaction of the Contract Administrator.
- G The Contractor shall not permit anything to be done that may injure the stability of the Works or building without the written approval of the Contract Administrator. The Contractor will be held responsible for all damage arising through his carelessness or inadvertence in this respect.
- H The Contractor shall adequately safeguard the sites, the Works, products, materials, plant and any existing buildings affected by the Works from damage and theft during the course of the Contract and make good any damage that may occur free of costs to the Employer.
- J The Contractor shall be solely responsible for and shall take all steps necessary for protecting, securing, lighting and watching all places on or about the Works and the sites which may be dangerous to workpeople or to any other person whatsoever.
- K The Contractor shall use reasonable endeavours to prevent the trespass of unauthorised persons on the Works and the trespass of workpeople on adjoining property.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **Waste Management**

- A The Contractor is to note that he has a duty of care in respect of waste management to comply with the current laws and requirements on waste which is produced by their business. Practical guidance for everyone who is under the duty of care can be found in "Waste Management – The Duty of Care – a Code of Practice" published by H.M.S.O. The Contractor is also required to ensure that all sub-contractors and others employed on the works also comply with the requirements. Failure to fulfil the duties required by the Code of Practice is a criminal offence under the Environmental Protection Act 1990.

#### **Prevention of Spoil Dumping**

- B The Contractor shall take all necessary steps to prevent excavated spoil, rubbish, surplus material etc., arising from the Works being dumped on an area other than a licensed or authorised tipping area.

#### **Adjoining Areas of the Buildings**

- C Reasonable precautions shall be taken to prevent workpeople, including those employed by Sub-Contractors, from encroaching or trespassing upon any part of the sites or premises not affected by the Works and from trespassing upon adjoining owners' property, except where permission be granted to facilitate the execution of the Works.
- D Every care must be taken to protect adjoining buildings from dust, dirt and damage and the works are to be executed in such a manner as will cause the minimum of inconvenience, disturbance, annoyance or nuisance to the adjoining owner's property.
- E In the event of any damage to adjoining properties subsequently being proved, the Contractor shall make good at their own expense. In any event, the Contractor must indemnify the Employer against any claim in respect of these works.

#### **Party Wall Etc Act 1996**

- F The Party Wall etc. Act 1996 is not applicable to these works.

#### **Overtime and Bonus Payments**

- G The Contractor shall allow in his Tender for all bonus payments or other incentive payments and overtime, including that caused by weekend working, except that overtime specifically ordered in writing by the Contract Administrator.

#### **Emergencies**

- H The Contractor shall arrange a 24 hour emergency service for the period of the Works and provide the Employer with the telephone number of this service. **An answerphone or mobile phone will not be accepted.** In the event of there being no response to a genuine emergency, the Contractor shall reimburse the Employer the full cost of any emergency work undertaken directly.



### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **Hours of site working and overtime**

- A Hours of site working shall be confined between the hours of 8.00 am and 6.00 pm, Monday to Friday inclusive and 8.00 am and 1.00 pm on Saturdays. No Sunday or Bank Holiday working will be permitted.
- B Prices are to include all overtime working that the Contractor may determine is necessary to complete the works within the Contract period.
- C The Contractor will be responsible for and must obtain all necessary permits and certificates required in respect of all overtime and weekend working.

#### **Daywork**

- D No work will be permitted to be charged as daywork unless written instructions have been received from the Contract Administrator.

#### **Valuations and Certificates**

- E The Contractor is required to submit to the Contract Administrator an itemised Valuation at monthly intervals throughout the Contract and subject to those works included within the Valuation being satisfactorily completed, a Certificate of Payment will be issued. The Contractor shall forward to the Employer, via the Contract Administrator, a suitable VAT invoice. The VAT invoice shall be addressed to the Employer but sent to the Contract Administrator for onward transmission with the Certificate for Payment to the Employer. Failure to do so will not allow any claim by the Contractor in respect of non-payment within 21 days.
- F The Contractor's attention is drawn to the fact that materials on site, but not included in the works, will not be included in valuations.

#### **Final Account**

- G It is a requirement of the Employer that the Final Account shall be agreed within two months of Practical Completion. The Contractor will be required to provide all necessary documentation to facilitate this requirement. Where the Contractor causes delay, he will be required to pay the additional interest charges incurred by the Employer on the capital expended to undertake and complete the works, this sum being deducted from the Final Certificate.

#### **Value Added Tax**

- H The Tender Sum is to be exclusive of Value Added Tax. The Contractor however is required when tendering to give a provisional assessment of the value of those supplies of goods and services contained in his tender which will be chargeable on the Contract at the various rates of Tax and is to state the applicable rates of Tax at the time of tender.

#### **Finance Act 2010**

- J The Contractor's attention is drawn to the Act and any subsequent legislation governing these requirements.
- K The Contractor will be required to satisfy the Employer, prior to signing the Contract, that he has an appropriate Sub-Contractor's Certificate from the Inland Revenue.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **Finance Act 2010 (Continued)**

- A The Contractor is also reminded that it is his duty and responsibility to satisfy himself that all Sub-Contractor's also hold an appropriate Sub-Contractor's Certificate from the Inland Revenue.
- B The Employer is a "Contractor" at the time of tender.

#### **Handover Procedure**

- C The Contractor is required to attend a pre-handover and handover meeting with the Employer and Contract Administrator. The Contractor will be responsible for all gas, water and electricity consumed during the works.
- D Contractors will be required to give 7 (seven) days notice of handover date.
- E The Contractor shall note that the Employer will not be required to take handover of any works unless the works and/or related works, administration and the like have been completed to the total satisfaction of the Employer and the Employer's Consultant.

#### **Making Good Defects**

- F The Contractor shall allow for importing labour, plant and materials for the purposes of making good defects after the practical completion of the Works.
- G The Contractor should note that access (with reasonable notice) for making good defects must be arranged with the Employer. Access during normal working hours cannot be guaranteed.
- H The Contractor shall allow for all costs he may incur in complying with this clause.

#### **Defects Liability**

- J Contractors are required to respond and attend to the following defects within the required time within the twelve months defects period (see subsequent requirement for 24 hour emergency cover).

The Employer classifies defects into the following categories:-

##### **a) Emergencies**

Emergencies will constitute an unacceptable security, health or safety risk for the tenant, or involve a defect which if not attended to immediately would be detrimental to the property.

For example, water ingress.

Emergencies must be remedied immediately, i.e. within **2 working hours** of the Contractor being notified, this includes weekends, nights and public holidays.

The Employer will require an emergency out of hours call out telephone number to deal with emergencies. Should the Contractor fail to act upon the call out, then the Employer will use its own emergency call out personnel and deduct all costs incurred from any monies outstanding to the Contractor in addition to a £100.00 administration charge.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **Defects Liability (Continued)**

##### **b) Urgent Repairs**

These can be described as problems which severely inconvenience the users of the building. For example, blocked gullies.

Urgent repairs must be attended to within **24 working hours**.

##### **c) Immediate Repairs**

Those problems which render the building difficult to use and cannot be left until the end of the Defects Liability Period. For example, defective ironmongery (provided security is not impaired), sticking doors and windows (again provided security is not impaired), etc.

Immediate repairs must be attended to within **5 working days**.

##### **d) Other Defects**

These are defects which can be left to the end of Defects Liability Period, unless it is deemed unacceptable for the users' health and safety, in which case the defect must be attended to within **20 working days**.

At least two weeks before the end of the Defects Liability Period, Consultants will carry out an inspection in conjunction with the Contractor and the Employer and itemise points requiring attention.

#### **24 Hour Emergency Service**

- A The Contractor will provide a 24 hour emergency service and attend to any emergencies which may be reported. In the event of the Contractor failing to provide this service, the Employer will arrange for their own operatives to attend site to deal with the relevant defect. The cost of the call-out plus the cost of any work carried out plus 10% administration fee will be deducted from the retention monies held by the Employer. The Contractor will be notified in writing of emergency work completed by the Employer.

#### **Final Defects List**

- B Prior to the expiry of the 12 months Defects Liability Period, the Contract Administrator will arrange to inspect the buildings and prepare a list of defects to be attended to as the Contract Conditions. The Contractor is to be invited to attend this inspection.

#### **Health, Safety and Welfare**

- C The Contractor shall comply with the Health and Safety at Work Act 1974, the Factories Act 1961 and all other relevant regulations and legislation currently in force and shall allow for compliance appertaining to all workpeople on the site including those employed by sub-contractors and professional advisers.
- D A copy of the Contractor's Health and Safety Policy shall be produced for inspection by the Contract Administrator.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS (CONTINUED)**

#### **Health, Safety and Welfare (Continued)**

- A The Contractor shall comply with all regulations and legislation and shall implement such procedures, controls and methods of operation and site administration and take all necessary measures to ensure the safety and to protect the health and welfare of all persons operating on and visiting the sites for whatever reason or who might be affected by the undertaking of the works on the sites. The Contractor shall provide and maintain welfare and safety measures to a standard not inferior to that laid down in statutory instruments, rules and orders and subsequent amendments thereto for all workpeople employed on the sites including the employees of sub-contractors.
- B The Contractor shall be responsible for ascertaining whether execution of any order for work will or is likely to involve any interference with asbestos, lead, live electricity conductors or cables, gas piping or storage containers, pipes conveying water or steam or any other hazardous substances or installations.
- C In the event of the Contractor ascertaining that execution of an order will or may involve interference with any hazardous substance or installation then the Contractor shall forthwith notify the same to the Contract Administrator and in so doing shall notify him in writing of any precautions proposed to be taken in consequence of the hazard which may affect the use of the premises or the safety, comfort or freedom of movement of any person likely to be in or near the premises during the execution of the order.
- D The Contractor shall provide all necessary welfare facilities, including WC, secure stores etc. as necessary for the duration of the works and shall remove same from sites.

#### **Control of Substances Hazardous to Health Regulations**

- E The Contractor shall comply with the provisions of all relevant legislation or any order or regulation made thereunder insofar as they apply to the site or works.

#### **The Construction (Design & Management) Regulations 2015**

- F The works are notifiable under the Construction (Design and Management) Regulations 2015, and therefore all Section are applicable to the works. All parties must therefore ensure they discharge their duties accordingly. This includes all relevant documentation.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS (CONTINUED)**

#### **The Construction (Design & Management) Regulations 2015 (continued)**

- A The Contractor will be responsible for compliance with the Construction (Design and Management) Regulations 2015 and the duties of any duty holder to which he is appointed. The Main Contractor shall be deemed to be the Principal Contractor in respect of these Regulations.

#### **Parties**

- B The Client:  
Uckfield Town Council  
Civic Centre  
UCKFIELD  
East Sussex TN22 1AE  
  
Tel No. 01825 747791
- C Principal Contractor:  
  
To be confirmed
- D Principal Designer:  
Lawson Queay Chartered Surveyors  
River House  
Bellfarm Lane  
UCKFIELD  
East Sussex TN22 1AY  
  
Tel No. 01825 761644

#### **Health and Safety Plan**

- E The Construction Phase Health and Safety Plan must be submitted by all tenderers with their tender. A copy of the Pre-construction information is included at **Appendix 3**, as well as Key Identified Risks at **Appendix 4**. Information included in these documents must be considered and allowed for within the Construction Phase Health and Safety Plan. This will be used as part of the analysis to determine whether or not competent and serious consideration has been given to and suitable provision has been made for the control, management and minimisation of the risks and issues raised in the Pre-Construction Information together with any other issues subsequently identified and as well as providing further relevant information, for example, as indicated within the approved Code of Practice. The Construction Phase Health and Safety Plan must consider Asbestos Surveys at **Appendix 6**.
- F The Contractor will not be allowed to commence construction works until he has provided an adequate Health and Safety Plan.
- G The Tendering Contractors must submit the Health and Safety Plan with their tender or arrange for it to be provided within three days of request.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **The Health and Safety File**

- A An indicative check list of the items to be included within the Health and Safety File is included at **Appendix 5**.
- B Continual co-operation from all parties is required to assist the Principal Designer in monitoring the production of the Health and Safety File.

#### **Generally**

- C It will be the responsibility of the appointed duty holder to ensure that all duties designated to them are fulfilled.
- D Ensuring the competence and resources of any Consultants, Suppliers or Sub-Contractors or other proposed appointment is the duty of the person appointing that party.
- E The Architect/Surveyor/Supervising Officer's agreement to any such proposed appointment does not remove the duty from the person making the appointment and such agreement will not imply or indicate that the Architect/Surveyor/Supervising Officer considers the proposed appointment to be competent or to have provided adequate resources within the meaning of the Regulations.
- F It will be the responsibility of the appointed Duty Holder to ensure that all duties designated to them are fulfilled.
- G Ensuring the competence and resources of any Consultants, Suppliers or Sub-Contractors or other proposed appointment is the duty of the person appointing that party.

#### **Fire Precautions**

- H The attention of the Contractor is drawn to publications by HSE books 'Fire Safety in Construction' and FPA 'Fire Prevention on Construction Sites', and he must observe the recommendations where relevant to the Works.
- J The Contractor shall take all necessary precautions to prevent the risk of fire and shall provide firefighting equipment for dealing with localised fires that may arise during the course of the Works. All items that may be a fire hazard must be safely and securely stored when not in use. The Contractor shall ensure that no materials arising from waste alteration or demolition work are left in such a way as to cause a fire hazard. No burning of building debris or materials is to be carried out on site areas.

#### **Asbestos**

- K The Contractor shall comply with the provisions of all relevant regulations or any matters or regulations made thereunder insofar as they apply to the site or works.

### **SECTION 3: GENERAL FACILITIES, OBLIGATIONS AND RESTRICTIONS** **(CONTINUED)**

#### **Asbestos (Continued)**

- A Where Asbestos or materials containing (or possibly containing) Asbestos are to be stripped out, licensed specialist Contractors are to be used. Where working in an existing building and where no Asbestos has been previously identified, the Contractor shall take all necessary steps to ensure that any Asbestos present (or materials which might contain Asbestos) is brought to the attention of the Contract Administrator as soon as it is discovered. On no account shall the Contractor work in an area where the presence of Asbestos is suspected until such time as the area is declared safe. In all cases the Contractor will comply with all current relevant legislation, codes of practice and guidance issued by the HSE including the Approved Code of Practice (ACOP) dealing with the 'Management of Workplace Asbestos', etc. relating to the management, handling and disposal of Asbestos.
- B The Contractor must refer to the Asbestos Surveys included at **Appendix 6** and allow for removal and subsequent disposal of any asbestos based materials likely to be disturbed as part of the works by a Licensed Contractor and complying with all other requirements of the Control of Asbestos Regulations (2012).

#### **Statutory Obligations, Notices, Fees & Charges**

- C The Contractor shall give all Notices etc. required under Clause 5.1 of the Contract and pay all fees legally demandable in connection with the works.
- D The Contract documents and everything contained therein shall be treated as private and confidential. In particular, no information, drawing or photograph concerning the works shall be published unless previously approved by the Contract Administrator. The Contractor shall not allow any operative to discuss any matter relating to the Employer or the work with any group or individual without the express prior consent of the Contract Administrator.

**COLLECTION**

**PRELIMINARIES & GENERAL CONDITIONS**

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**TOTAL TO GENERAL SUMMARY**

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PART 2

**SPECIFICATION**

## **PART 2 - PREAMBLES**

### **GENERALLY**

- A The work shall be carried out in accordance with the drawings and specification which will accord with current building practice as dictated by the Building Regulations and the NHBC requirements and to the reasonable satisfaction of the Contract Administrator. The materials and workmanship shall be to the highest standards throughout and shall comply with the relevant British Standard Specification and British Standard Codes of Practice. Where manufacturer's names or products are mentioned or processes referred to, the Contractor may use an equal and approved type subject to the approval of the Contract Administrator.
- B All works must be executed by properly skilled and experienced persons equipped with all necessary tools, plant and equipment. Workmanship shall, as a minimum, comply with the recommendations of the current relevant British Standards, including BS8000 and British Standard Codes of Practice where such exists and/or the workmanship clauses contained within the current edition of the National building Specification. Where there is a conflict in standards between these documents or any other workmanship standards laid down within any of the documents and/or publications referred to within this Specification, the higher standards shall apply. In any case, workmanship shall be in accordance with good building practice and of a standard suitable for the purpose of the work stated in, or reasonably inferred from the Contract Documents.
- C The Contractor shall be deemed to have satisfied himself as to the correctness and sufficiency of his Contract Sum for the works specified and that his Contract sum covers all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the Works.
- D The Contractor shall provide at his own expense any designs, tests, calculations and further drawings that may be required to enable the project to be completed.

### **British Standards**

- E Where materials, articles and/or workmanship are specified to be in accordance with a British Standard Specification and/or British Standard Code of Practice, this is deemed to mean the latest issue of the British Standard Specification of British Standard Code of Practice, together with any amendments.

### **Specification**

- F Any specification or description of materials and workmanship contained in these Preambles shall apply to items in this specification. Unless specific materials are specified in the schedule of works, then the requirements of this section will apply.

### **Proprietary Brands**

- G Where materials or articles are described as proprietary brands or makes, these are to be used and/or fixed in accordance with the manufacturer's printed or written instructions.

### **Samples of Materials**

- H Where necessary the Contractor is to submit samples of materials and is to obtain the Local Authority and Contract Administrators approval of same before commencing to use them in the works. The Contractor shall allow a period of 15 working days for approval to samples.

## **GENERALLY (CONTINUED)**

### **Building Act**

- A All work should be in accordance with the current Building Regulations at the date of submission of the application for Building Regulations approval, and applicable Building Legislation. This will include, sound insulation requirements between dwellings and thermal requirements where applicable. SAP ratings will be supplied by the Main Contractor.

### **Approvals**

- B Approval for any outstanding Planning matters, Building Regulations, Water Bye-Laws, Highways, drainage, street numbering, and for any other relevant legislation applicable to the development must be obtained by the Contractor. Copies of the approvals must be provided.

### **Strip Out Works**

- C Any demolition and site clearance shall be carried out in accordance with BS 6187. Demolition is to satisfy all provisions of the Health and Safety at Work Act. Disposal of hazardous materials should comply with the requirements of the Local Authority.

### **Contract Administrator's Approval**

- D The term "Approved", "Directed" or "Selected" shall mean to the approval, direction or selection of the Contract Administrator.
- E Consideration to alternative materials will be given by the Contract Administrator but no such alternative materials shall be used without the prior approval of the Contract Administrator in writing.

### **Fix Only or Lay Only**

- F The terms "Fix Only" or "Lay Only" shall be deemed to include unloading, storing, hoisting the goods and materials and returning packing materials to the nominated supplier carriage paid and obtaining credits thereof.

### **Re-use from Store**

- G The term "re-use from store" shall be deemed to include selecting, cleaning, removing from store to the appropriate location of the works and fixing.

### **Supply only**

- H The term "supply only" shall be deemed to include the cost of materials and goods, delivery to site, unloading, storing, returning packings carriage paid and obtaining any credits thereof.

### **Supplied**

- J The term "supplied" shall be deemed to include the cost of unloading, storing, hoisting the goods and materials and returning packing materials carriage paid and obtaining any credits therefrom but it shall be deemed to exclude the cost of materials and goods and delivery to the site.

### **Fixing by**

- K The term "fixing by" used in conjunction with any method of fixing shall not be deemed to include any fixing materials but shall be interpreted as a definition of fixing method only.

## **GENERALLY (CONTINUED)**

### **Materials**

- A Material and components (including all imported materials, e.g. topsoil), where no other higher standard is stated elsewhere within these documents shall, as a minimum, comply with the relevant and current British Standards. All materials shall be obtained from approved manufacturers and suppliers and properly stored and protected from water, frost and inclement weather. Any damage or defective materials shall not be incorporated in the works but removed from site and replaced with sound.
- B Durability, suitability and replacement availability must be taken into account in the selection, use and proposed positioning of building components, materials, fittings, fixtures, furniture and equipment.
- C All British Standards and British Standard Codes of Practice used in this specification refer to current metric versions of such standards or codes except where (1) metric standards or codes have not yet been introduced, or (2) specific reference is made in the item description to the imperial version of such standards or codes. Where British Standards and codes of practice not referred to specifically where one exists for any area of work this will be deemed to be referenced and works must comply.
- D All proprietary materials and products shall be used, stored, mixed and applied, assembled and fixed in strict accordance with the Manufacturer's instructions. The Contractor shall obtain printed instructions in respect of all proprietary materials and products used. Copies of the instructions are to be distributed to the operatives of the Contractor and any sub-Contractors.

### **Deleterious Materials**

- E Materials which are recognised as being (or potentially being) deleterious will not be used in connection with the works.
- F Where there is NO ALTERNATIVE but to use materials that are known or considered to be harmful (or potentially harmful) to health during the construction process, Designers/Specifiers/Contractors will draw attention to the particular substance/material in tendering and design information pointing out the hazards and risks involved and advising all those that might need to be aware of the hazards and necessary precautions (including the Planning Supervisor).
- G Designers/Specifiers/Contractors are required to strictly observe and follow all health and safety guidelines and instructions in connection with such materials, etc. and where applicable to comply with the COSHH Regulations. A COSHH assessment shall be properly carried out for all materials prior to their use. The COSHH assessment shall not be generic but shall take account of the position and type of use to which the material is to be put and how it is to be used or applied.
- H Where it is known, considered or believed that any material, etc. might continue to be hazardous or harmful (or potentially so) to health following its incorporation into the construction - then that material, etc. will not be used, in any circumstances, on the Society's developments or projects.
- J Attention is drawn to the publication "Deleterious Materials" published by RICS

### **Asbestos**

- K Asbestos and products containing Asbestos will not be used.
- L Requirements relating to Asbestos within existing buildings, etc. or connected with redevelopment, etc. are detailed elsewhere within this Guide.

## **GENERALLY (CONTINUED)**

### **Mineral Fibres**

- A Mineral fibres and materials which generally comprise of mineral fibres either man-made or naturally occurring which have a diameter of three microns or less and a length of 200 microns or less which contain any fibres not sealed or otherwise stabilised to ensure fibre migration is prevented or which are known, considered or suspected to be injurious or potentially injurious will not be used.

### **Lead**

- B Lead sheet as flashings, etc. must be handled and used strictly in accordance with the advice of the Lead Development Association and may be used in circumstances where it does not and will not present a health hazard or risk.
- C Lead pipework, tanks, linings, jointing materials or paints containing lead will not be used.

### **Solvent Based Paints and Substances**

- D Solvent based paints and substances must be avoided unless there is no practical substitute or alternative and only then when used strictly in accordance with the manufacturer's instructions and recommendations and in total conformity with the COSHH Regulations, 1988 and further only when they will present **no risk** to the occupants of the building.

### **Timber Treatment**

- E Timber preservative treatments shall be selected from those which are effective but which do not present a health risk either to operatives applying the treatment (subject to their complying with the various requirements) or to the eventual occupants of the building. Treatments will not be carried out in occupied buildings.
- F Attention is drawn to the document entitled "The Safe Use of Pesticides for Non-agricultural Purposes" published by the Health and Safety Commission which is an approved code of practice under the Health and Safety at Work Act, 1974 as well as being one of the ways of satisfying the COSHH Regulations, 1988.
- G All timber treatment will be carried out in accordance with the manufacturer's instructions and recommendations and in total conformity with the COSHH Regulations, 1988 and further in such manner that they will present no risk to the occupants of the building.

### **Formaldehyde**

- H Formaldehyde foam insulation materials will not be used.
- J Building boards bonded with or containing Formaldehyde or Urea-Formaldehyde must be avoided unless there is no practical substitute or alternative and only then when the risk of Formaldehyde vapour will not present a hazard to either operatives or occupants of the buildings.
- K Other materials or substances containing Formaldehyde or Urea-Formaldehyde must be avoided unless there is no practical substitute or alternative and only then when used strictly in accordance with the manufacturer's instructions and recommendations and in total conformity with the COSHH Regulations, 1988 and further only when they will present **no risk** to the occupants of the building.

### **C.F.C.'s and H.F.C.'s**

- L Products containing C.F.C.'s or H.F.C.'s (e.g. certain polystyrene products) or the manufacture of which result in C.F.C. or H.F.C. emissions are prohibited.

## **GENERALLY (CONTINUED)**

### **Medium Density Fibreboard (M.D.F.)**

- A M.D.F. will not be used (unless stated elsewhere within these Requirements) without the specific approval of the Client. M.D.F. made from hardwood particles will in all circumstances be avoided. Where M.D.F. made from softwood particles is approved for use, all necessary and recommended precautions will be taken during 'dust producing' processes. The use of M.D.F. will also be subject to the comments appertaining to 'Formaldehyde' above.

### **Ash/Building Blocks**

- B Ash from household incineration plants and/or recycled ash in any form will not be used. Building blocks or any other materials which contain ash, which is known or believed to be carcinogenic or deleterious, will not be used.

### **Other Materials Which Are Not To Be Used**

- C
- Calcium silicate bricks.
  - Calcium chloride concrete additives.
  - High alumina cement.
  - Naturally occurring aggregates for use in reinforced concrete which do not comply with BS 882: 1992 and/or naturally occurring aggregates for use in concrete which do not comply with BS 8110: 1997.
  - Mundic blocks and Mundic concrete.
  - Woodwool slabs used as permanent formwork.
  - Any other material known or recognised within the industry to be deleterious.

## **2.1 METALWORK**

- D Steel for general metalwork shall be as follows:
- All metal components, structural steel, fixings, fittings, connections shall comply with the current British Standard and shall be suitable for its purpose and location.
- E Cast Iron shall comply with BS 1452: Grade 10.
- F Bolts, nuts and fixing accessories shall comply with BS 4190, BS 4933 or BS 1494 as appropriate.
- G All surfaces of metalwork shall be clean, free from loose millscale and rust. All external metalwork shall be supplied galvanised.
- H Iron or steel unprimed/ungalvanised surfaces shall be chipped, scraped or wire-brushed to remove all dirt, rust and scale. Grease spots shall be removed by a spirit cleaner and rinsed with clean water.
- J Galvanised Iron and Steel shall comply with BS 729, entirely coated with zinc after fabrication by complete immersion in one operation and excess carefully removed. The finished surfaces shall be clean and uniform.
- K The Contractor's attention is drawn to transport and storage of galvanised articles.
- L Galvanised iron or steel surfaces shall be brushed to remove all dirt, etc and shall be washed with a neutral liquid detergent and warm water solution to remove all surface contamination, rinsed with clean water and allowed to dry. Items which show damage to galvanised treatment shall be rejected.

## **2.1 METALWORK (CONTINUED)**

### **Primers for Metalwork**

- A All structural steelwork shall be primed. Iron and steel shall be primed with ICI metal primer zinc phosphate in accordance with manufacturer's instructions. Galvanised steel, zinc sprayed steel and non-ferrous metals shall be primed with 2 coats ICI metal primer zinc phosphate.
- B On delivery to site all metalwork, lintels, ventilators etc shall be carefully stacked/stored well clear of the ground and under cover. Special Metalwork Details
- C Where special metalwork indicated i.e. railings, balustrading, walkways etc. the Contractor to provide complete detailed drawings and shop drawings, for Contract Administrator's approval and Town Planning approval where applicable, prior to fabrication.

## **2.2 ROOFING**

### **Standing Seam Sheet Roof**

- D Refer to Appendix 8.

### **Flat Roof**

- E Refer to Appendix 7.

## **2.3 LEADWORK**

### **General Requirements**

- F All leadwork shall comply with B.S.6915
- G All leadwork shall be installed by skilled lead workers in accordance with the recommendations of the Lead Sheet Association as contained in the latest edition of their publication "Lead Sheet in Building : A Guide to Good Practice".

### **Materials**

- H Lead shall be the best milled sheet lead to B.S.1178, of uniform thickness and texture, free from all imperfections and of the weight specified.
- J Solder shall conform to B.S.219 Grade J.
- K Copper clips shall be cut from minimum 0.6mm sheet to B.S.2870 designation C 104 .75 hard temper.
- L Nails shall be copper to B.S.1202 Part 2, Table 2 jagged shank minimum 25mm long with large flat heads.
- M Screws shall be brass to B.S.1210.
- N Bitumen shall be black coating solution to B.S.3416 Type 1.
- P Underfelt shall be inodorous felt to B.S.747 Type 4A

### **Workmanship**

- Q Coating backs coat with bitumen any lead in close unventilated contact with concrete, mortar or other alkaline materials.

## **2.3 LEADWORK (CONTINUED)**

### **Workmanship (Continued)**

- A Fixing generally fix lead securely in a manner that will permit unrestricted thermal movement but will not permit wind disturbance. Do not use solder unless specified or unavoidable.

### **Patination Oil**

- B Apply a thin coat of quick drying weathering oil to all new leadwork to protect adjacent materials from staining.

## **2.4 CARPENTRY AND JOINERY**

### **Timber Generally**

- C The requirements of the following codes shall apply where relevant:-

Wooden doors C.P. 151: Part 1 & BS 4787:Part 1.

Joinery work: BS 1186:Parts 1 and 2.

The structural use of timber BS 5268:Part 2.

Internal load bearing partitioning: BS 5234.

Preservation treatments for constructional timber BS5268:Part 5.

- D Timber sizes given and described in the Schedule of Works are finished sizes unless described otherwise, and the Contractor must allow for larger section timber which when planed equals the required size.
- E All timber is to be of the best quality available of its respective kinds, complying with the British Standard appropriate to the purpose for which it is required. All joinery immediately after delivery at the site, is to be stored and protected from the weather. All timber shall be from renewable sources where possible.
- F Softwood: Softwood shall comply with BS 1186, Part I. Dimensions in softwood shall comply with BS 4471.
- G Hardwood: Hardwood shall comply with BS 1186, Part I. The Contractor shall provide evidence that any hardwood is the product of a sustainable source.
- H Timber for carpenter's work shall be in accordance with BS 4978, BS 4471 and BS 5268:Parts 2 and 3 and shall have a moisture content of not more than 20% and not less than 15% of the dry weight to the time of fixing. The timber for structural use shall be graded in accordance with BS 4978 and shall be of a species listed in the Building Regulations Approved Document A, Table B1.
- J Timber for joiner's work shall be in accordance with BS 1186 Part 1, Class 1S for hardwood and clear finished softwood, Class 2 for softwood which is exposed. Timber shall be used in accordance with the uses permitted in Tables A and B. Timber for flooring shall be graded and sized in accordance with BS 1297 and shall be in accordance with BS 8201:Part 2.
- K Moisture Content: The joinery manufacturer is to ensure that the moisture contents of the various items of joinery delivered to the site are appropriate to the conditions of use to which the components are to be put. In particular the following condition is to be taken into account. Central heating during the heating season in all parts of the building.



## **2.4 CARPENTRY AND JOINERY (CONTINUED)**

### **Preservative Treatment of All External Softwood Joinery**

- A All new external joinery where agreed to be used including wrot fencing and any carcassing or fixing timber etc shall be impregnated with organic solvent by a double vacuum process suitable for the type of wood used and for a 60 year service life. Treatment generally is to comply with BS 5268: Part 5, Preservative Treatments for constructional timber and BWPA standards 112-116.
- B All treated timber must be allowed to dry for at least 24 hours after treatment. If components to be treated are, or will be glued, the efficacy of the type of glue must be checked with the treatment plant operator to ensure that it will be unaffected by the preservative treatment. All cut ends exposed after treatment must be given two full brush applied coats of the same preservative as used in the initial treatment.
- C Treatment certificates shall be produced for the Contract Administrator. Treatment stickers shall be attached to each fabricated unit.

### **Preservative Treatment of Constructional Timber**

- D The following timber is to be pressure treated by means of a 'colourless' water-borne copper/chrome/arsenic composition to comply with BS 4072 or other approved system:
  - 1) All new carcassing timber, including that being used for repairing existing
  - 2) All unwrot fencing.

### **Roof Trusses**

- E Roof trusses shall be designed and constructed in accordance with BS 5268 Part 3 and erected as recommended by the manufacturer. The manufacturer shall be TRADA quality assured and the trusses shall be double vac treated.
- F The trusses shall be designed to carry the roofing material specified and allowance shall be made for loft access and for cold water storage. Bracing to the roof trusses shall be as recommended by the manufacturer. Roof trusses shall be stored and protected and handled on site as recommended by the manufacturer.

### **Framed Work**

- G All framed work is to be put together as soon as practicable after signing the contract, but not glued and wedged up until required for fixing. All framing to be put together with well-fitting mortice and tenon joints wedged up solid.

### **Building Paper**

- H Building paper shall be "Sisalkraft 4II" obtainable from British Sisalkraft Ltd and laid in accordance with their recommendation or other approved.

### **PVC-u External Joinery**

- J New fascia boards shall be grooved, 150mm high, low density cellular PVC-u with co-extruded homogeneous skin of PVC-u, thickness 16mm, cut to suit, colour white. Soffit shall be 10mm thick white PVC-u multi-purpose board and incorporate a continuous insect proof ventilation strip in compliance with current Building Regulations.

## **2.4 CARPENTRY AND JOINERY (CONTINUED)**

### **PVC-u External Joinery (Continued)**

- A All accessories, joint trims, corner trims, etc. shall be white PVC-u. Fixings shall be stainless steel 37mm long 4mm diameter white polytop screws.
- B Fascia, accessories and fixings shall all be obtained from Celuform Ltd or equal approved.
- C All PVC-u materials shall be used strictly in accordance with the manufacturer's details.

### **Fascias & Soffits**

- D Celuform fascia and cladding as soffit must be firmly screw fixed at each end and at intermediate centres not exceeding 600mm to joists and noggins. Fascia requires two fixings per centre. When using 10mm board as soffit, fixing centres across the width of the board should not exceed 200mm.
- E Timber should be sound and of good quality, treated and fixed to provide a firm rigid nailing base.
- F Celuform should be cut using a fine toothed saw. The fascia corner trim and fascia joint trim minimises the need for mitre cutting.
- G Care should be taken when handling the product close to or below freezing point as low temperatures tend to make the product brittle.
- H When using 10mm board as soffit, all joints/junctions should be made using panel joint trim.
- J Soffit boards should be fully supported along their length, eg. at fascia, wall and plank junctions.
- K On any run over 5 metres in length, a panel joint trim must be used ensuring a 6mm clearance gap to allow for thermal movement.
- L All cut ends of fascias or soffits shall be finished with a trim.
- M Celuform window boards must be twice screw fixed at each end using 62mm long 4mm diameter screws and at intermediate centres not exceeding 500mm centres to timber frame. Window board to be further secured using 3 no. 8mm continuous bead of adhesive as detailed below.
- N Provide window board channel at all perimeter abutments fixed using PVC adhesive to window cill/frame and 4mm diameter self tapping counter sunk screws at 300mm centres.
- P Retrofit Soffit ventilators shall be UV stabilised polypropylene circular soffit ventilators type SV200, manufactured by Cavity Trays of Yeovil,

### **Workmanship**

- Q Jointing, fixing and assembling - the workmanship generally shall comply to the requirements of BS 1186:Part 2, BS 5268:Parts 1 and 2 and CP 112 as appropriate.
- R The Carpenter's work shall be framed and put together in a substantial and workmanlike manner.
- S All Joiner's work shall be accurately set out, framed and executed in accordance with detailed drawings where such exist and finished off in a workmanlike manner.
- T All exposed faces of joinery shall be wrot and all arrises slightly rounded. All external joinery and internal ground floor low level joinery shall be double vacuum preservative treated.
- U Storage - timber shall be stacked clear of the ground and protected from weather.

## **2.4 CARPENTRY AND JOINERY (CONTINUED)**

### **Workmanship (Continued)**

- A Priming - the concealed faces of softwood door frames and skirtings are to be primed before fixing in the work.
- B Any timber that splits, shrinks or warps more than 3mm from want of seasoning, unsoundness or bad workmanship is to be renewed and replaced, together with any other work that may be affected, at the Contractor's sole expense.
- C Door frames and linings shall be constructed in accordance with BS 1567 except for profiles and sizes where otherwise shown on drawings.
- D Doorsets shall be stored flat with block supports between each leaf all in accordance with the manufacturers instructions.
- E Doorsets shall be fixed into surrounding structure using wood screws and plugs of appropriate length. Voids between frames and surrounding structure shall be packed using Nullifire System M intumescent mastic applied in accordance with the manufacturers instructions.
- F External joinery shall be put together using a WBP grade adhesive to BS 1204.
- G Internal joinery shall be put together using a M.R. grade adhesive to BS 1204.
- H Where nails are used for fixing softwood, the nailheads are to be punched in. All screws are to be countersunk. Screws for fixing ironmongery shall be brass, or other durable material compatible with the timber preservative treatments used.
- J Plugging for fixing timbers shall be at 400mm centres maximum equally spaced unless otherwise described.
- K Skirtings and the like shall be in single lengths where possible and jointed with splayed joints otherwise.
- L All ironmongery is to be carefully wrapped and protected until completion of the work and any which may be defaced or damaged is to be replaced with new.
- M All locks, etc. are to be lubricated with graphite and left in perfect working order on completion and all keys are to be properly labelled and delivered in accordance with the Contract Administrator's instructions.
- N The rates for fixing ironmongery generally shall include for lubricating and adjusting all locks, catches, etc. and all making good as required.

### **Lead**

- P The lead is to be best quality English sheet lead, properly milled, free from all defects, of the minimum thickness specified and shall comply with BS 1178 or similar approved. All leadwork to be to the recommendations published by the Lead Development Association as "Lead Sheet in Building". Code 4 sheet lead shall be used for all flashings, weatherings and slates, Code 5 shall be used for all valley gutters.

## **2.4 CARPENTRY AND JOINERY (CONTINUED)**

### **Rainwater Goods**

- A The pvcu rainwater goods are to be "Marley", "Terrain" or other approved rainwater pipe and fittings to BS 4576, Part I. All to be black unless otherwise stated. Provide all necessary angles, connectors, branches, stopped ends, outlets, brackets to be jointed and fitted wholly in compliance with the manufacturer's recommendations, if in a traffic or public area then the bottom 1800mm section or downpipe is to be in cast iron.

## **2.5 PLASTERWORK, CEILING & WALL FINISHES**

### **Plastering Materials**

- B All materials for plasterwork shall be the best of their respective kinds and shall conform in all respects to the relevant British Standards.

### **C Materials**

Gypsum plaster: BS 1191:Part 1.

Lightweight plaster: BS 1191:Part 2.

Coving & other mouldings: Unless otherwise stated, fibre reinforced gypsum plaster to standard profiles to match existing. Do not use foamed plastic mouldings.

Paper jointing tape: To BS 6214.

Scrim: Jute scrim 90mm wide.

Plasterboard: Gypsum plasterboard BS 1230:Part 1 (type as specified).

### **Plastering mixes**

- D Plastering mixes to BS 5492: Select a suitable plastering system from Table 2 of BS 5492 and apply two coat plastering to all solid backgrounds (three coat on expanded metal lathing) to finished thickness of 13mm. Apply single coat board finish to plasterboard to 5mm thickness.
- E Proprietary plaster to be selected from the British Gypsum White Book to suit the substrate.
- F Plastering in association with damp proofing: Preparation and replastering mixes and workmanship shall be strictly in accordance with the damp proofing Contractor's specification and guarantee conditions.

### **Workmanship**

#### **Generally**

- G Code of Practice: Comply with BS 5492 *Internal Plastering* subject to any qualifications given below.
- H Preliminary checks: Ensure that backgrounds and working conditions etc. are suitable.

### **Storage of Materials**

- J Plasters, plasterboards, lime and cement shall be kept dry, used in order of delivery and no plaster shall be used after 3 months from its date of manufacture. All sands shall be stored separately according to type on clean, dry, hard standings, protected from dampness and contamination.

## **2.5 PLASTERWORK, CEILING & WALL FINISHES (CONTINUED)**

### **Frosty Weather**

- A Plastering shall not be started or continued when the air temperature falls below 3°C unless precautions are taken to raise and maintain the temperature of the air, materials and structure at not less than the above temperature until completion of hydration.
- B Plastering shall be protected from frost, extreme drying conditions and continued dampness.

### **Plastering Generally**

- C Use plaster strictly in accordance with the manufacturer's instructions. Fill holes and voids after first removing lining, pipe etc. using a material to suit the wall construction, e.g. Plug using brick infill in 1:1:6 cement:lime:sand mortar any holes in brick walls. In timber framed or paramount construction, provide timber grounds as necessary and cover with 12.5mm plasterboard. Leave ready to accept skim finish.
- D Plastering generally: Ensure backgrounds are suitable and plaster as follows:-
- (a) Apply undercoat initially as a thin coat firmly worked onto background and then bring to full specified thickness. Bring to a level surface with a straight edge.
  - (b) Apply two undercoats (where required) as equal thicknesses.
  - (c) Scratch undercoats to form a mechanical key.
  - (d) Allow drying shrinkage to finish before applying another coat. If the finishing coat is gypsum on cement/lime base undercoat, allow undercoat to dry completely.
  - (e) Apply finish coat and bring to a smooth, flat eggshell surface that does not deviate more than 3mm from a 2m straight edge. Do not wet or over-trowel.
  - (f) Slightly round external angles.
  - (g) Do not permit wall plaster to contact floor screeds.
- E Plastering on plasterboards: Fill all joints with plaster. Reinforce all joints (except gypsum lath) and angles with jute scrim as 'scrimming'. Plaster as soon as filling work has set. Do not plaster on wallboard without approval (due to risks of cracks).
- F Scrimming: Bed jute scrim in the first coat of plaster centrally over the joint (or angle) without lapping. Apply just before the plaster, press well in with the trowel and allow to set ( but not dry) before plastering.
- G Concrete soffits: Do not apply plaster or render to a greater thickness than 10mm in large plain areas. Use expanded metal lathing or Rib-lath as necessary fixed in accordance with manufacturer's recommendations.
- H Movement joints: Fix rules or make other provision to discontinue plastering where any movement joints for wall tiling, etc. are required to extend through the plaster.

### **Retempering etc.**

- J Cement-lime-sand plasters shall be used within two hours of the gauging with cement. Gypsum and lightweight plasters shall be used within one hour of the addition of water. Plasters shall not be re-tempered. All tools shall be kept clean and fresh plaster shall not be contaminated with set plaster.

### **Period between Coats**

- K All undercoats shall be allowed to dry out thoroughly before a further coat is applied.

### **Arrises and Edges**

- L Metal angle beads shall be used on all vertical and horizontal edges. Stop beads shall be used on all exposed plaster edges and where plaster abuts other surfaces without being masked by a cover fillet.

## **2.5 PLASTERWORK, CEILING & WALL FINISHES (CONTINUED)**

### **Preparation of Surfaces**

- A Surfaces to receive plastering shall be dry brushed to remove all loose particles, dust, laitence, efflorescence, etc. and any projecting fins on concrete surfaces shall be hacked off. All traces of oil, grease etc. shall be removed by scrubbing with water containing detergent and rinsing with fresh water.
- B Surfaces shall be wetted and re-wetted as required to equalise suction before the first coat of plaster is applied. In particular, dense hard concrete surfaces shall be wetted and re-wetted as required before bonding plaster is applied.

### **Dubbing Out**

- C Dubbing out shall be in the same mix as the subsequent coat and shall not exceed 10mm in thickness in one application.

### **Fixing Metal Lathing**

- D Metal lathing shall be fixed with 38mm galvanised steel staples all 100mm c/c maximum in all directions equally spaced with joints lapped 40mm and tied with galvanised steel wire or as otherwise specified. The long way of the mesh shall be at right angles to the supports. The slope of the strands shall be all in one direction which for vertical work shall be inwards and downwards. All cut ends of galvanised expanded metal sheet shall be turned inwards away from the face of the work to avoid rust staining.

### **Repairs to Cracked Plasterwork**

- E Cracked plasterwork shall be cut back both sides to 'on key plaster' or 19mm width, whichever is greatest, through to the background, the edges of the adjacent plasterwork shall be undercut, all loose material brushed away and the existing plaster and background well wetted to equalize suction and the crack made good with Keenes Cement flush with the surrounding work and all surfaces disturbed made good.

### **Repairs to Plaster on a Solid Background**

- F All loose plasterwork shall be carefully removed back to 'on key' plasterwork. The background shall be well brushed to remove all old plaster, dust and other surface contaminants. The background and surrounding plaster shall be well wetted to equalize suction and the plaster edges undercut prior to placing the new plaster in 2 coat work to finish flush with the surrounding work and all disturbed surfaces made good.

### **Fixing all plasterboards**

- G Ensure that supporting members are spaced at centres no greater than recommended in BS 5492, Table 6 and that support is provided at all perimeters. Provide additional support or noggings so that boards are supported at all joints and are provided with continuous support at ceiling perimeters. Fix boards with galvanised nails not exceeding 150mm or staples as follows:-
  - (a) With printed or reflective foil face towards support.
  - (b) Stagger the end joints. Locate joints so they do not coincide with door or window frames.
  - (c) Commence fixing from centre and work outwards.
  - (d) Use nails of length at least three times board thickness; or staples of equivalent holding power.
  - (e) Do not fix closer than 12mm to edges.
  - (f) Fix firmly but do not fracture paper surface.
  - (g) Centre the board edges over supports.
  - (h) Support all edges unless otherwise permitted (e.g. Long sides of gypsum lath and plank).
  - (i) Leave 3mm gap between cut edges.

## **2.5 PLASTERWORK, CEILING & WALL FINISHES (CONTINUED)**

### **Fixing all plasterboards (Continued)**

- A Protect as necessary on completion.

### **Plasterboard**

- B Shall be either Thistle wallboard or Gyproc lath, 9.5mm to span joists at 450mm centres, or Gyproc lath 12.7mm thickness to span joists at 600mm centres. Lath to be fixed with 30mm x 2.6mm or 40mm x 2.6mm galvanised clout nails for 9.5 and 12.7mm lath thicknesses respectively. Thistle wall board to be fixed with 30mm x 2mm small flat nails. Nailing centres for lath, not less than 13mm from edge and not less than 4 nails across width of lath at each support. Nailing centres for base board, not less than 18mm from edge of board and not more than 150mm centres at each support.
- C Plaster beads, metal plaster beads and the like shall be "Expamet" type obtained from the Expanded Metal Company Limited.
- D Metal lathe - metal lathing shall be tight galvanised expanded metal of the weight described and complying in all other respects with B.S. 1369, weight per sq.m. of lathing shall not be less than 1.2kg for lightweight plaster, 1.6kg. for sanded plasters and 1.9kg. for external renderings. Metal lathing against solid backgrounds shall be set proud of same to enable the medium to penetrate the lathe to form a good sound key.

### **Noggins**

- E Provision must be made to support all ends and edges of lath or baseboard at perimeters of wall and ceilings.

Additional studs and noggins are to be provided to all existing studwork, to ensure that all plasterboard is adequately supported, including perimeter support, in accordance with manufacturer's recommendations.

### **Plasterwork to Hollow Backgrounds**

- F Provide and fix Gyproc plasterboard (type as appropriate for location) finished with taped joints as manufacturer's details.

### **Plasterwork to Solid Backgrounds**

- G Render and set to solid party walls using render coat comprising 1:1:6 finished with a plaster setting coat.

### **Suspended Ceilings**

- H Refer to Appendix 9.

## **2.6 PAINTING, DECORATING AND FINISHES**

### **Generally**

- A All work shall be carried out in accordance with BS 6150 (Code of Practice for Painting of Buildings).

### **Delivery**

- B All paints, varnishes and other surface coatings shall be delivered in sound and sealed containers, labelled clearly by the manufacturer, the label or printed container stating:-
- (a) the type of product
  - (b) the brand name, if any
  - (c) the use for which it is intended
  - (d) the manufacturer's batch number
  - (e) the 'use by' date.

### **Storage**

- C All materials shall be kept in a dry, clean store, protected from frost.

### **Protection of the Works**

- D The Contractor shall allow for all dust sheets, screens, masking etc. required to thoroughly protect both new and existing work, fixtures and fittings and shall clear away the same upon completion.

### **Protection of Wet Surfaces**

- E Adequate care must be taken to protect surfaces while still wet, by the use of screens and "wet paint" signs where necessary.

### **Removal of Ironmongery etc.**

- F All surface fixed ironmongery, fittings, etc. except hinges shall be removed before painting and refixed on completion.

### **Make Good and Clean Works on Completion**

- G Make good all damage consequent upon the work and remove all temporary maskings, coverings and protective wrappings, surplus materials and rubbish. Leave the site clean and tidy including removing all splashes, deposits and efflorescence and including all drips and deposits left from previous redecoration work. Touch up minor faults in new work to a careful match. Redecorate badly marked areas back to suitable breaks or junctions.

### **Remedying Defects due to Defective Materials**

- H All unsatisfactory materials shall be immediately removed from the site, and any work executed with such defective materials shall be made good by the Contractor at his own expense.

### **Materials**

#### **Same Maker's Materials used for Coating**

- J Whilst materials for the works may be obtained from several makers, primers, fillers and undercoats and finishing coats for a particular surface must be obtained from the same maker (i.e. one maker's finishing coat must not be applied over another maker's undercoat).



## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Same Maker's Materials used for Coating (Continued)**

- A Paint materials and stains are to be chosen from the following list of manufacturers and are to be of their first quality:-

<u>External joinery</u>	ICI Paints Group (incorporating Dulux) Weathershield range.
<u>Internal joinery</u>	Crown Paints (incorporating Berger) Sigma Coatings Akzo Coatings plc (incorporating Permoglaze, Sikkens)

### **"Hammerite" Paint**

- B Hammerite Paint shall be manufactured by Finnigan's Division of Hunting Lubricants and Specialised Products, P O Box 67, Cross Green Industrial Estate, Leeds LS1 1LS.

### **Knotting**

- C Knotting shall comply with BS:1336.

### **Stopping and/or Filler**

- D Stopping and/or filler for:-
- (a) plasterwork shall be a plaster based filler.
  - (b) concrete, rendering or brickwork shall be of similar material to the background and shall be finished with a similar texture.
  - (c) asbestos cement and asbestos based insulating board shall be either a plaster based filler for internal work or a cementitious based filler for external work
  - (d) internal woodwork, hardboard, fibreboard and plywood shall be putty complying with BS 544 and shall be tinted to match the colour of the undercoat
  - (e) clear or stained finished woodwork shall be a stopping tinted to match the surrounding woodwork.

### **Primers Generally**

- E All primers shall be compatible with the background and subsequent decorative coatings, eg. Weathershield. The recommendations, instructions and specification of the manufacturer shall take precedent over the specifications detailed below. The use of acrylic primers is forbidden.

### **Primers for Softwood Work**

- F Primers for softwoods shall be low lead interior and exterior quality obtained from the maker of subsequent coats and complying with BS 5358:1976.

### **Primers for Hardwood or Resinous Woodwork**

- G Primers for hardwood or resinous woodwork shall be an aluminium primer obtainable from the maker of subsequent coats.

### **Primer for Fair Faced and Alkaline Surfaces**

- H Primer for alkaline surface shall be a solvent based primer obtained from the maker of the undercoat and finishing coat.

## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Primers for Zinc, Iron and Steelwork including Galvanized Steel**

- A Primer for zinc, iron and steelwork shall be calcium plumbate priming paint complying with B.S.3698, Type A.

### **Primers for Brickwork, Plaster, Hardboard, Fibreboard, Plasterboard and Asbestos Free Fire Resistant Insulating Board and Previously Emulsioned Painted Surfaces**

- B Primer for the above materials shall be a suitable primer/sealer as recommended by the maker of the undercoat and finishing coat.

### **Polyurethane Varnish (one pack)**

- C Polyurethane varnish (one pack) shall be single pack polyurethane varnish, interior or exterior quality as applicable.

### **Stain Finish**

- D Stain finish shall be single pack stain, interior or exterior quality as applicable.

### **Linseed Oil**

- E Linseed oil shall comply with BS 6900.

### **White Spirit**

- F White spirit shall comply with BS 245.

### **Size**

- G Size shall comply with BS 3357

### **Workmanship Generally**

- H All painting and decorative work, including preparatory work, shall be carried out by skilled tradesmen in accordance with BS 6150:1982, BS 8000: Part 12, and the various manufacturer's printed instructions and recommendations.
- J Prior to internal decorating generally one room designated by the Contract Administrator shall be completely decorated and after approval of quality of finish shall be used as a standard for the work. Any extra cost in carrying out such decoration in advance of the general work shall be deemed to be included in the Contract Sum. The painted surfaces of this room shall be made good and touched up as necessary when so directed by the Contract Administrator prior to commencement of the remainder of the work.

### **Stirring of Materials**

- K The contents of all cans and containers of all materials must be properly and thoroughly stirred before and during use and shall be suitably strained as and when necessary.

### **Brushwork**

- L Unless otherwise described all coatings shall be applied by brush. Written permission must be obtained from the Contract Administrator for the application of coatings by spray or roller where not so described and if permission is granted such application shall not result in extra cost to the Employer.

## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Cleanliness**

- A All brushes, tools and equipment shall be kept in a clean condition and surfaces shall be clean and free from dust during painting. Painting shall not be carried out in the vicinity of other operations which might cause dust. At the start of each working day prior to carrying out any painting, varnishing, staining or other work which may be adversely affected by dust the Contractor shall vacuum clean, sweep or wash down all floors and other surfaces from which dust contamination is likely, and shall maintain and repeat all necessary protective measures until each successive coat has dried.
- B Any such contamination arising from the Contractor's failure to provide adequate protective measures shall be made good at the Contractor's expense.
- C The Contractor shall provide a suitable lockable moveable receptacle, into which are to be placed all the liquids, slop washings, etc. which are on no account to be thrown down any of the gullies, manholes, sinks, lavatories, w.c.s or any other sanitary fittings. All solid refuse or flammable residues must be removed from the site to registered tipping sites.

### **Coatings to be Dry**

- D All coatings shall be allowed to dry thoroughly before succeeding coats are applied.

### **Rubbing Down**

- E All undercoats for oil paints and clear finishes shall be rubbed down to a smooth surface with abrasive paper and all dust removed before the succeeding coat is applied.

### **Painting in Unsuitable Conditions**

- F No coatings shall be applied to surfaces affected by wet, damp, foggy or frosty weather or other unsuitable conditions, or to any surface damp with moisture. If it is desired to proceed with painting when the temperature is below 5°C the permission of Contract Administrator must be obtained.

### **Preparation of Surfaces**

#### **Generally**

- G Preparation of the surfaces shall be undertaken STRICTLY in accordance with the schedules as set out below. Any work not so prepared SHALL BE REJECTED irrespective of the stage of finishing that has been reached.

## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Definition of "Make Good"**

- A The term "make good" used in the following descriptions shall be deemed to include for treating any mould, salt contamination or algae infected surfaces with an appropriate fungicidal solution; filling and making good with appropriate materials all cracks, holes, depressions and other defects in the various surfaces to be redecorated; making good all loose and defective putties and flexible sealant work; for reglazing any cracked or otherwise defective panes; for rubbing down all fillings etc., smooth and level with adjoining surfaces; for treating all chalky and friable surfaces and all surfaces to control porosity with an appropriate primer/sealer and for properly rubbing down, touching up with appropriate primer and bringing forward all bare or flaked patches of old decoration. In the case of old rendered or plastered surfaces any defective patches, large cracks etc. shall be cut out for the necessary widths and lengths with undercut edges to form a proper key and the work reinstated to match the remainder.

**Note:** Reglazing of panes cracked at the commencement of the works shall be paid for in accordance with the relevant rates contained in the Schedule of Works relating to glazing. Any panes subsequently broken shall be replaced by and at the cost of the Contractor except where such panes are damaged by the Employer or his servants. Making good to existing damaged rendered, plastered or concrete surfaces (large cracks/patches only) shall be measured and paid for in accordance with the relevant rates contained in the Schedule of Works relating to plaster/render/concrete repairs. It should be clearly understood by the Contractor that all minor or face filling and other matters detailed above shall be included in the rates for decorations.

### **Preparation of Previously Undecorated Surfaces**

#### **Stopping and/or Filler**

- B Unless otherwise described, stopping and/or filler referred to in the following clauses shall be the appropriate material as previously described.

#### **Decorating Materials**

- C All paint is to be obtained from:

Dulux  
Berger  
Blundell Permoglaze Ltd  
Hadfields (Bestobell Paints & Chemicals Ltd)  
ICI Ltd Paint Division  
Johnstones Paints Plc

or other approved by the Contract Administrator in writing and used strictly in accordance with the manufacturer's recommendations and shall be lead free paint complying with BS 4310.

- D Black bituminous paint shall comply with BS 3416 Type I for general use. Knotting shall comply with BS 1336. White spirit shall comply with BS 245.
- E The priming is to be specially selected for the purpose for which it is required in accordance with the manufacturer's recommendations.
- F The primer for metalwork shall be I.C.I. Dulux Metal Primer Chromate or similar lead free primer. The primer for woodwork shall be approved lead free priming paint to BS 5358 which shall be compatible with the subsequent coats and obtained from the same maker.

## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Stopping**

- A Stopping for:
- a) Plasterwork shall be a plaster based filler.
  - b) Concrete, rendering or brickwork shall be a similar material to the background and shall be finished with a similar texture.
  - c) Internal woodwork, hardboard, fibreboard and plywood shall be putty complying with BS 544 and shall be tinted to match the colour of the undercoat.
  - d) External woodwork shall be a proprietary filler suitable for the application specified and applied in accordance with the manufacturer's instructions.
  - e) Clear finished woodwork shall be a stopping tinted to match the surrounding woodwork.
- B Polyurethane lacquer shall be an approved single pack polyurethane (e.g. "Kingston Translac" - A Sanderson & Co Ltd) interior or exterior quality as required. The paint on wood and metalwork to be Gloss Finish. (All shades to be selected by the Contract Administrator).

### **Plaster, Rendering, Concrete and Brickwork**

- C All plaster or mortar splashes, etc. shall be removed from plaster, rendering, concrete and brickwork by careful scraping, all holes, cracks, etc. shall be stopped and the whole of the surface shall be brushed down to remove projections, dust and loose material. In addition all traces of grease, oil etc. shall be removed by scrubbing with water and detergent and rinsing with clean water to remove all detergent. When efflorescence has occurred or is suspected painting shall be deferred for a period as required by the Contract Administrator.

### **Plasterboard to be Painted**

- D Minor imperfections in plasterboard to be painted shall be filled with the same filler used for jointing the plasterboard. Any damage involving the fracture of the paper surface shall be made good in accordance with the plasterboard manufacturer's recommendations. The whole of the surface shall be brushed down to remove dust.

### **Lead and Copper**

- E Lead and copper surfaces shall be washed with soap and water, roughened with abrasive paper and washed with white spirit.

### **Plywood**

- F Surfaces of internal work to be painted shall be primed, filled as required with a plaster based filler, rubbed and dusted down and a second coat of primer applied.
- G After final priming all imperfections shall be stopped, rubbed down and brushed off.

### **Woodwork to be Painted**

- H Before fixing woodwork, all surfaces which will be visible after fixing shall be rubbed down and all knots and resin pockets shall be scorched back and coated with knotting. After priming and fixing, all nail holes and other imperfections shall be stopped and the whole surface shall be rubbed down and all dust brushed off.

### **Generally**

- J All nails, screws, old fixings and projections etc., shall be removed and the surfaces made good.
- K Note: Where additional coats of primer/sealer and/or stabilising solution are required, these shall be included within the rates for decorations.

## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Sizebound, Distempered, Limewashed or Cement Painted Surfaces**

- A Sizebound, distempered, limewashed or cement painted surfaces shall be brushed down (dry) to remove any efflorescence, washed down to remove old distemper and thoroughly rinsed with clean water or scraped and brushed with stiff fibre brushes to remove all loose limewash or cement paint back to firm edge. Any areas of oil or grease shall be scraped and washed with white spirit or other degreasing liquid and sealed with a spirit based sealer if required. After the foregoing work has been completed the surfaces shall be properly examined and made good.

### **Oil Bound Distempered, Washable, Water Painted or Emulsioned Surfaces**

- B Oil bound distempered, washable water painted or emulsion painted surfaces shall be scraped and brushed to remove any efflorescence and all loose or flaking material back to a firm edge, washed down thoroughly with sugar soap or detergent solution to remove all dirt grease etc., and well rinsed off with clean water. After the foregoing work has been completed the surfaces shall be properly examined and made good.

### **Oil Painted, Enamelled, Varnished or Stain Finished Surfaces**

- C Oil painted, enamelled or varnished surfaces not requiring to be stripped shall be washed down with sugar soap or detergent solution, well rubbed down (wet) to a smooth surface with pumice stone or waterproof abrasive paper and well rinsed off with clean water. Any flaked or defective patches of paint etc., shall be removed by hot air or chemical stripper, or in the case of paint on metal by scraper or wire brush, back to a firm edge. Burning off will not be permitted. After the foregoing work has been completed the surfaces shall be properly examined and made good.

### **Woodwork - Stripping Defective Paintwork**

- D Woodwork required to have paint etc. stripped shall afterwards be glass papered down to a smooth surface and dusted off. All knots and any resinous parts shall be treated with a thin coat of knotting or other appropriate sealer as recommended by the maker of the subsequent coatings and after priming the surface shall be properly examined and made good.

### **Polished Surfaces**

- E Polished surfaces shall be cleaned free from dirt, grease etc., rubbed down with fine abrasive paper if required, properly examined and made good.

### **Removal of Papered Finishes**

- F All surfaces currently papered shall be stripped back to bare plaster. Surfaces from which paper has been stripped shall be thoroughly washed down to remove all traces of paste and size and afterwards properly examined and made good.

### **Preparation of Ceilings and Walls**

- G The description of all Decorator's work is to cover and imply the necessary washing of surfaces, stopping and filling plaster, cutting back as necessary and forming dove-tailed key, rubbing down or other preparations, rubbing down between coats, cutting in edges next to walls and ceilings and working off ladders as required. Decoration of Cupboards Generally
- H Cupboards generally are to be decorated to match the rooms they adjoin, unless specified to the contrary.

## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Paint Ceiling or Wall**

- A Prepare and apply one mist coat and two full coats of emulsion paint to new plastered surfaces. Minimum 3 colours to be used.

### **Paint Metalwork**

- B Paint all new metalwork (pipes and radiators to be in heat resistant paint) as follows:
- C Wire brush and wash surfaces as necessary, bring forward bare parts, prepare and apply two coats of paint to all surfaces internally and externally. Prepare and apply two coats of bitumastic paint to the inside faces of all metal gutters and hoppers.

### **Paint Woodwork**

- D Paint all new woodwork and hardboard as follows:
- E Knot, prime, stop and paint two undercoats and two gloss coats on new woodwork. Prime and paint two coats of oil colour on all new hardboard surfaces.

### **Stain Timber**

- F Allow for staining timber such as handrails, balusters and thresholds with proprietary wood preserving painting system such as Sadolins System or similar approved. Staining to be carried out all in accordance with manufacturer's recommendations. Colours to be selected by Contract Administrator.

### **Colours**

- G The tints of the undercoats are to approximate those of the finishing colours, but to indicate the number of coats applied a slight difference shall be made in the tint of each.

### **Approval**

- H The preparation of all surfaces must be seen and approved by the Contract Administrator before any coatings are applied.

### **Removal of Ironmongery**

- J All surface fixed ironmongery, fittings etc, except hinges, shall be removed before painting and re-fixed on completion.

### **Priming Backs of Wood Frames**

- K The backs and edges of all external woodwork including external door and window frames and all joinery in contact with brick, concrete and blockwork, shall receive two coats of priming, including all end grains, before fixing.

### **Burn Off**

- L Where there is existing timber being retained, Contractors to allow for stripping or burning off and preparing, knotting, priming prior to painting.

## **2.6 PAINTING, DECORATING AND FINISHES (CONTINUED)**

### **Preparation of Stone and Stucco Work for Gloss Paint**

- A Remove all poorly adhering paint coatings and allow to dry out completely. Thoroughly scrape off algae, mould growth, etc and complete removal with wire brushes. Treat residual growth with domestic bleach solution (1 part bleach to 4 parts water) in dry weather. After minimum of 24 hours, wash off bleach residues. Wash and rub down sound areas of paint, scrape back paint to a firm and feathered edge. Make good cracks and minor defects with Tetrion All Purpose filler, make good large cracks with cement mortar mix 1:1:6 cement, lime, sand. Prime complete surface with an alkali resisting primer. Bring forward bare areas with paint or an oil based filler as necessary.

### **Paint Stone and Plain Stucco Work with Gloss Paint**

- B Leave primed surfaces sixteen hours to dry and apply one coat of Dulux undercoat and two coats of Dulux Trade Gloss, allowing sixteen hours between all coats (or other approved gloss paint).

### **Preparation of Existing Stucco Work for Masonry Paint**

- C Completely remove by scraping and/or stiff fibre brush to a sound edge. All visible signs must be removed by scraping and/or stiff bristle brush. Treat residual growth and affected areas with a solution of domestic bleach (e.g. Parazone or Domestos) consisting of one part bleach to four parts water. Apply the solution liberally in dry weather, leave for 24-48 hours and then wash and scrub the surfaces with clean water to remove bleach residues and dead growth. Rake out and make good cracks and minor defects with Tetrion All Purpose filler, smooth surplus filler off face of rendering. Make good large cracks with cement mortar mix 1:1:6 cement, lime, sand.
- D When existing surface completely dry, prime entire surface with one coat Dulux Masonry Sealer.

### **Painting to new Stone and Stucco Work**

- E Leave primed surfaces 24 hours to dry and apply one coat of Dulux Weathershield, leave to dry and apply second coat Dulux Weathershield (or other approved masonry paint).



## PART 3

### **SCHEDULE OF WORKS**

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB****GENERALLY**

- A The following clauses should be read in conjunction with the Preliminaries, Materials and Workmanship Clauses.
- B Each item should be priced separately.
- C The clauses below detail the work deemed to be included when standard works descriptions are used.
- D The two sites / work areas are located adjacent to public accessible areas. The Contractor must therefore imply all due care and diligence in controlling the sites. The sites must be left safe and secure at all times.
- E Due to budget constraints placed upon this contract, the employer may remove items of work from the contract once tenders are received. The Contract Administrator will assess no claims for loss of profit on any works items omitted and, in this event, will also look to adjust the contractor's preliminaries cost to suit a revised contract sum.
- F The scope of works contained in this schedule may be carried out over separate phases depending on Client's budget constraints. The tendered prices will be adjusted accordingly.

**Known Hazards**

- G A number of existing services are present in and around the two buildings which will have to remain live whilst the works are carried out. The Contractor must therefore allow for these works when accessing and working in these areas of the building.
- H The Source Youth Club building is located adjacent to a public highway which is used by the general public throughout the day. Care must therefore be taken when accessing and egressing the site area including any adjacent external areas for deliveries to ensure that this is done safely and the general public are not put at risk.
- J The Contractor must provide temporary Heras fencing together with warning signage to secure the site from unauthorised access by the public.
- K The existing corrugated roof sheets to the Citizens Advice Building have been identified as Asbestos containing material (ACM). Asbestos debris from these sheets is known to be located within the roof void and has contaminated stored items. In addition it is possible that delamination of the roof sheets has taken place externally and that contaminated debris is located within the rainwater gutters and downpipes and to surface water gullies.

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB****GENERALLY (CONTINUED)****Known Hazards (continued)**

- A No current Asbestos survey information is available in regard to The Source Youth Club building. The Contractor will be required to undertake a Refurbishment and Demolition Survey prior to commencement of the works.

**Alternative Products**

- B The Contractor may suggest alternative products for elements of the works. Any alternative products should be included on a separate schedule at the time of tendering with the proposed product listed and any cost saving clearly shown. The products specified within this schedule must however be priced at tender stage.

**Calculation of Variations**

- C The Contractor should indicate his overheads and profit relative to the works below. The variations will be calculated on the basis of the cost plus the overheads and profit indicated. Any Sub-Contractors prices will need to be fully transparent and proven prior to acceptance.
- D Overheads and Profit Applicable to the works .....%

**Scaffolding/Access**

- E The Contractor shall provide all necessary scaffolding and access equipment to execute all sections of works correctly and to comply with all current relevant Health and Safety Regulations.
- F All methods of access are to be left in a condition to prevent unauthorised access to properties at the end of each working day.
- G All entrances are to have the lowest scaffold lift. Double boarded and polythene sheet laid between to protect all staff, visitors and members of the public. Debris netting and/or Monarflex sheeting must be provided to all scaffold on or abutting public routes.
- H The method of access should be available for the Contract Administrator to safely inspect the works externally.

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB**

**GENERALLY (CONTINUED)**

**Skips**

- A Provide adequate skips to remove debris from the works. Positioning to be verified with the Contract Administrator and all necessary licences and permissions obtained from the Local Authority, Police etc. Skips are to be covered or left secure at the end of each working day and remain on site for a minimum time period.

**Protection**

- B Provide all necessary protection to internal fixtures, fittings and finishes not affected during the works and make good any damaged surfaces at completion.
- C The Contractor must allow for all necessary protection to internal fittings and finishes during the works and make good any damaged surfaces at completion. This includes any damage caused to internal and external areas which do not form part of the works area but are used by the Contractor for movement of plant and materials for the works.
- D Contractor to allow for the decanting of stored goods located within the internal ground floor areas, to be securely stored in temporary storage container, to facilitate internal works. All stored goods to be returned to existing positions upon completion of works.

**Photographic Condition Survey**

- E The Contractor is to undertake a photographic condition survey of all internal and external parts of the building prior to commencement of the works.

### PART 3: SCHEDULE OF WORKS

£ p

#### INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB

##### CITIZENS ADVICE BUILDING (THE HUB)

###### Asbestos Survey

- A Undertake a Refurbishment and Demolition Asbestos Survey to all areas likely to be disturbed as a result of the works. All works to be undertaken in accordance with the Control of Asbestos Regulations 2012.

###### Asbestos Contingency

- B Allow **Provisional Sum of £1,500.00** for asbestos removal works arising out of survey. Monies to only be expended upon written instruction by the CA.

1,500 00

###### Roof Void Clearance

- C The Contractor is to safely remove all debris from within the roof void including all contaminated stored items and fixtures and fittings and dispose from site. All works to be undertaken in accordance with the Control of Asbestos Regulations 2012.

###### Storage of Furniture

- D The Contractor will be granted full vacant possession of the site for the duration of the works and is to allow to decant the existing stored goods furniture and equipment located to one room within Building or external storage container. The Contractor is to allow to provide suitable protection to the furniture and equipment as necessary for the duration of the works including decanting of the furniture on completion of the works.

###### Floor Protection

- E Following removal of stored goods furniture and equipment, the Contractor is to supply and install Correx corrugated plastic to all floor areas and tape and seal joints between the panels and the perimeter areas to create air tight protection.

###### Aerial Antenna/Services Cables

- F The Contractor is to allow to test and temporarily relocate all mounted aerials and services equipment for the duration of the works including reinstatement of the units on completion.

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB****CITIZENS ADVICE BUILDING (THE HUB) (CONTINUED)**Temporary Roof Protection

- A The Contractor is to provide temporary protection to the roof areas to facilitate roof replacement works scheduled elsewhere. Temporary coverings to ensure weather tightness of the building are maintained at all times. The Contractor is to allow to appoint a suitably qualified engineer to undertake all necessary design calculations.

**Strip Out Works**Asbestos Sheet Removal

- B The Asbestos Surveys undertaken on the building previously has identified that the existing corrugated roof and cladding sheets have been identified as Asbestos containing material (ACM). To facilitate replacement of these elements the Contractor is to arrange to the removal of both the roof and cladding sheets and their disposal from site by a Licenced Contractor in accordance with the Control of Asbestos Regulations 2012 and HSE Guidelines.

Rainwater Goods

- C Remove existing gutters and downpipe system including all associated brackets and clips, dispose from site. Make good all disturbed surfaces.

Lighting & Services.

- D Safely isolate and remove the existing lighting and electrical services safely set aside for later re-use. The Contractor is to provide temporary lighting for the duration of the works.

Existing Ceiling Removal

- E Safely remove the existing complete suspended ceiling system within in all areas together with all associated items including but not limited to the grid, perimeter channel, hangers and tiles. Make good all disturbed surfaces.

Roof Void Clearance & Environmental Clean

- F Following removal of the roof sheets and ceiling strip out works. The Contractor is to appoint a Licenced Asbestos Removal Contractor to undertake a thorough environmental clean of all areas within the building to remove and dispose of debris and hazardous waste. Works to be undertaken in accordance with the Control of Asbestos Regulations 2012 and HSE Guidelines.

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB****CITIZENS ADVICE BUILDING (THE HUB) (CONTINUED)****Strip Out Works (Continued)**Asbestos Air Test

- A On completion of all strip out and cleaning works appoint Licenced Asbestos Removal Contractor to undertake a Re-occupation Air Test of all areas within the building and submit a report to the Contract Administrator to remove and dispose of debris and hazardous waste. Works to be undertaken in accordance with the Control of Asbestos Regulations 2012 and HSE Guidelines

**Roof, Cladding & External Works**Roof Truss Inspection

- B Following Asbestos removal and environmental cleaning works, undertake joint inspection of the existing metal trussed rafters with Contract Administrator and Structural Engineer to ascertain their condition and suitability for application of the new roof system.

- C Allow **Provisional Sum of £2,500.00** for repair or alteration work to the existing roof trusses as instructed by the Contract Administrator. Monies to only be expended upon written instruction by the Contract Administrator.

£2,500

00

Roof Truss Preparation

- D Supply and fix new 50mm x 50mm treated timbers to the external face of the existing rafters and purlins. Timbers to be secured to the trusses and purlins at 400mm centres with counter sunk M10 bolts.

New Primary Plywood Deck

- E Overlay timbers with new 18mm OSB 3 to form new deck secured at 300mm centres with exterior grade woodscrews.

Insulation

- F Supply and install new polythene Vapour Control Layer (VCL) with taped joints over the new plywood deck and overlay with 120mm rigid sheet PIR Insulation boards by Xtratherm. Neatly tape all joints between insulation boards with foil tape.

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB****CITIZENS ADVICE BUILDING (THE HUB) (CONTINUED)****Roof, Cladding & External Works (Continued)**Counter Battens

- A Supply and install new 50mm x 50mm treated timber vertical counter battens to the locations of the existing roof trusses. Counter battens to be secured through the insulation to the previously prepared roof trusses with 195mm Staifix Super-8 Headed helical Nails by Ancon.

New Secondary Plywood Deck

- B Overlay counter battens with new 18mm OSB 3 to form a secondary deck secured at 300mm centres with exterior grade woodscrews.

New Standing Seam Sheet Roof System

- C Supply and install new SSR<sup>2</sup> standing seam sheet roof system by Catnic. Roof system to include new breather membrane, SSR<sup>2</sup> roof sheets and all associated fixings and fittings including but not limited to colour matched fixings, eaves plates, eaves vents, verge backing plates, verge flashings, fascia, soffits panel, ventilated z bar and ridge. Roof system works to be in accordance with the Specification as described in **Appendix 8**. Allow to form all detailing in accordance with Catnic standard details included within **Appendix 8** to achieve a 40 year material guarantee.

Timber Cladding

- D To the previously clad gable ends of the building: Supply and install 25mm x 50mm treated timber battens plug and fixed horizontally at 450mm centres. Supply and install Tyvek breather roofing felt with lapped joints fixed in accordance with the manufacturer's instructions. Supply and fix further 25mm x 50mm treated timber "counter" battens fixed vertically at 450mm centres.
- E Supply and install new 18mm x 94mm Western Cedar Tongue & Groove horizontal cladding boards fixed with stainless steel annular ring shank nails.

Rainwater Goods & Drainage

- F Clear all debris within and around gullies and water jet pipework through to main sewers. All works to be undertaken in accordance with the Control of Asbestos Regulations 2012.



**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB****CITIZENS ADVICE BUILDING (THE HUB) (CONTINUED)****Roof, Cladding & External Works (Continued)**Rainwater Goods & Drainage (Continued)

- A Undertake internal CCTV inspection of all surface water gullies through to connection with main sewer and provide a report and CD to Contract Administrator.
- B Allow **Provisional Sum of £800.00** for repairs to the below ground surface water drainage system as instructed by the Contract Administrator. Monies to only be expended upon written instruction by the Contract Administrator.
- C Supply and install new 112mm half round gutters together with 68mm circular downpipes including all necessary unions, brackets, outlets, offsets, clips and accessories.
- D Supply and install leaf guards to all gutters as described in Part 2 of the Specification.

£800

00

**Internal Works**New Ceilings

- E Supply and install new Casoline MF ceiling system by British Gypsum, including all channels, hangers, fixings and clips. Board finish to be 1 layer of standard 12.5mm wall board. Tape and joint finish and leave ready for decoration works. All works to be in accordance with the Specification as described in **Appendix 9**.

Lighting/Services Reinstallation

- F Reinstall previously set aside light fittings and smoke detection units. All works to be in accordance with BS 7671: 2008 IET 18 Edition Wiring Regulations.

Roof Access Hatches

- G Supply and install new 535mm x 750mm standard Profilex FR1 Loft Hatch Access Panel by Gyproc to new ceiling to enable access to roof void. Provisionally allow to provide 2nr hatches.

**Redecoration**New Ceilings

- H Prepare and redecorate all new ceiling surfaces, as described in Part 2 of the Specification.

**PART 3: SCHEDULE OF WORKS**

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**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB**

**CITIZENS ADVICE BUILDING (THE HUB) (CONTINUED)**

**Redecoration (Continued)**

Existing Walls

- A Wash/rub down, prepare and redecorate all previously painted wall surfaces, as described in Part 2 of the Specification.

Existing Joinery

- B Wash/rub down, prepare and redecorate all previously painted timber joinery, as described in Part 2 of the Specification.

Builders Clean

- C Undertake full builders clean on completion of the works.

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### **PART 3: SCHEDULE OF WORKS**

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#### **INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB**

##### **THE SOURCE YOUTH CLUB BUILDING (THE HUB)**

###### Asbestos Survey

- A Undertake a Refurbishment and Demolition Asbestos Survey to all areas likely to be disturbed as a result of the works. All works to be undertaken in accordance with the Control of Asbestos Regulations 2012.

###### Asbestos Contingency

- B Allow **Provisional Sum of £1,500.00** for asbestos removal works arising out of survey. Monies to only be expended upon written instruction by the CA.

£1.500 00

##### **Roof & External Works**

###### Existing Waterproofing - Removal

- C Strip up existing waterproofing system and dispose from site, make good deck ready to receive new felt waterproofing system.

###### Soffit & Fascia - Removal

- D Remove all existing soffits and fascias including trims and closers and dispose from site, make good any disturbed surfaces.

###### Rainwater Goods - Removal

- E Remove all existing gutters and downpipes and safely set aside and store for later re-use, make good any disturbed surfaces.

###### Roof Deck Inspection

- F Following removal of the existing felt waterproofing, undertake joint inspection with the Contract Administrator and the roofing manufacturer's technical representative to ascertain the condition of the roof deck and its suitability for application of the new felt roof system.

###### Roof Deck Repairs

- G Subject to inspection by the Contract Administrator. Provisionally allow to remove 12m<sup>2</sup> existing of the existing timber decking material and dispose from site. Supply and install new replacement 18mm treated plywood decking secured with screw fixings at 300mm centres, ready to receive new waterproofing system.

### PART 3: SCHEDULE OF WORKS

£ p

#### INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB

##### SOURCE YOUTH CLUB BUILDING (THE HUB) (CONTINUED)

##### Roof & External Works (Continued)

A	Allow <b>Provisional Sum of £1,500.00</b> for repair or replacement works to parts of the existing timber roof structure as instructed by the Contract Administrator. Monies to only be expended upon written instruction by the Contract Administrator.	£1,500	00
<u>New Proteus Felt Waterproofing System</u>			
B	Supply and install new insulated felt waterproofing systems to existing flat roofs. Works to be in accordance with the Specification as described in <b>Appendix 7</b> . Allow to form all detailing required to achieve a 20 year insurance backed guarantee.		
<u>New Fascia's &amp; Soffits</u>			
C	To suit the increased height of the new roof system: Supply and install new white Freefoam Magnum FMS 25mm square leg uPVC fascia and 10mm uPVC GPB soffit including all necessary soffit bearers, trims, closers and jointing pieces as per the manufacturer's instructions.		
D	Provisionally allow to cut out 10nr decayed rafter feet and replace with treated timber to match existing.		
<u>Rainwater Goods &amp; Drainage</u>			
E	Clear all debris within and around gullies and water jet pipework through to main sewers. .		
F	Undertake internal CCTV inspection of all surface water gullies through to connection with main sewer and provide a report and CD to Contract Administrator.		
G	Allow <b>Provisional Sum of £600.00</b> for repairs to the below ground surface water drainage system as instructed by the Contract Administrator. Monies to only be expended upon written instruction by the Contract Administrator.	£600	00
H	Reinstall the previously set aside gutters and downpipes including all necessary unions, brackets, outlets, offsets, clips and accessories to provide a watertight system.		
J	Supply and install leaf guards to all gutters as described in Part 2 of the Specification.		

**PART 3: SCHEDULE OF WORKS**

£ p

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED  
WORKS TO THE ROOFS OVER THE HUB**

**GENERAL – CONTINGENCIES**

A	Allow the <b>Provisional Sum of £5,000.00</b> for unforeseen works uncovered during works only to be expended by written instruction from the Contract Administrator.	5,000	00
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**PART 3: SCHEDULE OF WORKS**

£ p

**INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED  
WORKS TO THE ROOFS OVER THE HUB**

**COLLECTION FOR SCHEDULE OF WORKS**

**TOTAL TO GENERAL SUMMARY**

**Page No.**

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£

## PART 4

### **SCHEDULE OF DAYWORKS**

## **PART FOUR**

£ p

### **SCHEDULE OF DAYWORKS**

#### **Generally**

- A The Contractor shall allow for the following Provisional Sums for Dayworks for use in part or in whole or deducted entirely if not required at the sole discretion of the Contract Administrator.
- B The Contractor shall notify the Contract Administrator or his authorised representative in advance of his intention to submit vouchers relating to specific work and when such work will be undertaken. The existence of such vouchers shall not infer that the work will be valued or approved on a Daywork basis.
- C No Dayworks shall be undertaken without the prior express written approval of the Contract Administrator.

#### **Labour**

- D The Contractor shall enter all-in rates inclusive of wages, bonus and other payments, travelling and other labour on costs, all overheads, establishment charges and profit for the following:-
- |   |                                |   |     |
|---|--------------------------------|---|-----|
| E | Building Craftsman (any trade) | 5 | Hrs |
| F | Bricklayer                     | 5 | Hrs |
| G | Roofer                         | 5 | Hrs |
| H | Painter                        | 5 | Hrs |
| J | Building Labourer              | 5 | Hrs |

#### **Materials**

- K The Contractor shall enter the percentage which he wishes to add to the net cost of materials (after deduction of trade and other discounts).
- %

To Collection



**SCHEDULE OF DAYWORKS (Continued)**

£ p

To Collection

**COLLECTION**

Page  
No.

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**TOTAL TO GENERAL SUMMARY**

£

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## PART 5

### **GENERAL SUMMARY**

## INTERNAL AND EXTERNAL REPAIRS INCLUDING ASSOCIATED WORKS TO THE ROOFS OVER THE HUB

£

## APPENDIX 1

### **CONTRACT AMENDMENTS**

**JCT INTERMEDIATE BUILDING CONTRACT 2011 (IC2011)**  
**INCORPORATING AMENDMENT 1 (ISSUED MARCH 2015)**

BETWEEN

UCKFIELD TOWN COUNCIL

AND

*(Insert Contractor's Name Only)*

FOR

INTERNAL & EXTERNAL REPAIRS INCLUDING  
ASSOCIATED WORKS TO THE ROOFS OVER THE HUB  
IN UCKFIELD, EAST SUSSEX (YEAR 4)

In accordance with the JCT Intermediate Building Contract 2011 (IC2011) Incorporating Amendment 1 (Issued March 2015) and the further amendments as detailed herein.

**THE CONTRACT SHALL BE DEEMED TO BE THE JCT  
INTERMEDIATE BUILDING CONTRACT 2011 (IC2011)  
INCORPORATING AMENDMENT 1 (ISSUED MARCH 2015)  
AS DRAFTED BY THE JOINT CONTRACT TRIBUNAL  
INCORPORATING SUCH FURTHER ALTERATIONS,  
AMENDMENTS AND DATA AS DETAILED HEREIN.**

**REFERENCES HEREIN TO THE 'FORM AS DRAFTED'  
SHALL BE DEEMED TO MEAN THE CONTRACT FORM AND  
OFFICIAL AMENDMENTS AS DRAFTED BY THE JOINT  
CONTRACTS TRIBUNAL AND PRIOR TO ANY  
SUBSEQUENT AMENDMENT.**

PAGES ONE TO TWENTY FOUR INCLUSIVE OF THE FORM AS DRAFTED  
SHALL BE DEEMED DELETED  
AND THE FOLLOWING SUBSTITUTED.

## **ARTICLES OF AGREEMENT**

This Agreement is made the \_\_\_\_\_ 20\_\_

**Between**                      **The Employer** Uckfield Town Council whose registered office is at Uckfield  
Civic Centre, Uckfield, East Sussex TN22 1AE

**And**                              **The Contractor** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(Company No \_\_\_\_\_)  
of/whose registered office is at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Recitals

## Whereas

- First                    The Employer wishes to have the following work carried out to the roofs over the Citizens Advice (The Hub) and the Source Youth Club building and associated internal works The Hub, Civic Approach, Uckfield East Sussex TN22 1AL ('the Works') and has had drawings and bills of quantities or a specification or work schedules prepared which show and describe the work to be done;
- Second                the Contractor has:
- (A)    priced the Specification/Work Schedules (as priced, 'the Priced Document'), the total of such pricing being the Contract Sum stated in Article 2 ('Pricing Option A'); or
- the Priced Document and (where Pricing Option B applies) the (unpriced) Specification have each for identification been signed or initialled by or on behalf of each Party;
- Third                  for the purposes of the Construction Industry Scheme (CIS) under the Finance Act 2004, the status of the Employer is, as at the Base Date that stated in the Contract Particulars.
- Fourth                NOT USED
- Fifth                   For the purposes of the Construction (Design and Management) Regulations 2015 (the 'CDM Regulations') the status of the project that comprises or includes the Works is stated in the Contract Particulars.
- Sixth                  the division of the Works into Sections is shown in the Specification/Work Schedules and/or the Contract Drawings or in such other documents as are identified in the Contract Particulars.
- Seventh              where so stated in the Contract Particulars, this Contract is supplemented by the Framework Agreement identified in those particulars;
- Eighth                the Supplemental Provisions identified in the Contract Particulars apply;
- Ninth                  the Contract shall be deemed to be the JCT Intermediate Building Contract 2011 (IC2011) Incorporating Amendment 1 (Issued March 2015) incorporating such further amendments and data as detailed herein and the Articles, Recitals and Conditions shall have effect as modified by such amendments, alterations and modifications.



## Articles

### Now it is hereby agreed as follows

#### Article 1: Contractor's Obligations

The Contractor shall carry out and complete the Works in Accordance with the Contract Documents.

#### Article 2: Contract Sum

The Employer shall pay the Contractor at the times and in the manner specified in the Conditions the VAT exclusive sum of

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\_\_\_\_\_ (£\_\_\_\_\_) ('the Contract Sum')

or such other sum as shall become payable under this Contract.

#### Article 3: Architect/Contract Administrator

For the purposes of this Contract the Architect/Contract Administrator is

Lawson Queay Chartered Surveyors

of River House, Bellfarm Lane, Uckfield East Sussex TN22 1AY

or, if he ceases to be the Architect/Contract Administrator, such other person as the Employer shall nominate in accordance with clause 3.4 of the Conditions.

#### Article 4: Quantity Surveyor

For the purposes of this Contract the Quantify Surveyor is

Lawson Queay Chartered Surveyors

of River House, Bellfarm Lane, Uckfield East Sussex TN22 1AY

or, if he ceases to be the Quantity Surveyor, such other person as the Employer shall nominate in accordance with clause 3.4 of the Conditions.

## **Articles (continued)**

### **Article 5: Principal Designer**

The Principal Designer for the purposes of the CDM Regulations is the Architect/Contract Administrator

or such replacement as the Employer at any time appoints to fulfil that role.

### **Article 6: Principal Contractor**

The Principal Contractor for the purposes of the CDM Regulations is the Contractor

or such replacement as the Employer at any time appoints to fulfil that role.

### **Article 7: Adjudication**

If any dispute or difference arises under this Contract, either party may refer it to adjudication in accordance with clause 9.2.

### **Article 8: Arbitration**

Where Article 8 applies, then, subject to Article 7 and the exceptions set out below, any dispute or difference between the Parties of any kind whatsoever arising out of or in connection with this Contract, shall be referred to arbitration in accordance with clauses 9.3 to 9.8 and the JCT 2011 edition of the Construction Industry Model Arbitration Rules (CIMAR). The exceptions to this Article 8 are:

- any disputes or differences arising under or in respect of the Construction Industry Scheme or VAT, to the extent that legislation provides another method of resolving such disputes or differences; and
- any disputes or differences in connection with the enforcement of any decision of an Adjudicator.

### **Article 9: Legal proceedings**

Subject to Article 7 and (where it applies) to Article 8, the English courts shall have jurisdiction over any dispute or difference between the Parties which arises out of or in connection with this Contract.

## Contract Particulars

Note: An asterisk \* indicates text that is to be deleted as appropriate.

### Part 1: General

Clause etc	Subject	
Fifth Recital and clause 4.5	Construction Industry Scheme (CIS)	Employer at the Base Date * is not a 'contractor' for the purposes of the CIS
Seventh Recital	CDM Regulations	* The project is not notifiable
Eighth Recital	Description of Sections (if any)	Not Applicable
Ninth Recital	Framework Agreement (if applicable)	Not Applicable
Tenth Recital and Schedule 5	Supplemental Provisions <i>(Where neither entry against an item below is deleted, the relevant paragraph applies.)</i>	
	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 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 James Queay BSc (Hons) FRICS IMaPS MFPWS
		Contractor's Nominee
		_____
		_____
		or such replacement as each Party may notify to the other from time to time.

## Contract Particulars (Continued)

### Part 1: General (Continued)

Clause etc	Subject	
Article 8	Arbitration	* Article 8 and clauses 9.3 to 9.8 (Arbitration) do not apply
1.1	Base Date	TBC
1.1	Date for Completion of the Works ( <i>where completion by Sections does not apply</i> )	8 weeks after Date of Possession.
	Sections: Dates for Completion of Sections	Not Applicable
1.7	Addresses for service of notices etc. by the Parties. ( <i>If none is stated, the address in each case, unless and until otherwise agreed and subject to clause 1.7.3, shall be that shown at the commencement of the Agreement.</i> )	Employer_____
		_____
		_____
		Contractor_____
		_____
		_____
2.4	Date of Possession of the site ( <i>where possession by Sections does not apply</i> ).	_____ 20_____
	Sections: Dates of Possession of Sections	Section1 : TBC
		Section 2 : TBC
2.5	Deferment of possession of the site ( <i>where possession by Sections does not apply</i> )	Clause 2.5 applies: 6 weeks
	Sections: deferment of possession of Sections	Clause 2.5 applies: 6 weeks per section

## Contract Particulars (Continued)

### Part 1: General (Continued)

Clause etc	Subject	
2.23.2	Liquidated damages (where completion by Sections does not apply)	At the rate of £250.00 per week.
	Sections: rate of liquidated damages for each section	Not Applicable
2.29	Sections: Section Sums	Not applicable
2.30	Rectification Period (where completion by Sections does not apply)	12 months from the date of practical completion of the Works
	Sections: Rectification Periods (if no other period is stated, the period is 6 months.)	Not Applicable
4.7.1	Interim Payments – Due Dates  (If no date is stated, the first due date is one month after the Date of Possession.)	The first due date is:  _____
		and thereafter the same date in each month or the nearest Business Day in that month.
4.8.1	Interim Payments – percentage of value	
	Where the Works, or those works in a Section have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is (The percentage is 95 per cent unless a different rate is stated.)	95 per cent
	Where the Works, or those works in a Section have achieved practical completion, the percentage in respect of the completed works is (The percentage is 97½ per cent unless a different rate is stated.)	97.5 per cent

## Contract Particulars (Continued)

### Part 1: General (Continued)

Clause etc	Subject	
6.4.1.2	Contractor's insurance – injury to persons or property <i>Insurance cover (for any one occurrence or series of occurrences arising out of one event)</i>	£5,000,000.00
6.5.1	Insurance – liability of Employer <i>(Not required unless it is stated that it may be required and the minimum amount of indemnity is stated)</i>	Insurance is not required  Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event  £ _____
6.7 and Schedule 1	Insurance of the Works – Insurance Options <i>(Delete all but one)</i>	Schedule 1: Insurance Option C applies
6.7 and Schedule 1 Insurance Option A (paragraphs A.1 and A.3), B (paragraph B.1) or C (paragraph C.2)	Percentage to cover professional fees <i>(if no other percentage is stated, it shall be 15 per cent.)</i>	15 per cent
6.7 and Schedule 1 Insurance Option A (paragraph A.3)	Annual renewal date of insurance <i>(as supplied by the Contractor)</i>	_____
6.10 and Schedule 1	Terrorism Cover – details of the required cover <i>(state reference numbers and dates or other identifiers of documents setting out the requirements. Unless otherwise stated, Pool Re Cover is required.)</i>	_____ _____ _____ _____
6.12	Joint Fire Code	The Joint Fire Code does not apply
	If the Joint Fire Code applies, state whether the insurer under Schedule 1, Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project':	* Yes/No

## Contract Particulars (Continued)

### Part 1: General (Continued)

Clause etc	Subject	
6.15	Joint Fire Code – amendments/revisions <i>(The cost shall be borne by the Contractor unless otherwise stated.)</i>	The cost, if any, of compliance with amendment(s) or revision(s) to the Joint Fire Code shall be borne by * the Employer/the Contractor
8.9.2	Period of suspension	2 months
8.11.1.1 to 8.11.1.5	Period of suspension	2 months
9.2.1	Adjudication	The Adjudicator is _____
	Nominator of Adjudicator – where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established)	President or a Vice-President or Chairman or a Vice-Chairman of The Royal Institution of Chartered Surveyors
9.4.1	Arbitration	Not applicable

### Part 2 of the Contract Particulars are Deleted

(If Under Seal)

**AS WITNESS WHEREOF** this document was **executed as a Deed** and delivered the day and year first before written.

## **BY THE EMPLOYER**

**THE COMMON SEAL** of **Uckfield Town Council**  
was hereunto affixed in the presence of:-

\_\_\_\_\_ (Director)

\_\_\_\_\_ (Director/Secretary)

**OR**

Hereinbefore mentioned namely Uckfield Town Council

acting by a Director and its Secretary or two Directors whose signatures are here subscribed

namely \_\_\_\_\_

signature \_\_\_\_\_ (Director)

and \_\_\_\_\_

signature \_\_\_\_\_ (Secretary/Director)

## **BY THE CONTRACTOR**

**THE COMMON SEAL** of \_\_\_\_\_  
was hereunto affixed in the presence of:-

\_\_\_\_\_ (Director)

\_\_\_\_\_ (Director/Secretary)

**OR**

Hereinbefore mentioned namely \_\_\_\_\_ (*Insert Name of Contractor*)

acting by a Director and its Secretary or two Directors whose signatures are here subscribed

namely \_\_\_\_\_

signature \_\_\_\_\_ (Director)

and \_\_\_\_\_

signature \_\_\_\_\_ (Secretary/Director)



## Conditions

THE FOLLOWING INSERTIONS, AMENDMENTS AND MODIFICATIONS TO THE FORM AS DRAFTED ARE DEEMED TO BE INCORPORATED AS FOLLOWS:-

### Definitions

1.1	This clause remains unaltered but the definitions shall be deemed amended as indicated below;	
	<i>Word or phrase</i>	<i>Meaning</i>
	Activity Schedule:	Not applicable
	Approximate Quantity:	Approximate quantities where referred to throughout the documents shall only refer to specific items where the extent or work is unknown at the time of preparation of the contract documentation <u>and</u> the item is clearly marked as an 'Approximate Quantity' or 'Approximate Quantities' in the relevant Contract Document.
	Conditions:	<u>Delete</u> '9 and insert 11'  Add to end of definition 'and including any amendments made to and incorporated in the Conditions.'
	CDM Co-ordinator/CDM Planning Period:	<u>Delete</u> the definitions of "CDM Co-ordinator" and "CDM Planning Period".
	CDM Regulations:	<u>Amend</u> the definition of "CDM Regulations" by deleting 2007 and inserting 2015.
	Contract Documents:	<u>Insert</u> the following wording after the word Conditions in the first line 'and including any amendments made to and incorporated in the Conditions'
	Construction Phase Plan	<u>Amend</u> the definition of "Construction Phase Plan" by deleting the existing text and inserting "the Plan referred to in Regulation 2 of the CDM Regulations including any updates and revisions".
	Fluctuations Option:	Not applicable
	Funder:	<u>Delete</u> the existing definition and insert 'The Funding Body referred to in Clause 7.2'.)

## Conditions (Continued)

### Definitions (Continued)

Information Release Schedule:	Not applicable
Listed Items:	Not applicable
Provisional Quantities:	Provisional quantities where referred to throughout the documents shall only refer to specific items where the extent or work is unknown at the time of preparation of the contract documentation <u>and</u> the item is clearly marked as a 'Provisional Quantity' or 'Provisional Quantities' in the relevant Contract Document.
Principal Designer:	the Architect / Contract Administrator or other person named in Article 5 or any successor appointed by the Employer.
Purchaser:	Not applicable
SWMP Regulations:	<u>Delete</u> the definition of "SWMP Regulations".
Work Schedules:	<u>Delete</u> the full stop and add the following words to the end of the definition 'and to include documents entitled Schedules of Work where applicable'

### Interpretation

#### **Headings, references to persons. Legislations, etc.**

- 1.4 Add new clause 1.4.6 to read:-  
the 'contents page' has not been modified to incorporate any amendments but this will not in any way affect the validity of the amendments made.

## Section 2 - Carrying out the Works

### **General Obligations**

- 2.1 After "Construction Phase Plan", delete '(where applicable) and other' and insert 'and'.

## Section 2 - Carrying out the Works (Continued)

### Fees and Charges

- 2.3** Delete the existing wording and insert 'The Contractor shall pay all fees and charges in respect of the Works legally recoverable from him. The amount of any such fees or charges (including any rates or taxes other than VAT) shall be included in the Contract Sum.'

### Construction Information

- 2.10.1** Clause deleted.

### Further drawings, details and instructions

- 2.11.1** Delete the wording 'Where not included in the information release schedule, the' and insert 'The'

### Errors, Inconsistencies and Divergences

#### Bills of Quantities

- 2.12.1** Clause deleted

- 2.12.2** Clause deleted

### Instructions on errors, omissions and inconsistencies

- 2.13.1** Omit the word 'such' in the first line and the wording 'as is referred to in clause 2.12 and' and 'or quantity' all in the second line.

- 2.13.1 (after 2.13.1.4)** Add paragraph to the end of clause 2.13.1 'save that where the divergence has arisen as a result of information provided by the Contractor to the Employer the Contractor shall be obliged to comply with the instruction issued by the Employer without cost to the Employer.'

- 2.13.3** Delete '2.12 or'

### Unfixed Materials and Goods – property, risk etc.

#### Materials and goods – off site

- 2.18** Delete this clause and insert 'No payments will be made, in respect of off site materials or goods'

### Relevant Events

- 2.20.2.1** Delete the existing clause and insert 'under clauses 2.13, 3.12 or 3.13, the latter only in respect of (and limited to) delay in issuing instructions in respect of the expenditure of Provisional Sums in connection with named Sub-Contractors.'

- 2.21** Delete '3.18.4' and insert '3.18 in respect of the supply of documents and information'.

## Section 3 – Control of the Works

### Sub-Contracting

#### Consent to sub-contracting

**3.6.2.3** Delete the existing text and insert the following:- ‘that each party to the sub-contract shall in relation to the Works and the site comply with applicable CDM Regulations;’

**3.18 (Heading)** Delete ‘Undertakings to comply’.

**3.18** Delete the existing text and insert the following:

‘Each Party undertakes to the other that in relation to the Works and site he will duly comply with applicable CDM Regulations. In particular but without limitation:

- .1 the Employer shall ensure that the Principal Designer carries out his duties and, where the Contractor is not the Principal Contractor, shall ensure that the Principal Contractor carries out his duties under those regulations;
- .2 the Contractor shall comply with regulations 8 and 15 and, where he is the Principal Contractor, with regulations 12 to 14;
- .3 whether or not the Contractor is the Principal Contractor, compliance by the Contractor with his duties under the regulations, including any such directions as are referred to regulation 15(3), shall be at no cost to the Employer and shall not entitle the Contractor to an extension of time;
- .4 if the Employer appoints a replacement for the Principal Designer or Principal Contractor, the Employer shall immediately upon that appointment notify the Contractor with details of the new appointee.’

**3.19** Delete the clause heading, number and text.

## Section 4 - Payment

### Work Included in Contract Sum

**4.1.3** Insert at the end of the clause ‘notwithstanding, any quantities included have been measured for internal costing purposes only and if the Contractor relies upon them he does so at his own risk. Such quantities shall not be subject to adjustment in accordance with clause 5.2.4 or any other clauses relating to approximate quantities or approximate quantity herein unless specific quantities are clearly marked as ‘Approximate or Provisional.’

### Advance Payment

**4.6** Delete this clause.

## Section 4 – Payment (Continued)

### Interim Certificates - Amounts due

**4.8** Delete the words 'less the cumulative total of the amounts of any advanced payment that have then become due for reimbursement to the Employer in accordance with the terms stated in the Contract Particulars for clause 4.6 and'

**4.8.1.1** Delete the last sentence of the clause commencing 'where there is an activity schedule' through to "properly executed".

**4.8.1.3** Delete this clause.

**4.8.2** In respect of the nine indented lines:

Delete the first line.

Delete the fourth line (fluctuations).

Delete the fifth line (fluctuations).

**4.8.3** Delete '4.15 or 4.16' (fluctuations) in the second line.

### Off-site Materials and Goods

**4.9** Delete this clause and insert 'No payments will be made in respect of off-site materials or goods'.

### Interim Payments – Final Date and Amount

**4.11.1** Delete '14 days' and insert '21 days'

### Issue of Final Certificate

**4.14.2.2** Delete the wording 'the amount of any advance payment paid pursuant to clause 4.6 and' in the first and second lines.

### Fluctuations

**4.15** Delete this clause.

**4.16** Delete this clause.

The contract will not be subject to fluctuations.

### Relevant Matters

**4.18.2.1** Delete the existing wording and insert 'under clause 3.12 or 3.13, the latter only in respect of (and limited to) delay in issuing instructions in respect of the expenditure of Provisional Sums in connection with named Sub-Contractors.'

**4.18.2.4** Add to the end of the clause 'unless the Contractor is responsible for any costs by virtue of clause 2.13'.

**4.18.3** Delete this clause.

**4.18.4** Delete this clause.

## Section 5 - Variations

### Measurable Work

5.3.3.1 Delete this clause.

### Additional Provisions

5.6.3 Add new clause 'No allowance shall be made under the valuation rules or any other conditions within this Contract for any loss and expense which is excluded from recovery as a result of the amendments made to clause 4.18 as detailed herein'.

## Section 6 – Injury, Damage and Insurance

### Insurance against Personal Injury and Property Damage

#### Contractor's Insurance of Liability of Employer

6.5.1 Insert '(which shall not have an expiry date earlier than 24 months after Practical Completion)' after the first use of 'Contractor' in the third line.

## Section 7 – Assignment and Collateral Warranties

### Assignment

7.1 Delete the existing clause and substitute the following:-

'The Employer may assign this Contract without the necessity for any further consent of the Contractor, consent being implied by the Contractor's acceptance of this Clause. The Contractor shall not, without the written consent of the Employer, assign this Contract'.

### Collateral Warranties

7.2 – 7.6 Delete all existing text from and including the heading 'Notices' through to the end of section 7 and reuse clause numbers.

Insert new clauses as below:-

7.2 The parties detailed below may be required to enter into Collateral Warranties with the Employer's funding body/bodies in the sample formats as included at the Appendix indicated below.

The Contractor.

Consultants appointed by the Contractor.

Appendix Ref.

N/A

N/A

### Completion of Agreements

7.3

All Collateral Warranties will be executed as deeds and are to be completed during the detailed design period and prior to the applicable works starting on site.

## **Section 7 – Assignment and Collateral Warranties (Continued)**

### **Assignable Agreements**

**7.4**                      The Collateral Warranties are to be assignable to a third party.

## **Section 8 – Termination**

### **Termination by the Contractor**

#### **Default by Employer**

**8.9.1.3**                Delete this clause.

### **Termination by either Party**

**8.11**                      Delete the existing heading and substitute the following heading:-

### **Termination by either Party (or the Employer only where indicated)**

**8.11.1.2**                Add the following wording to the end of this clause ('Option for termination under this clause 8.11.1.2 shall only be available to the Employer')

**8.11.1**                      (In remainder of clause below 8.11.1.5)

Insert after the word 'Party' in the first line '(but subject to the amendment to clause 8.11.1.2) and'.

## **Section 10 – Bond Requirements**

**10**                        **Bond**

Not applicable to this Contract.

## **Section 11 – Parent Company Guarantee Requirements**

**11**                        **Parent Company Guarantee**

Insert new clause 'If the Contractor is a subsidiary of another Company, a Parent Company Guarantee is to be provided in a format as included in the Specification. Notwithstanding other conditions of this Contract, and without any penalty to the Employer, the Employer reserves the right to withhold interim payments until the Parent Company Guarantee has been provided.'

## **Schedule 3 – Forms of Bonds**

**Delete** Schedule 3

## **Schedule 4 – Fluctuation Option**

**Delete** Schedule 4



## APPENDIX 2

### **FORM OF TENDER**

NAME OF TENDERER: .....

**FORM  
OF TENDER**

**TENDER FOR:** Internal and External Repairs including Associated Works to the roofs over the Hub (Year 4).

**AT:** The Hub, Civic Approach, Uckfield, East Sussex TN22 1AL

**FOR:** Uckfield Town Council

**TO:** Lawson Queay – Chartered Surveyors  
River House  
Bellfarm Lane  
Uckfield  
East Sussex TN22 1AY

---

We having read the Conditions of Contract delivered to us do hereby offer to undertake the Works described in accordance with the Conditions of Contract and Specification of Works for the sum indicated.

To complete the whole of the Works described within a period of 8 calendar weeks (including holidays) for the sum of:-

.....

.....

(£.....).

We undertake in the event of their acceptance to execute with the Employer a Form of Contract embodying all the conditions and terms contained in this offer.

/Continued....

We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer in the documents submitted by us, these errors will be corrected in accordance with Alternative 2 contained in JCT Tendering Practice Note 2012.

This Tender remains open for consideration for 12 weeks from the date fixed for the return of Tenders.

**Dated this ..... day of ....., 2019**

**Name of Tenderer: .....**

**Address: .....**

.....

.....

**Signature: ..... Witness: .....**

**Note: The Client does not undertake to accept the lowest or any Tender submitted.**

## APPENDIX 3

### **PRE-CONSTRUCTION INFORMATION**

## Pre-Construction Information (Key Identified Risks)

---

**PROJECT:** Internal and external repairs and associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

---

### **1.00 NATURE OF THE WORKS**

#### Client's Name

1.01 Uckfield Town Council.

#### Location of the Works

1.02 The Hub, Civic Approach, Uckfield, TN22 1AI.

#### Nature of Construction Works

1.03 The works comprise of replacing the roofs over The Hub and the Youth Club building with associated internal works.

#### Timescale

1.04 An anticipated 8 week Contract Period will be allowed by the Client. The Client advises that a 4 week period will be allocated prior to contract to enable the contractor to prepare the necessary Health and Safety documentation.

### **2.00 THE EXISTING ENVIRONMENT**

#### Surrounding Land Uses

2.01 The North boundary adjoins a public car park. To the East is Civic Approach which is one of two access/egress roads to the adjacent car park. South of the site is a pedestrian walkway which provides access to the Civic Centre, a large supermarket and Bellfarm Lane. The East boundary backs onto a recreation ground. The area is predominately made up of commercial buildings.

#### Land Uses Within the Site

2.02 'The Hub' comprises of 2no. buildings. The building to the South is currently a Citizens Advice Bureaux and the building to the North is used as a food bank between Tuesday-Friday 14:30-16:00. The building is used by the church and other community groups at other times. The building will not be in use by the public during the works and the Contractor will be granted sole possession of the site.

#### Boundaries

2.03 The boundary to the site is a chain link fence with reinforced concrete posts approximately 2 metres in height. There is a metal gate for pedestrian access to the South and a double metal gate for vehicular access to a small hardstanding is provided to the North boundary.

## Pre-Construction Information (Key Identified Risks)

---

PROJECT: Internal and external repairs and associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

---

### 2.00 THE EXISTING ENVIRONMENT (CONTINUED)

#### Premises and Operation

- 2.04 During the works, the contractor will be given sole possession of both the Citizens Advice Bureaux and The Source Youth Club buildings. This is due to the nature of the works that will be commencing.

#### Premises and Operations - Associated Risks

- 2.05 The only identified risk on site in respect to premises and operations is the buildings close proximity to highways and footpaths used by the general public. This must be considered by the Contractor.

#### Information on Previous Uses

- 2.06 No information available. Contractor to make own enquiries.

#### Previous Uses – Associated Risks

- 2.07 No information available. Contractor to make own enquiries.

#### Derelict Buildings

- 2.08 None.

#### Vulnerable Residents

- 2.09 Due to the food bank being situated in The Hub, the site may be visited by persons described as vulnerable who are not aware that the facility is closed for the duration of the works.

#### Planning Restrictions

- 2.10 Lawson Queay Chartered Surveyors are unaware of any planning conditions or restrictions on the sites which may affect the safety of residents remaining in-situ or those occupying the surrounding properties.

#### Uses Beyond the Immediate Boundary

- 2.11 There are footpaths that are accessed by the public around the site. The Contractor must therefore afford all necessary protection to these areas wherever needed. The Hub is located approximately 100 metres from a school and as such specific care must be taken to ensure the site is secure from unauthorised entry.

#### Leaching of Contaminants/Gas Fill

- 2.12 No information available. Contractor to make own enquiries.

## Pre-Construction Information (Key Identified Risks)

---

PROJECT: Internal and external repairs and associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

---

### **2.00 THE EXISTING ENVIRONMENT (CONTINUED)**

#### Nearby Water Course

2.13 There are no known water courses in close proximity to either of the sites.

#### Ecology

2.14 No information available.

#### Trees and Landscaping

2.15 No information available in respect of protected trees or areas of Ecology which must be protected. No restrictions advised to prevent normal site operations.

### **3.00 EXISTING INFORMATION**

#### Underground/Hidden Services

3.01 Electric, gas and water underground services are likely to be adjacent to both sites due to where they are situated.

3.02 The Contractor must investigate the above to ensure they are in a safe condition and protect as necessary. The Contractor must make all necessary investigations to identify all existing services and must make all necessary provisions to maintain as necessary and protect operatives and the general public alike. It is essential that the existing services are not interrupted during the construction phase of the project and the Contractor must therefore maintain these at all times.

#### Manholes/Chambers

3.03 The Contractor must investigate chambers visible to ensure they are in a safe condition and protect as necessary. The Contractor must make all necessary investigations to identify all existing services and must make all necessary provisions to maintain as necessary and protect operatives and the general public alike. It is essential that the existing services are not interrupted during the construction phase of the project and the Contractor must therefore maintain these at all times.

#### Industrial High Voltage Supply

3.04 A sub-station is identified to the South side of the Civic Centre and is approximately 70 metres away from the South elevation.

## Pre-Construction Information (Key Identified Risks)

---

**PROJECT:** Internal and external repairs and associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

---

### **4.00 EXISTING ROAD AND TRAFFIC**

#### Classification of Roads

- 4.01 The sites are currently accessed through 'A' and 'B' roads within residential and commercial areas. In the morning and early evening rush hours, the roads close to the site can be fairly busy during drop off and collection of children from the school. Deliveries must be avoided to site during these times.
- 4.02 The Hub is located close to the main retail centre of Uckfield High Street. Throughout the day the roads close to this site can be busy given the vehicular access to the Uckfield car parks.

### **5.00 EXISTING DRAWINGS/HEALTH AND SAFETY FILE**

- 5.01 The following pre-construction information has been provided by the Client:
- Asbestos Survey

### **6.00 EXISTING STRUCTURE**

#### Type of Construction

- 6.01 Precast concrete frame with concrete infill panels.

#### Deleterious Materials Evident

- 6.02 An Asbestos Survey has been undertaken to The Hub. A number of presumed and confirmed asbestos containing materials have been identified in this report. The contractor is to undertake all necessary investigations and enquires to satisfy themselves as to the full extent of material, prior to commencement of the work.
- 6.03 It is possible that further deleterious materials are concealed and could be uncovered during the works. Should the Contractor uncover any suspected deleterious materials, works must cease immediately in the affected areas. All necessary further testing must be undertaken, materials removed by a Specialist and the area deemed safe prior to works re-commencing.

#### Risk of Contamination of Structure

- 6.04 There is no visual evidence from the external inspection, of any contamination of the structure. That is not to say none exists. The contractor is to make all further enquires to satisfy themselves, prior to commencement of the works.

#### Proximity to Boundaries

- 6.05 The building that form 'The Hub' are situated approximately 3 metres from their nearest physical boundary. All necessary protection must be afforded, the residential houses and building around both sites must be given adequate protection through careful planning and operations.



## Pre-Construction Information (Key Identified Risks)

---

**PROJECT:** Internal and external repairs and associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

---

### **7.00**      **GROUND CONDITIONS**

#### Contamination/Previous Uses

- 7.01      No information available. The Contractor must familiarise himself with any risks and carry out any further investigations making all allowances to protect operatives on site and adjoining areas.

#### Instability/Subsidence

- 7.02      No information available. The Contractor must familiarise himself with any risks and carry out any further investigations making all allowances to protect operatives on site and adjoining areas.

#### Mine Workings

- 7.03      No information available. The Contractor must familiarise himself with any risks and carry out any further investigations making all allowances to protect operatives on site and adjoining areas.

#### Underground Constructions

- 7.04      No information available. The Contractor must familiarise himself with any risks and carry out any further investigations making all allowances to protect operatives on site and adjoining areas.

#### Underground Streams/High Water Table

- 7.05      No further information available. The Contractor must familiarise himself with any risks and carry out any further investigations making all allowances to protect operatives on site and adjoining areas.

### **8.00**      **THE DESIGN**

- 8.01      A Designer's Risk Assessment titled 'Key Identified Risks' is included in the Tender documentation at Appendix 4.

- 8.02      In the production of the Schedule of Work the Contract Administrator has identified a number of key risks associated with the specified Works which, whilst being specified to minimise risks, cannot be designed out.

- 8.03      The design has only been developed to tendering stage. As the design develops, the Contractor must liaise with the Principal Designer in respect of the design to ensure that safe methods of construction techniques, maintenance and asbestos removal operations can be safely undertaken.

## Pre-Construction Information (Key Identified Risks)

---

**PROJECT:** Internal and external repairs and associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

---

### **9.00 OCCUPIED PREMISES**

9.01 There are existing occupied premises adjacent to the sites and thus, the areas of site where working operations are in progress must be fully cordoned off and secured to all boundaries during the construction process to prevent intrusion onto sites and to protect the general public in the immediate vicinity of the sites. Alternative safe pedestrian access will need to be made when the contractor is working in the vicinity of the main entrance areas of each building.

9.02 The Contractor must provide a detailed site compound and site traffic management plan prior to works commencing to protect all materials for the works.

#### Services/Isolation in Part

9.03 Mains services being provided onto the site should not be affected by these works.

#### Protection of Residents Access

9.04 Residents access will not be required to the site, however, adequate protection must be provided to prevent members of the public from accessing the site.

#### Protection from Mechanical Damage/Liquids/Gas/Dust and Noise

9.05 The Contractor must ensure that he provides adequate measures to eliminate any uncontrolled release of dust created from the works. Noise should also be kept to a minimum.

#### Risks to Construction Operatives

9.06 As previously noted, there is the likelihood of underground cabling and pipework present across the sites. The Contractor must therefore carry out his own investigations in this regard.

### **10.00 CONSTRUCTION MATERIALS**

10.01 No specific items are raised under this heading, other than the Contractor must ensure that any materials proposed as part of the works are specified to protect the operatives on site and the users of the adjacent buildings, e.g., safe and sensible specification of materials and limiting of manual handling.

### **11.00 SITE WIDE ELEMENTS**

11.01 Identify safe site access and egress.

11.02 Identify safe location of temporary site accommodation.

11.03 Identify safe location for unloading of storage areas.

11.04 Identify safe traffic and pedestrian routes in and around the site.

## Pre-Construction Information (Key Identified Risks)

---

**PROJECT:** Internal and external repairs and associated works to the roofs over The Hub in Uckfield, East Sussex (Year 4).

---

### **12.00 SITE RULES**

12.01 Rules are to be identified and laid down as a result of all foregoing clauses, and for any or other reasons considered necessary (e.g. emergency procedures, safety policies etc.)

### **13.00 CONTINUING LIAISON**

13.01 The contractor is to identify procedures for considering the Health and Safety implications of the design elements, and the method statements.

13.02 The contractor is to provide and identify procedures for dealing with unforeseen eventualities during the work, resulting in substantial design changes, which may affect resources.

### **14.00 MANAGEMENT**

14.01 Identify arrangements for managing and monitoring the works in respect of health and safety to ensure compliance with relevant statutory provisions.

14.02 This management should ensure so far as is reasonably practicable the health and safety of all persons carrying out or affected by the works.

### **15.00 SUB-CONTRACTORS/SITE OPERATIVES/VISITORS**

15.01 Identify arrangements to ensure sufficient information is available to Sub-Contractors, all other site operatives and visitors, to understand the arrangements for safety and welfare of persons at work, and the requirements placed upon them.

---

**Prepared By:-**



**PETER MYALL BSc (Hons)**  
**SENIOR BUILDING SURVEYOR**  
For and on behalf of  
**LAWSON QUEAY - CHARTERED SURVEYORS**

**Email: PMYALL@lawsonqueay.co.uk**

PM/HH/173683/DSK  
2<sup>nd</sup> April 2019

## APPENDIX 4

### **KEY IDENTIFIED RISKS**

## DESIGNERS RISK ASSESMENT – PRE-TENDER (KEY RISKS)

This risk assessment highlights specific areas of risk associated with the works; however it does not aspire to be a comprehensive list of all risks associated with the works and the contractor will be responsible for identifying and taking the necessary action to mitigate against general risks and hazards reasonably expected when carrying out works of a specific nature.

<b>PROJECT:</b> Internal and external repairs and associated works to the roofs over The Hub Uckfield, East Sussex (Year 4).				<b>ASSESSOR:</b> Peter Myall – Senior Building Surveyor	
				<b>DATE:</b> March 2019	<b>JOB NO:</b> 173683
<b>SITE ADDRESS:</b> The Hub, Civic Approach, TN22 1AL, Uckfield, East Sussex.				<b>Action Required / Control Measures</b>	
<b>Activity / Element</b>	<b>Hazard</b>	<b>Population at Risk</b>	<b>Risk Ratings L x S = R</b>	<b>Action to be taken:</b>	<b>Action by:</b>
Asbestos Removals	Exposure to Asbestos of site operatives and members of the public	C, SC, V, P	2 x 3 = 6 (High priority action)	Works to be undertaken following strict method statements and in accordance with the Control of Asbestos Regulation 2012 utilising licensed removal Contractor.	Contractor
Site access & deliveries to site	Access to all buildings across and over public pedestrian accessible areas	V, T	2 x 2 = 4 (Medium priority)	Banksman to be used to escort all deliveries from site entrance.	Contractor
Removal of materials off site	Build up of site waste due to limited storage space being available	C, SC, V, P	3 x 2 = 6 (high priority)	Frequent removal of debris from site.	Contractor
Working in close proximity to live electrical fittings	Electrical shock	C, SC	2 x 3 = 6 (high priority)	Suitable isolation of mains prior to work.	Contractor

### Likelihood

1. Low (unlikely)
2. Medium (possible)
3. High (probable)

### Severity

1. Slight (off work up to 3 day)
2. Serious (off work over 3 days)
3. Major (disablement / death)

### Risk (Likelihood x Severity)

1. No action
2. Low priority action
- 3-5 Medium priority action
- 6-9 High priority action
- 9 Urgent action priority

### Population at Risk

- C Contractor
- SC Sub-contractors
- V Site Visitors
- P General Public
- T Tenants

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Activity / Element	Hazard	Population at Risk	Risk Ratings $L \times S = R$	Action to be taken:	Action by:
Staff, visitors and general public moving around the site	Danger of collisions and unauthorised access into the working areas	C, SC, V, P	$2 \times 3 = 6$ (high priority)	Take care when moving around and working on the site. General public will be in close proximity to works areas. Delivery plan to be provided and secure fencing installed.	Contractor
Material Storage	Limited storage on site posing trip hazard / blocking access routes.	C, SC, V	$2 \times 2 = 4$ (medium priority)	Limited amount of materials stored on site.	Contractor
Drain and gully cleaning	Risk of disease / contamination	C, SC	$2 \times 3 = 6$ (high priority)	1. Identify method of work to avoid cross contamination and protection of labour against infection.  2. Provide suitable welfare facilities on site.	Contractor
Opening Up Works	Damage to concealed services	C, SC,	$2 \times 2 = 4$ (medium priority)	Carry out investigative work prior to works commencing.	Contractor
Opening Up Works	Risk of uncovering deleterious materials including asbestos	C, SC	$1 \times 3 = 3$ (medium priority)	Care to be taken when undertaking opening up works. If any suspected deleterious materials are uncovered, would should cease immediately until it is deemed safe to continue works in the affected area.	Contractor

**Likelihood**

1. Low (unlikely)
2. Medium (possible)
3. High (probable)

**Severity**

1. Slight (off work up to 3 day)
2. Serious (off work over 3 days)
3. Major (disablement / death)

**Risk (Likelihood x Severity)**

1. No action
2. Low priority action
- 3-5 Medium priority action
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- 9 Urgent action priority

**Population at Risk**

- C Contractor  
 SC Sub-contractors  
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This risk assessment highlights specific areas of risk associated with the works; however it does not aspire to be a comprehensive list of all risks associated with the works and the contractor will be responsible for identifying and taking the necessary action to mitigate against general risks and hazards reasonably expected when carrying out works of a specific nature.

Activity / Element	Hazard	Population at Risk	Risk Ratings $L \times S = R$	Action to be taken:	Action by:
Working at height	Fall from height	C, SC	$2 \times 3 = 6$ (high priority)	Scaffold handrail, kickboard and suitable scaffold to installed and monitored by approved installers.	Contractor

### Likelihood

1. Low (unlikely)
2. Medium (possible)
3. High (probable)

### Severity

1. Slight (off work up to 3 day)
2. Serious (off work over 3 days)
3. Major (disablement / death)

### Risk (Likelihood x Severity)

1. No action
2. Low priority action
- 3-5 Medium priority action
- 6-9 High priority action
- 9 Urgent action priority

### Population at Risk

- C Contractor
- SC Sub-contractors
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## APPENDIX 5

### **HEALTH AND SAFETY FILE**



# Relevant Information Which Could Be Included In The Health and Safety File

When putting together the Health and Safety File, you should consider including information about each of the following where they are relevant to the health and safety of any future construction work. The level of details should allow the likely risks to be identified and addressed by those carrying out the work:

- (a) a brief description of the work carried out;
- (b) any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc);
- (c) key structural principles (for example, bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude place scaffolding or heavy machinery there;
- (d) hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc);
- (e) information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc);
- (f) health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- (h) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).

The file does not need to include things that will be of no help when planning future construction work, for example:

- (a) the pre-construction information, or construction phase plan;
- (b) Construction phase risk assessments, written systems of work and COSHH assessments;
- (c) details about the normal operation of the completed structure;
- (d) construction phase accident statistics;
- (e) details of all the contractors and designers involved in the project (though it may be useful to include details of the principal contractor and Principal Designer);
- (f) contractual documents;
- (g) information about structures, or parts of structures, that have been demolished – unless there are any implications for remaining or future structures, for example voids;
- (h) information contained in other documents, but relevant cross-references should be included.

Some of these items may be useful to the client, or may be needed for purposes other than complying with the CDM Regulations, but the Regulations themselves do not require them to be included in the file. Including too much material may hide crucial information about risks.