**Industrial Dwellings Society**

**Contract for:**

**Internal Works Programme – Kitchens & Bathrooms Replacement**

**Ref: IDS 001 Date: July 2023**

**Contract Administrator: Alvin Sum**

Preliminaries

Document 7

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1st Floor, Anna House,

214-218 High Street

London, N15 4NP

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| **A10   PROJECT PARTICULARS**  **110 The Works**  Name:  **Kitchen and bathroom renewals 2023-23**  Nature:  Strip out of existing and supply and installation of new kitchens, bathrooms and WC’s.  Contract Area:  Various addresses within properties and estates owned by Industrial Dwellings Society (see Property List in Document 5)  **120 Employer (Client)**  Name:  Industrial Dwellings Society  Address:  1st Floor, Anna House, 214-218 High Street, London, N15 4NP  Contact: Alvin Sum  Telephone:  E-mail: asum@ids.org.uk    **130 Principal contractor (CDM)**  Name:  TBC  Address:  TBC.  Contact:  TBC.  Telephone:  TBC.  E-mail:  TBC.  **140 Employer’s Agent (herein referred to as 'EA')**  Name: TBC  Address: TBC  Contact:  TBC  Telephone:TBC  **150 Principal designer**  Name: TBC  Address: TBC  Contact: TBC  Telephone:  E-mail:    **190 Clerk of Works**  Name: TBC  Address: TBC  Contact: TBC  Telephone:  **A11   TENDER AND CONTRACT DOCUMENTS**  **160**  **Preconstruction information**  Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.  **180 Other documents**  Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of the employer  The documents include:  Not Applicable  **A12   THE SITE/ EXISTING BUILDINGS**  **110 The sites**  Locations:  Various addresses within the properties owned by Industrial Dwellings Society  **120 Contract area**  Location:  Residential properties  **140 Existing utilities and services**  Drawings: (Information shown is indicative only):  To be requested from Employer's contact if available  Other information:  Not known at present  **180 Access to the site**  Description:  Via local road networks. It is important to note that some parking restrictions may apply,  **220 Use of the site**  General: Do not use the site for any purpose other than carrying out the Works.  Do not obstruct emergency access routes.  **230 Surrounding land/ building uses**  General: Adjacent or nearby uses or activities are as follows:  Predominantly residential, but with schools in the vicinity of some blocks.  **240 Health and safety hazards**  General: The nature and condition of the site/ building cannot be fully and  certainly ascertained before it is opened up. However, the following hazards  are or may be present:  Asbestos Containing Materials (ACM's)  Information: The accuracy and sufficiency of this information is not  guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the Works.  Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate  precautionary measures.  **250 Site visits**  Assessment: Visit buildings, land or other places within the Contract Area to assess local conditions and restrictions likely to affect the execution of the Works.  Arrangements for visits may be made by appointment with the person identified in the letter of invitation to tender who may be contacted Monday to Friday between the hours of 9:30am and 4:30pm.  **A13   DESCRIPTION OF THE WORK**  **120 Types of work**  Scope: Strip out of existing and supply and installation of new kitchens, bathrooms and WC’s  **A20 JCT MEASURED TERM CONTRACT**  The Contract: JCT Measured Term Contract 2016 Edition.  **THE CONDITIONS**  **A21** **EXECUTION**  • The Contract: Will be executed as a Deed.  **A22 CONTRACT GUARANTEE BOND**  Required  **A30   TENDERING/ SUBLETTING/ SUPPLY**  **MAIN CONTRACT TENDERING**  **110 Scope**  General: These conditions are supplementary to those stated in the Invitation  to Tender and on the form of tender.    **145 Tendering procedure**  General: In accordance with NBS Guide to Tendering for Construction  Projects.  Errors:  Alternative 2 is to apply.  **160 Exclusions**  Inability to tender: Immediately inform if any parts of the work as defined in  the tender documents cannot be tendered.  Relevant parts of the work: Define those parts, stating reasons for the  inability to tender.  **170 Acceptance of tender**  Acceptance: No guarantee is offered that any tender will be recommended  for acceptance or be accepted, or that reasons for non-acceptance will be  given.  Costs: No liability is accepted for any cost incurred in the preparation of any  tender.  **190 Period of validity**  Period: After submission or lodgement, keep tender open for consideration  (unless previously withdrawn) for not less than 4 months  Date for possession/ commencement: See section A20.  **PRICING/ SUBMISSION OF DOCUMENTS**  **310 Tender**  General: Tenders must include for all work shown or described in the tender  documents as a whole or clearly apparent as being necessary for the  complete and proper execution of the Works.  Alterations: Do not alter or qualify the priced schedules of work without  written consent.  Tenders containing unauthorised alterations or qualifications may be  rejected.  **510 Alternative method tenders**  General: In addition to and at the same time as tendering for the Works as  defined in the tender documents, alternative methods of construction/  installation may be submitted for consideration.  Alternatives, which would involve significant changes to other work, may not be considered.  Alternative tenders: Such alternatives will be deemed to be alternative  tenders and each must include a complete and precise statement of the  effects on cost and programme.  Safety method statement: Carry out a health and safety risk assessment for  each alternative and where appropriate provide a safety method statement  suitable for incorporation in the Health and Safety Plan.  Full technical data: Submit for each alternative together with details of any  consequential amendments to the design and/ or construction of other parts  of the Works.  Submit:  With tender  **530 Substitute products**  Details: If products of different manufacture to those specified are proposed,  submit details with the tender giving reasons for each proposed substitution.  Substitutions, which have not been notified at tender stage, may not be  considered.  Compliance: Substitutions accepted will be subject to the verification  requirements of clause  A31/200.  **550 Health and safety information**  Content: Describe the organization and resources to safeguard the health  and safety of operatives, including those of subcontractors, and of any  person whom the Works may affect.  Include:  - A copy of the health and safety policy document, including risk assessment  procedures.  - Accident and sickness records for the past five years.  - Records of previous Health and Safety Executive enforcement action.  - Records of training and training policy.  - The number and type of staff responsible for health and safety on this  project with details of their qualifications and duties.  Submit:  with the Construction Stage Health and Safety Plan to the Principal Designer  for comment prior to work commencing.  **570 Outline construction phase health and safety plan**  Content: Submit the following information within one week of request:  - Method statements on how risks from hazards identified in the pre-  construction information and other hazards identified by the contractor will  be addressed.  - Details of the management structure and responsibilities.  - Arrangements for issuing health and safety directions.  - Procedures for informing other contractors and employees of health and  safety hazards.  - Selection procedures for ensuring competency of other contractors, the self-  employed and designers.  - Procedures for communications between the project team, other contractors  and site operatives.  - Arrangements for cooperation and coordination between contractors.  - Procedures for carrying out risk assessment and for managing and  controlling the risk.  - Emergency procedures including those for fire prevention and escape.  - Arrangements for ensuring that all accidents, illness and dangerous  occurrences are recorded.  - Arrangements for welfare facilities.  - Procedures for ensuring that all persons on site have received relevant  health and safety information and training.  - Arrangements for consulting with and taking the views of people on site.  - Arrangements for preparing site rules and drawing them to the attention of  those affected and ensuring their compliance.  - Monitoring procedures to ensure compliance with site rules, selection and  management procedures, health and safety standards and statutory  requirements.  - Review procedures to obtain feedback.  **599 Freedom of Information**  Records: Retain, make available for inspection and supply on request  information reasonably required to allow response to requests made under  the provisions of the Freedom of Information Act.  Determination: Submit requests received. Do not supply information to  anyone other than the project participants without express written permission.  Confidentiality: Maintain at all times.  **599 FREEDOM OF INFORMATION**  **•** Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.  • Determination: Submit requests received. Do not supply information outside the project participants without express written permission.  • Confidentiality: Maintain at all times**.**  **SUBLETTING/SUPPLY**  **630 DOMESTIC SUBCONTRACTS**  **•** General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.  • List: Provide details of all subcontractors and the work for which they will be responsible.  • Submit: with Tender.  **A31   PROVISION, CONTENT AND USE OF DOCUMENTS**  **DEFINITIONS AND INTERPRETATIONS**  **110 Definitions**  Meaning: Terms, derived terms and synonyms used in the preliminaries/  general conditions and specification are as stated therein or in the  appropriate British Standard or British Standard glossary.  **120 Communication**  Definition: Includes advise, inform, submit, give notice, instruct, agree,  confirm, seek or obtain information, consent or instructions, or make  arrangements.  Format: In writing to the person named in clause A10/140 unless specified  otherwise.  Response: Do not proceed until response has been received.  **130 PRODUCTS**  **•** Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.  • Includes: Goods, plant, materials, site materials and things for incorporation into the Works**.**  **135 SITE EQUIPMENT**  • Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.  • Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.  **150 Contractor's Design**  Meaning: Design to be carried out or completed by the Contractor and  supported by appropriate contractual arrangements, to correspond with  specified requirements.  **155 Submit proposals**  Meaning: Submit information in response to specified requirements.  **160 Terms used in specification**  Remove: Disconnect, dismantle as necessary and take out the designated  products or work and associated accessories, fixings, supports, linings and  bedding materials. Dispose of unwanted materials. Excludes taking out and  disposing of associated pipework, wiring, ductwork or other services.  Fix: Receive, unload, handle, store, protect, place and fasten in position and  disposal of waste and surplus packaging including all labour, materials and  site equipment for that purpose.  Supply and fix: As above but including supply of products to be fixed. All  products to be supplied and fixed unless stated otherwise.  Keep for reuse: Do not damage designated products or work. Clean off  bedding and jointing materials. Stack neatly, adequately protect and store  until required by the Employer/ Purchaser or for use in the Works as  instructed.  Make good: Execute local remedial work to designated work. Make secure,  sound and neat.  Excludes redecoration and/ or replacement.  Replace: Supply and fix new products matching those removed. Execute  work to match original new state of that removed.  Repair: Execute remedial work to designated products. Make secure, sound  and neat.  Excludes redecoration and/ or replacement.  Refix: Fix removed products.  Ease: Adjust moving parts of designated products or work to achieve free  movement and good fit in open and closed positions.  Match existing: Provide products and work of the same appearance and  features as the original, excluding ageing and weathering. Make joints  between existing and new work as inconspicuous as possible.  System: Equipment, accessories, controls, supports and ancillary items,  including installation, necessary for that section of the work to function.  **170 Manufacturer and product reference**  Definition: When used in this combination:  - Manufacturer: the person or legal entity under whose name or trademark  the particular product, component or system is marketed  - Product reference: the proprietary brand name and/ or identifier by which  the particular product, component or system is described.  Currency: References are to the particular product as specified in the  manufacturer's technical literature current on the date of the invitation to  tender.  **200 Substitution of products**  Products: If an alternative product to that specified is proposed, obtain  approval before ordering the product.  Reasons: Submit reasons for the proposed substitution.  Documentation: Submit relevant information, including:  - manufacturer and product reference;  - cost;  - availability;  - relevant standards;  - performance;  - function;  - compatibility of accessories;  - proposed revisions to drawings and specification;  - compatibility with adjacent work;  - appearance;  - copy of warranty/ guarantee.  Alterations to adjacent work: If needed, advise scope, nature and cost.  Manufacturers' guarantees: If substitution is accepted, submit before ordering  products.  **210 Cross references**  Accuracy: Check remainder of the annotation or item description against the  terminology used in the section or clause referred to.  Related terminology: Where a numerical cross-reference is not given the  relevant sections and clauses of the specification will apply.  Relevant clauses: Clauses in the referred to specification section dealing with  general matters, ancillary products and execution also apply.  Discrepancy or ambiguity: Before proceeding, obtain clarification or  instructions.  **230 Equivalent products**  Inadvertent omission: Wherever products are specified by proprietary name  the phrase 'or equivalent' is to be deemed included.  **240 Substitution of standards**  Specification to British Standard or European Standard: Substitution may be  proposed complying with a grade or category within a national standard of  another Member State of the European Community or an international  standard recognised in the UK.  Before ordering: Submit notification of all such substitutions.  Documentary evidence: Submit for verification when requested as detailed in  clause A31/200. Any submitted foreign language documents must be  accompanied by certified translations into English.  **250 Currency of documents and information**  Currency: References to published documents are to the editions, including  amendments and revisions, current on the date of the Invitation to Tender.  **260 Sizes**  General dimensions: Products are specified by their co-ordinating sizes.  Timber: Cross section dimensions shown on drawings are:  - Target sizes as defined in BS EN 336 for structural softwood and hardwood  sections.  - Finished sizes for non-structural softwood or hardwood sawn and further  processed sections.  **A32   MANAGEMENT OF THE WORKS**  **120 Insurance**  Documentary evidence: Before starting work on site submit details, and/ or  policies and receipts for the insurances required by the Conditions of  Contract.  **130 Insurance claims**  Notice: If any event occurs which may give rise to any claim or proceeding in  respect of loss or damage to the Works or injury or damage to persons or  property arising out of the Works, immediately give notice to the Employer,  the person named in clause A10/140 and the Insurers.  Failure to notify: Indemnify the Employer against any loss, which may be  caused by failure to give such notice.  **150 Ownership**  Alteration/ clearance work: Materials arising become the property of the  Service Provider except where otherwise stated. Remove from site as work  proceeds.  **420 Removal/ replacement of existing work**  Extent and location: Agree before commencement.  Execution: Carry out in ways that minimize the extent of work.  **430 Proposed instructions**  Estimates: If a proposed instruction requests an estimate of cost, submit  without delay and in any case within seven days.  Include:  - A detailed breakdown of the cost, including any allowance for direct loss  and expense.  - Details of any additional resources required.  - Details of any adjustments to be made to the programme for the Works.  - Any other information as is reasonably necessary to fully assess the  implications of issuing such an instruction.  Inability to comply: Inform immediately if it is not possible to comply with any  of the above requirements.    **440 Measurement**  Covered work: Give notice before covering work required to be measured.  **A33   QUALITY STANDARDS/ CONTROL**  **110 Incomplete documentation**  General: Where and to the extent that products or work are not fully  documented, they are to be:  - Of a kind and standard appropriate to the nature and character of that part  of the Works where they will be used.  - Suitable for the purposes stated or reasonably to be inferred from the  project documents.  Contract documents: Omissions or errors in description and/ or quantity shall  not vitiate the Contract nor release the Contractor from any obligations or  liabilities under the Contract.  **120 Workmanship skills**  Operatives: Appropriately skilled and experienced for the type and quality of  work.  Registration: With Construction Skills Certification Scheme.  Evidence: Operatives must produce evidence of skills/ qualifications when  requested.  **130 Quality of products**  Generally: New. (Proposals for recycled products may be considered).  Supply of each product: From the same source or manufacturer.  Whole quantity of each product required to complete the Works: Consistent  in kind, size, quality and overall appearance.  Tolerances: Where critical, measure a sufficient quantity to determine  compliance.  Deterioration: Prevent. Order in suitable quantities to a programme and use  in appropriate sequence.  **135 Quality of execution**  Generally: Fix, apply, install or lay products securely, accurately, plumb,  neatly and in alignment.  Colour batching: Do not use different colour batches where they can be seen  together.  Dimensions: Check on-site dimensions.  Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or  out of tolerance.  Location and fixing of products: Adjust joints open to view so they are even  and regular.  **150 Inspections**  Products and executions: Inspection or any other action must not be taken as  approval unless confirmed in writing referring to:  - Date of inspection.  - Part of the work inspected.  - Respects or characteristics which are approved.  - Extent and purpose of the approval.  - Any associated conditions.  **170 Manufacturer's recommendations/ instructions**  General: Comply with manufacturer's printed recommendations and  instructions current on the date of the Invitation to tender.  Changes to recommendations or instructions: Submit details.  Ancillary products and accessories: Use those supplied or recommended by  main product manufacturer.  Agrément certified products: Comply with limitations, recommendations and  requirements of relevant valid certificates.  **330 Appearance and fit**  Tolerances and dimensions: If likely to be critical to execution or difficult to  achieve, as early as possible either:  - Submit proposals; or  - Arrange for inspection of appearance of relevant aspects of partially  finished work.  General tolerances (maximum): To BS 5606, tables 1 and 2.  **410 Services regulations**  New or existing services: Comply with the Byelaws or Regulations of the  relevant Statutory Authority.  **420 Water regulations/ byelaws notification**  Requirements: Notify Water Undertaker of any work carried out to or which  affects new or existing services and submit any required plans, diagrams and  details.  Consent: Allow adequate time to receive Undertaker's consent before  starting work. Inform immediately if consent is withheld or is granted subject  to significant conditions.  **430 Water regulations/ byelaws contractor's certificate**  On completion of the work: Submit (copy where also required to the Water  Undertaker) a certificate including:  - The address of the premises.  - A brief description of the new installation and/ or work carried out to an  existing installation.  - The Contractor's name and address.  - A statement that the installation complies with the relevant Water  Regulations or Byelaws.  - The name and signature of the individual responsible for checking  compliance.  - The date on which the installation was checked.  **435 Electrical installation certificate**  Submit: When relevant electrical work is completed.  Original certificate: To be lodged in the Building Manual.  **445 Service runs**  General: Provide adequate space and support for services, including  unobstructed routes and fixings.  Ducts, chases and holes: Form during construction rather than cut.  Coordination with other works: Submit details of locations, types/ methods of  fixing of services to fabric and identification of runs and fittings.  **510 Supervision**  Replacement: Give maximum possible notice before changing person in  charge or site agent.  **540 Defects in existing work**  Undocumented defects: When discovered, immediately give notice. Do not  proceed with affected related work until response has been received.  Documented remedial work: Do not execute work which may:  - Hinder access to defective products or work; or  - Be rendered abortive by remedial work.  **710 Work before completion**  General: Make good all damage consequent upon the Works.  Temporary markings, coverings and protective wrappings: Remove unless  otherwise instructed.  Cleaning: Clean the Works thoroughly inside and out, including all accessible  ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and  surplus materials.  Cleaning materials and methods: As recommended by manufacturers of  products being cleaned, and must not damage or disfigure other materials or  construction.  COSHH dated data sheets: Obtain for all materials used for cleaning and  ensure they are used only as recommended by their manufacturers.  Minor faults: Touch up in newly painted work, carefully matching colour and  brushing out edges. Repaint badly marked areas back to suitable breaks or  junctions.  Moving parts of new work: Adjust, ease and lubricate as necessary to ensure  easy and efficient operation, including doors, windows, drawers,  ironmongery, appliances, valves and controls.  **720 Security at completion**  General: Leave the Works secure with, where appropriate, all accesses  closed and locked.  Keys: Account for and adequately label all keys and hand over together with  an itemized schedule, retaining duplicate schedule signed as a receipt.  **730 Making good defects**  Remedial work: Arrange access with Employer  Rectification: Give reasonable notice for access to the various parts of the  Works.  Completion: Notify when remedial works have been completed.  **A34   SECURITY/ SAFETY/ PROTECTION**  **110 Preconstruction information**  Location: Integral with the project Preliminaries, including but not restricted to  the following sections:  - Description of project: Sections A10 and A11.  - Client's consideration and management requirements: Sections A12, A13  and A36.  - Environmental restrictions and on-site risks: Section A12, A35 and A34.  - Significant design and construction hazards: Section A34.  - The Health and Safety File: Section A37.  - Tender Document 6 & Document 11  **140 Construction phase health and safety plan**  Submission: Present to the Employer/ Client no later than seven (7) days  from request.  Confirmation: Do not start construction work until the Employer has  confirmed in writing that the Construction Phase Health and Safety Plan  includes the procedures and arrangements required by the CDM  Regulations.  Content: Develop the plan from and draw on the Outline Construction Phase  Health and Safety Plan, clause A30/570, and the Pre-tender Health and  Safety Plan/ Preconstruction information.    **150 Security**  Protection: Safeguard the site, the Works, products, materials, and any  existing buildings affected by the Works from damage and theft.  Access: Take all reasonable precautions to prevent unauthorized access to  the site, the Works and adjoining property.  Special requirements:  **[To be confirmed by Employer]**  **160 Stability**  Responsibility: Maintain the stability and structural integrity of the Works and  adjacent structures during the Contract.  Design loads: Obtain details, support as necessary and prevent overloading.    **170 Occupied premises**  Extent: Existing buildings will be occupied and/ or used during the Contract  as follows:  All residential accommodation.  Works: Carry out without undue inconvenience and nuisance and without  danger to occupants and users.  Overtime: If compliance with this clause requires certain operations to be  carried out during overtime, and such overtime is not required for any other  reason, the extra cost will be allowed, provided that such overtime is  authorized in advance.  **200 Mobile telephones and portable electronic equipment**  Restrictions on use:  Radios or other audio equipment are not to be used at any time.  **210 Safety provisions for site visits**  Safety: Submit details in advance of safety provisions and procedures  (including those relating to materials, which may be deleterious), which will  require their compliance when visiting the site.  Protective clothing and/ or equipment: Provide and maintain on site for  visitors to the site.  **220 Working precautions/ restrictions**  Hazardous areas: Operatives must take precautions as follows:  - Work area:  All residential accommodation  - Precautions:  As detailed in Contractor's Construction Phase Health and Safety Plan  Permit to work: Operatives must comply with procedures in the following  areas:  - Work area:  All residential accommodation  - Procedures:  As detailed in Contractor's Construction Phase Health and Safety Plan  **330 Noise and vibration**  Standard: Comply with the recommendations of BS 5228-1, in particular  clause 7.3, to minimize noise levels during the execution of the Works.  Noise levels from the Works: Maximum level:  70 dB(A) when measured from outside the nearest window of the occupied  room closest to the site boundary.  Equipment: Fit compressors, percussion tools and vehicles with effective  silencers of a type  recommended by manufacturers of the compressors, tools or vehicles.  Restrictions: Do not use:  - Percussion tools and other noisy appliances without consent during the  hours of 9:30am to 4:00pm  - Radios or other audio equipment or permit employees to use in ways or at  times that may cause nuisance.  **340 Pollution**  Prevention: Protect the site, the Works and the general environment  including the atmosphere, land, streams and waterways against pollution.  Contamination: If pollution occurs inform immediately, including to the  appropriate Authorities and provide relevant information.  **350 Pesticides**  Use: Only where specified or approved, and then only suitable products listed  on www.pesticides.gov.uk.  Restrictions: Work near water, drainage ditches or land drains must comply  with the 'Guidelines for the use of herbicides on weeds in or near  watercourses and lakes'.  Containers: Comply with manufacturer's disposal recommendations. Remove  from site immediately empty or no longer required.  Competence: Operatives must hold a BASIS Certificate of Competence, or  work under supervision of a Certificate holder.  **360 Nuisance**  Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.  Surface water: Prevent hazardous build-up on site, in excavations and to  surrounding areas and roads.  **370 Asbestos containing materials**  Duty: Report immediately any suspected materials discovered during  execution of the Works.  - Do not disturb.  - Agree methods for safe removal or encapsulation.  **371 Dangerous or hazardous substances**  Duty: Report immediately suspected materials discovered during execution of  the Works.  - Do not disturb.  - Agree methods for safe removal or remediation.  **380 Fire prevention**  Duty: Prevent personal injury or death, and damage to the Works or other  property from fire.  Standard: Comply with Joint Code of Practice 'Fire Prevention on  Construction Sites', published by Construction Industry Publications and The  Fire Protection Association (The 'Joint Fire Code').  **390 Smoking on site**  Smoking on site: Not permitted.  **400 Burning on site**  Burning on site: Not permitted.  **420 Infected timber/ Contaminated materials**  Removal: Where instructed to remove material affected by fungal/ insect  attack from the building, minimize the risk of infecting other parts of the  building.  Testing: carry out and keep records of appropriate tests to demonstrate that  hazards presented by concentrations of airborne particles, toxins and other  micro-organisms are within acceptable levels.  **430 Waste**  Includes: Rubbish, debris, spoil, surplus material, containers and packaging.  General: Minimize production. Prevent accumulations. Keep the site and  Works clean and tidy.  Handling: Collect and store in suitable containers. Remove frequently and  dispose off site in a safe and competent manner:  - Non-hazardous material: In a manner approved by the Waste Regulation  Authority.  - Hazardous material: As directed by the Waste Regulation Authority and in  accordance with relevant regulations.  Recyclable material: Sort and dispose at a Materials Recycling Facility  approved by the Waste Regulation Authority.  Voids and cavities in the construction: Remove rubbish, dirt and residues  before closing in.  Waste transfer documentation: Retain on site.    **440 Electromagnetic interference**  Duty: Prevent excessive electromagnetic disturbance to apparatus outside  the site.  **460 Powder actuated fixing systems**  Use: Not permitted.  **510 Existing services**  Confirmation: Notify all service authorities, statutory undertakers and/ or  adjacent owners of proposed works not less than one week before  commencing site operations.  Identification: Before starting work, check and mark positions of utilities/  services. Where positions are not shown on drawings obtain relevant details  from service authorities, statutory undertakers or other owners.  Work adjacent to services:  - Comply with service authority's/ statutory undertaker's recommendations.  - Adequately protect, and prevent damage to services: Do not interfere with  their operation without consent of service authorities/ statutory undertakers  or other owners.  Identifying services:  - Below ground: Use signboards, giving type and depth;  - Overhead: Use headroom markers.  Damage to services: If any results from execution of the Works:  - Immediately give notice and notify appropriate service authority/ statutory  undertaker.  - Make arrangements for the work to be made good without delay to the  satisfaction of service authority/ statutory undertaker or other owner as  appropriate.  - Any measures taken to deal with an emergency will not affect the extent of  the Contractor's liability.  Marker tapes or protective covers: Replace, if disturbed during site  operations, to service authority's/ statutory undertakers recommendations.  **520 Roads and footpaths**  Duty: Maintain roads and footpaths within and adjacent to the site and keep  clear of mud and debris.  Damage caused by site traffic or otherwise consequent upon the Works:  Make good to the satisfaction of the Employer, Local Authority or other owner.    **560 Existing features**  Protection: Prevent damage to existing buildings, fences, gates, walls, roads,  paved areas and other site features, which are to remain in position during  execution of the Works.  Special requirements:  Not Applicable.  **570 Existing work**  Protection: Prevent damage to existing work, structures or other property  during the course of the work.  Removal: Minimum amount necessary.  Replacement work: To match existing.  **580 Building interiors**  Protection: Prevent damage from exposure to the environment, including  weather, flora, fauna, and other causes of material degradation during the  course of the work.  **600 Existing furniture, fittings and equipment**  Protection: Prevent damage or move as necessary to enable the Works to be  executed.  Reinstate in original positions.  Extent: Before work in each room starts, the following will be removed:  Assessed on a case by case basis and agreed with the Contract  Administrator.  **630 Existing structures**  Duty: Check proposed methods of work for effects on adjacent structures  inside and outside the site boundary.  Supports: During execution of the Works:  - Provide and maintain all incidental shoring, strutting, needling and other  supports as may be necessary to preserve stability of existing structures on  the site or adjoining, that may be endangered or affected by the Works.  - Do not remove until new work is strong enough to support existing  structure.  - Prevent overstressing of completed work when removing supports.  Adjacent structures: Monitor and immediately report excessive movement.  Standard: Comply with BS 5975 and BS EN 12812.  **640 Materials for recycling/ reuse**  Duty: Sort and prevent damage to stated products or materials, clean off  bedding and jointing materials and other contaminants.  Storage: Stack neatly and protect until required by the Employer or for use in  the Works as instructed.  **A35   SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**  **160 Use or disposal of materials**  Specific limitations:  Assessed on a case by case basis and agreed with the Contract  Administrator.  **A36   FACILITIES/ TEMPORARY WORK/ SERVICES**  **280 Accommodation Use/ Location**  Restrictions:  - Location  The Contractor is to allow for the necessary site accommodation and storage  facilities within their tender submission and locate suitable locations  throughout the tender period and be within the IDS estate areas. It will be the responsibility of the Contractor to source  suitable site and storage accommodation for the complete contract duration.  - Timing:  Throughout the contract duration.  **410 Lighting**  Finishing work and inspection: Provide temporary lighting, the intensity and  direction of which closely resembles that delivered by the permanent  installation.  **420 Lighting and power**  Supply: Electricity from the Employer's mains may be used for the Works as  follows:  - Metering:  Metered by the Contractor and charged to the Contractor  - Point of supply:  To be determined by Contractor on a case by case basis and agreed with the  Contract Administrator.  - Available capacity:  To be determined by Contractor  - Frequency: 50 Hz.  - Phase:  To be determined by Contractor  - Current: Alternating.  Continuity: No responsibility will be accepted for the consequences of failure  or restriction in supply.  **430 Water**  Supply: The Employer's mains may be used for the Works as follows:  - Metering:  Metered by the Contractor and charged to the Contractor  - Source:  To be determined by Contractor on a case by case basis and agreed with the  Contract Administrator.  - Location of supply point:  To be determined by Contractor  - Conditions/ Restrictions:  To be determined by Contractor  Continuity: No responsibility will be accepted for the consequences of failure  or restriction in supply.  **440 Telephones**  Direct communication: As soon as practicable after the Date of Possession  provide the Contractor's person in charge with a mobile telephone.  **530 Beneficial use of installed systems**  Permanent systems: Do not use for the Works.  **A37   OPERATION/ MAINTENANCE OF THE FINISHED WORKS**  **115 Operation/ maintenance information**  General: For each works order supply information that is required for  inclusion in either the building manual or the health and safety file.  Compilation: Prepare information for Contractor designed or performance  specified work including as built drawings.  - Include adequate information about the structure or materials used which  might affect the health or safety of anyone carrying out construction or  cleaning work or of anyone who may be affected by such work.  - Obtain or prepare other information to be included in the Manual.  Format: To match existing manual or file.  **220 Training**  Objective: Where required, explain and demonstrate to the Employer's  maintenance staff or the end users the purpose, function and operation of the  installation including items and procedures listed in the Building Manual. |  | |  | |
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