



Maritime and Coastguard Agency

TENDER PACK

ANCHOR COURT, KEEN RD, CARDIFF, CF24 5JW



Maritime and Coastguard Agency

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Anchor Court, Keen Rd, Cardiff, CF24 5JW

TYPE OF DOCUMENT: CONFIDENTIAL

PROJECT NO.: 70050786

OUR REF. NO.: REPORT 001

DATE: NOVEMBER 2019



Maritime and Coastguard Agency

TENDER PACK

Anchor Court, Keen Rd, Cardiff, CF24 5JW

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QUALITY CONTROL

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Date	18.11.19			
Prepared by	Gareth Taylor			
Signature				
Checked by	Simon Budd			
Signature				



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APPENDICES

APPENDIX A PRE-CONSTRUCTION INFORMATION

1. ACTIVITY SCHEDULES



MCA CARDIFF OFFICE REFURBISHMENT					
ACTIVITY SCHEDULE					
A	GENERAL CONDITIONS	Qty	Unit	Rate (£)	£
A.1	<p>This Activity Schedule is to be read strictly in conjunction with any suppliers specifications. Any discrepancies should be reported to the PM.</p> <p>Please note that dimensions/quantities as shown in this document are only approximate and should be checked on site by the Contractor. Any discrepancies should be reported to the PM.</p>	Note			
A.2	<p>In pricing these works, it is deemed that tenderers have visited site. Tenderers must price each item listed in this document, where the price quoted is the total cost of completing that element of work and inclusive of all enabling, installation and making good works, unless otherwise defined. The materials provided and installed must be those specified by the supplier.</p> <p>The Contractor must confirm, to the PM, the lead in times regarding the following materials and all products associated with:</p> <ul style="list-style-type: none"> - Kitchen (units and services) - Floor Coverings - Doors - Blinds - M&E <p>This information is required within this tender document, for consideration by the PM and employer and dates must be confirmed during the pre-start meeting.</p>	Note			
A.3	The Contractor is to price each item separately.	Note			
A.4	The Contractor is to include in his price for all associated works inferred or implied, to comply with good working practice.	Note			
A.5	<p>Nothing contained within the activity schedule is intended to invalidate any British Standard or Performance Certificate.</p> <p>Unless otherwise agreed with the PM, British Standards and Agreement Certificates shall prevail - the Contractor shall draw to the attention of the PM any discrepancies.</p>	Note			
A.6	<p>The drawings are intended as a guide only. All measurements / dimensions to be obtained from site including with due regard to fixing tolerances. The contractor is to follow the kitchen requirements as described by Howdens, the kitchen set up on the construction plan is indicative only.</p> <p>All queries to be directed to and a response given by the PM prior to works commencing on site.</p>	Note			
A.7	All works are to be in accordance with the relevant parts of this schedule. The Contractor is deemed to have read and become familiar with areas of the works prior to starting on site.	Note			
A.8	The Contractor is to limit his area of operation, at any given time, to those areas associated with the works in hand, at that stage in the works programme. NOTE - The Contractor will be required is to supply more labour to the project in order to meet the completion date at no additional charge, if works fall behind programme or poor weather conditions are experienced.	Note			
A.9	Unless stated within the description for a particular item of work, all works are required to be carried out within normal working hours. Normal working hours are 8:30am and 5:00pm. Works outside normal hours and at the weekends are to be carried out by prior arrangement with the PM.	Note			
A.10	Where noisy work is to be carried out, prior planning and agreement should be coordinated with the PM to ensure disruption on site is kept to an absolute minimum. No noisy work shall be carried out outside the times permitted. The Contractor is to obtain details of such permitted times before works commence, as the building houses other tenants / businesses who must not be disturbed.	Note			
A.11	Where there is conflict or duplication between the requirements of the supplier information and the schedule of works then the Contractor should seek guidance from the PM.	Note			
A.12	The Contractor is to take on the role of the Principal Contractor in accordance with the CDM Regulations 2015. The Contractor must submit a copy of the Construction Phase Plan at least one week prior to the commencement of the works, containing all necessary risk assessments and method statements for the safe execution of the works.	Note			
A.13	<p>The Contractor must provide welfare facilities. Space will be provided for the Contractor's site office, arrangements to be confirmed during the contractors open day.</p> <p>The Contractor should allow for providing all necessary guarding barriers, notices, warning signs, hazard tape and PPE as necessary for the safe execution of the works to be detailed more fully within the Contractor's Construction Phase Plan.</p> <p>Any internal areas that are to be used by the Contractor must be maintained and cleaned to a proper and reasonable standard. The Contractor shall also undertake a thorough deep clean of all areas accessed and used during the programme of works.</p>	1	Item		
Rubbish Removal					
A.14	Contractor to include for removing all rubbish debris and waste arising from the works and site and for disposing of to a suitable Local Authority registered tip. This should include for all skip and waste disposal charges and all associated parking permits. A copy of all waste disposal certificates should be given to the PM following completion of the works.	1	Item		
Asbestos					
A.15	The contractor is to review the Asbestos Refurbishment Report. The Contractor is to satisfy themselves that the prescribed works will not affect any ACM's, if present.	1	Item		
Pre-ordering of materials and equipment					
A.16	Contractor to allow to pre-order all necessary equipment and materials and arrange for its availability when needed in accordance with the activity schedule in connection with all works.	Note			



Services				
A.17	<p>The Contractor shall be responsible if required, for ensuring that the electricity, gas and water supplies are inspected, tested and made safe by suitably qualified professionals, i.e. NICEIC Approved Electrical Contractor and Gas Safe Registered gas engineer before associated works commence. The Contractor is to provide test certificates and describe the works that were undertaken to achieve the above.</p> <p>The Contractor shall be responsible for all necessary artificial lighting and power for the correct execution of the works and may be required to pay for all electricity consumed. The Contractor shall also ensure that all supplies of artificial lighting and power are terminated following completion of the works informing the PM in writing with copies of all relevant termination notices to the appropriate Electricity Board.</p> <p>The Contractor shall be responsible for ensuring that all aerials, cables, pipes and / or fittings (e.g. B.T. cables, satellite television dishes, signage and any other services not mentioned) are removed / repositioned as necessary.</p> <p>Where works affect any such fixtures to or supplying other properties, which could be affected by the works, should also be repositioned and / or protected as required by the other occupiers. Any aerials, cables, pipes and / or fittings so repositioned shall be refitted to their original position on completion of the relevant works.</p> <p>The Contractor shall coordinate with all relevant suppliers of services regarding all necessary disconnection and re-connection of services, data supplies relating to works. Also allow for all costs associated.</p>	1	Item	
Schedule of condition				
A.18	The Contractor will provide a schedule of condition with internal and external photos of the site, to be agreed prior to starting any works on the site. Schedule to include all areas of the site and building that may be accessed by the Contractor during works. This is to be agreed at the pre start meeting.	1	Item	
Co-ordination of works				
A.19	The Contractor is to review the Health and Safety Information and Operation and Maintenance manuals held by the client.	Note		
A.20	<p>The Contractor must programme all works to achieve completion within the designated Contract Period. The Contractor is to provide a detailed bar chart programme in MS Project and pdf version, clearly showing the activities to be undertaken and identifying the tasks on the critical path, within 5 working days of request.</p> <p>Initial Draft Programme, in Gantt chart form, including all lead-in times to be provided with Tender Return Documents.</p> <p>The Contractor must ensure that if any work site hedges fencing and site access is used that it is made secure at the end of each day.</p> <p>Skips must be the enclosed lockable type and should be kept a safe distance from the building. Ideally within the site compound area, if one is provided.</p> <p>Where materials are specified by Manufacturer's name, a full set of the Manufacturer's instructions are to be retained on site and it is the Principal Contractor's responsibility to ensure that these are strictly observed at all times. Bring to the attention of the PM any discrepancy between the specification and any instructions that are contrary to the Manufacturer's recommendations.</p> <p>Interim payments will be certified in accordance with the contract, on a percentage basis of works completed in relation to the Contract Data.</p> <p>Principal Contractor to allow for management and co-ordination of all other contractors.</p>	1	Item	
A.21	<p>The Contractor is to allow for detailed phasing and co-ordination on site, the works shall be undertaken to all areas and consultation must be taken between the building occupier and the contractor so the works programme does not impact on the general MCA operation. The works are to be phased in accordance with the areas detailed in the construction plan.</p> <p>The contractor must guarantee that power and data services remain live to critical MCA equipment including, but not limited to, the FMS and Bunkers systems at all times. A phased handover is required to ensure continuity of service, the contractor is to allow for staff to remain in Phase 2 area until the new furniture is installed (separate contract) allowing them to migrate across – this is expected to take between 2 – 5 days.</p> <p>Note- The phasing plan is an indicative only and based on the client's requirements to ensure the site will remain operational and staff can remain on site during the course of the works. The contractor is to provide a proposal as part of their tender.</p>	1	Item	
A.22	Contractor to allow for a temporary partition between the two phased areas. Circa 5m. Partition to be substantial enough to prevent dust and noise disturbance.	1	Item	
A.23	The contractor must ensure a full time working foreman is on-site for the full duration of the works to effectively programme labour and resources and receive instructions from the CA/PM.	1	Item	Note
Day Rates - Labour				
A.22	The Contractor is to confirm hourly labour rates. These rates are applicable for 90 days following receipt of this tender by WSP for analysis. These items are not to be included within the tender submission sum and are only for reference where extra works are required;	Note		
	Carpenter	1	hr	
	Painter and Decorator	1	hr	
	Plumber	1	hr	
	Electrician	1	hr	
	Labourer	1	hr	
OH&P				
A.24	<p>Prices submitted within this schedule should be inclusive of all overheads, profit and preliminaries associated with undertaking the works.</p> <p>The contractor is to indicate their percentage allowance for OH&P in the NEC Contract Data Part 2 for information and to assist with calculating Compensation Events in the event of unforeseen works.</p> <p>The works will be undertaken in accordance with the NEC3 Engineering and Construction Contract, Option A.</p>	Note		
SECTION A TOTAL				



B	SECURITY AND PROTECTION				
	Provide and maintain all necessary protection, barriers, warning signs etc. around the works.				
B.1	Provide and maintain adequate protection to surfaces and surrounding areas of the works that are to be retained, and reinstated to original condition upon completion. The Contractor is to ensure that areas are clean and tidy at the start and end of each working day. Ensure that all building materials and waste arising from the site are stored appropriately within the boundaries of the site compound. The Contractor is to ensure that all materials or waste is stored securely. Ensure that all waste is removed from site on a weekly basis. Existing road and other surfaces including soft landscaping, must be carefully worked around. All damage is to be reinstated to original condition. Maintain suitable security internally to prevent unauthorised access to the building and works area on completion of the works each day. Access to be agreed and approved with the PM at the pre-start meeting.	1	Item		
SECTION B TOTAL					
C	OFFICE				
C.1	Clear all existing furniture and loose items and cart away from site including the roller storage units and metal window security guards.	1	Item		
C.2	To locations illustrated on the demolition plan, strip out existing partitioning and cart away materials from site including all associated doors and joinery. Contractor to allow to make good damaged areas.	20	lm		
Reception Desk and Screen					
C.3	Remove section of wall between reception and waiting room to take circa 1 sqm glazed screen as seen on the construction drawing. Supply and fit glazed opening of circa 1 sqm. Screen to be 13.5mm laminated security glass with timber frame. Provide access void of circa 250mm between glazing and worktop.	1	Item		
C.4	Timber frame to be decorated using a high quality latex primer followed by 2 coats of Dulux Trade High gloss - colour to be confirmed.	1	Item		
C.5	Worktop in waiting room and reception area to be at 760mm from floor level. Worktop on either side of opening to be Howdens 38 mm square edged finished black laminate worktop with connection bolts, joint compound and edging, installed in accordance with the manufacturer's recommendations and requirements. For worktop requirements please contact Darran Chapman on 02920 461368 - darranchapman.cardiff@howdens.com	1	Item		
General					
C.6	Remove all floor coverings and take back down to existing floor panel inline with the programmed phases of work. All adhesive residue is to be taken back and floor to be left smooth and level, ready for new floor coverings.	575	sqm		
C.7	Supply and lay Milliken Light Trails/Dusk DSK11 Titanium carpet tiles throughout office area, allowing for all necessary and associated products - adhesive etc. To be fitted inline with manufactures instructions.	520	sqm		
C.8	Remove existing window blinds and make good reveals. Install new Louvolite Slimline vertical blinds in Unilux Performance Blackout Fabric or equivalent, colour Powder Blue.	33	nr		
C.9	To areas where walls are removed, allow to renew suspended ceiling grids. Tiles to match existing.	10	sqm		
C.10	Allow for new sections of suspended ceiling grid and tiles within exam rooms and opposite corridor as per construction plan. Tiles to match existing.	45	sqm		
C.11	Where new partitioning has been installed, supply and fit timber skirtings 120mm in height to match existing. Contractor to allow for stripping out and replacing skirtings where damaged and install new where missing. These are to be fully primed and decorated. Ensure these are securely fixed in place and mastic sealed back to the plasterwork prior to decoration. Ensure all joints are finished to a good quality. Corners to be mitre joints.	25	lm		
C.12	In locations where new partitioning is installed, construct a new stud partition using Gypliner 70mm system as manufactured by Gyproc. Install with head and sole frame members together with studs at centres as manufacturer's recommendations. Line out for door openings as detailed in the Gyproc instructions leaving ready for new door linings. Install a 12.5mm Gyproc plasterboard either side of a 70mm steel stud, 50mm mineral fibre insulation in the cavity as a solid bat fixed to studs. All new partitions are to travel above the suspended ceiling and terminate at the underside of the floor slab to create a minimum 30 minute fire barrier within the ceiling void.	12	lm		
C.14	New partition wall surrounding the deck exam rooms is to be constructed using Gypliner 70mm system. Install with head and sole frame members together with studs at centres as manufacturer's recommendations. Install a 12.5mm Gyproc Soundbloc plasterboard either side of a 70mm steel stud, 50mm mineral fibre insulation in the cavity as a solid bat fixed to studs to achieve a Rw 42dB. All new partitions are to travel above the suspended ceiling and terminate at the underside of the floor slab to create a minimum 30 minute fire barrier within the ceiling void.	5	lm		
C.15	Allow for acoustic batts to achieve a Rw 42dB, above all ceilings and floors, along the line of new and existing walls surrounding the exams rooms.	12	lm		
C.16	In all locations where new partitioning is installed and in area where repairs have / are required, fill joints, scrim and skim with 3-5mm thick coat of Gyproc Thistle Multi-Finish plaster. Allow to supply and fix jointing tape and angle beads as required prior to applying a plaster finish including base coats.	65	sqm		
C.17	Supply and fit all doors as noted on the construction plan drawing. Doors to be solid core oak veneered finish, but prior to ordering match with the veneer of the existing doors, contractor is responsible for taking measurements of all openings on site. Allow for 838mm wide doors. Doors are to be FD30S and vision panels are to be designed in line with Approved Document M to provide one long glazed area. Allow for all necessary ironmongery including but not limited to hinges, kick plates, door stops, handles, key lock with thumb turn on inner side and overhead door closers.	4	nr		
C.18	All new and previously decorated surfaces are to be adequately prepared and made good in order to receive decoration. All walls and partitions are to be decorated using 2nr coats of vinyl silk emulsion paint - colour to be Dulux Trade white.	350	sqm		
C.19	All joinery / architraves is to be decorated using high quality latex primer followed by 2 coats of Dulux Trade High gloss - colour to be confirmed	170	lm		
C.20	Supply and fit emergency exit signs above all new door locations.	4	nr		
SECTION C TOTAL					



D	KITCHEN				
D.1	Remove all kitchen fittings including, but not limited to cupboards, worktops, sinks, taps, splashbacks, wall mounted items and cart away waste,	1	Item		
D.2	Remove all floor coverings and take back down to floor panels. All adhesive residue is to be taken back and floor to be left smooth and level ready for new floor coverings.	55	sqm		
D.3	Install Altro Reliance 25 Safety flooring system to Kitchen and lunch area as per construction plan. To be installed with 150mm covered upstands to perimeters. Including for edge trims, adhesive, all welded joints, thresholds and covered formers etc. Colour - midnight D25421.	55	sqm		
D.4	Supply and fit Metro Bevel Edged tiles, laid on long edge in brickwork pattern to areas above kitchen worktops to form a 5 course splashback. Colour to be white. Allow for all edge and corner trims, adhesive and grout required to achieve the specification. Grout to be white. Allow for coordination with the M&E contractors regarding the correct position of services - faceplates, vents etc.	4	sqm		
D.5	Supply and fit a Howden's kitchen to the existing footprint as existing. The kitchen is to be from Howden's Glendevon Gloss Selection, including cushion close drawers and doors and integrated fridges. Include to supply and fit all necessary cornices, pelmets, plinths and panels to complete kitchen installation. Door carcasses to be white. Supply and fit brushed steel effect bow handles to all cupboards and drawers, installed in accordance with the manufacturer's recommendations and requirements. For kitchen requirements please contact Darran Chapman on 02920 461368 - darranchapman.cardiff@howdens.com	1	Item		
D.6	Include to supply and fit 38 mm square edged finished black laminate worktop with connection bolts, joint compound and edging, installed in accordance with the manufacturer's recommendations and requirements.	1	Item		
D.7	Install Sandringham Select Inset Single Bowl Sink to location shown on construction plan. To include installation of associated pipework to existing water supply.	1	Item		
D.8	Install Cerasprint Sink Mixer tap to sink.	1	Item		
D.9	Contractor to allow for the removal of the hot water zip tap, safe storage and refitting into new kitchen. Contractor to provide price for supply and fit of new 5 litre, 2.2kw, hot water zip hydroboil 305552 wall mounted boiler if existing is found to be at the end of its life cycle. Note: this is not to be included in initial pricing schedule. £.....	1	Item		
SECTION D TOTAL					
E	ELECTRICAL WORKS				
E.1	The Contractor is to provide a cost for all electrical works detailed in the electrical drawings. Contractor to submit a price for the systems specified including but not limited to, fire alarm and security, lighting and emergency lighting and small power.	1	Item		
SECTION E TOTAL					
F	MECHANICAL WORKS				
F.1	The Contractor is to provide a cost for all mechanical works detailed in the mechanical drawings. Contractor to submit a price for the systems specified including, but not limited to the air conditioning system and the ventilation system.	1	Item		
SECTION F TOTAL					
G	HANDOVER AND COMPLETION				
G.1	Upon completion, the Contractor is to clear away all debris from the site, clean all floors where internal works were undertaken and generally leave the premises internally and externally in a clean and tidy condition ready for use by the tenant and to the satisfaction of the PM.	1	Item		
G.2	Prior to the presentation of the site as 'Complete', the Principal Contractor must provide all Test Certificates (plus any applied documents), the Health and Safety file (to include residual risks, consultants used, Contractors used etc. as per the PD) and any as built drawings to the PM.	1	Item		
G.3	Contractor to include for compilation of O&M Manuals in the form of hard copy and electronic.	1	Item		
SECTION G TOTAL					
H	CONTINGENCY				
H.1	Contingency at 10% of total contract sum	1	Item		
SECTION H TOTAL					

COLLECTION PAGE – Schedule of Work/Activity Schedule

Description				
Section A - GENERAL CONDITIONS				
Section B - SECURITY AND PROTECTION				
Section C - OFFICE				
Section D - KITCHEN				
Section E - ELECTRICAL WORKS				
Section F - MECHANICAL WORKS				
Section G - HANDOVER AND COMPLETION				
SUB TOTAL				
Section H - CONTINGENCY				
TOTAL PRICE				

ELECTRICAL SCHEDULE OF WORKS

The electrical contractor shall read this document in conjunction with all electrical and relevant drawings. The electrical contractor shall visit the premises prior to the tendering to ensure they are fully conversant with all necessary work and shall make sure allowance in the final tender figure for the conditions which exist on site.

REFERENCE	ITEM	COST
E1	General Requirements	
E1.1	Installation drawings	£
E1.2	Record drawings	£
E1.3	O&M manuals	£
E1.4	Client demonstration and instructions	£
E1.5	Site supervision and other preliminaries	£
	Section E1 Sub Total Carried Forward to Summary	£
E2	Provisional Sums	
E2.1	Items identified by contractor	£
	Section E2 Sub Total Carried Forward to Summary	£
E3	Distribution & Small Power Incl Data and Communications	
E3.1	Installation of new distribution board	£
E3.2	Existing floor boxes and associated busbar fed from adjacent building to be re-supplied from new distribution board.	£
E3.3	All sockets in floor boxes affected by the works shall be protected with new type B RCBO's.	£
E3.4	New floor boxes to be installed, consisting of 2no twin sockets complete with RCD protection and 2no twin data outlets. Allow to re-position busbars accordingly.	£
E3.5	Electrical contractor to allow to install galvanised steel secondary containment where necessary. New cables for data and small power shall utilise existing containment wherever possible.	£
E3.6	Electrical contractor to ensure the server cabinets remain active during the works to maintain business continuity. Contractor to allow temporary supplies to facilitate this.	£
E3.7	Electrical contractor to allow to replace all existing data cables (including existing wireless access points) with cat6 cables. contractor to allow to verify if the existing floor boxes are suitable. if they are not deemed acceptable contractor shall allow to replace all existing floor boxes with new.	£
E3.8	Electrical contractor to verify if there is sufficient spare capacity on existing data containment and allow to replace and increase if necessary.	£
E3.9	Electrical contractor to make allowance for out of hours works where activities will disrupt services to MCA business activity.	£

E3.10	Testing and commissioning	£
	Section E3 Sub Total Carried Forward to Summary	£
E4	Lighting and Emergency Lighting	
E4.1	Existing luminaires to be retained and re-positioned/ co-ordinated with new architectural layout.	£
E4.2	New lighting controls to be installed and integrated into the existing lighting controls system. Liaise with Zumtobel lighting to verify the operation of the existing lighting controls system.	£
E4.3	New Emergency lighting to be installed	£
E4.4	Testing and commissioning prior to handover	£
E4.5	Testing and commissioning post occupancy	£
	Section E4 Sub Total Carried Forward to Summary	£
E5	Fire Alarm System	
E5.1	Existing fire alarm equipment and associated accessories to be retained and re-positioned.	£
E5.2	New fire alarm equipment to be installed. Existing sufficient spare capacity on the fire alarm panel shall be verified. Existing fire alarm loop to be modified.	£
E5.3	Testing and commissioning	£
	Section E5 Sub Total Carried Forward to Summary	£
E6	Security Installations	
E6.1	Existing security equipment and associated accessories to be retained and re-positioned.	£
E6.2	Testing and commissioning	£
	Section E6 Sub Total Carried Forward to Summary	£
E7	Other, please state	
E7.1	...	£
E7.2	...	£
E7.3	...	£
	Section E7 Sub Total Carried Forward to Summary	£

SUMMARY		
E1	General Requirements	£
E2	Provisional Sums	£
E3	Distribution & Small Power Incl Data and Communications	£
E4	Lighting and Emergency Lighting	£
E5	Fire Alarm System	£
E6	Security System	£
E7	Other, Please State	£
	Total	£

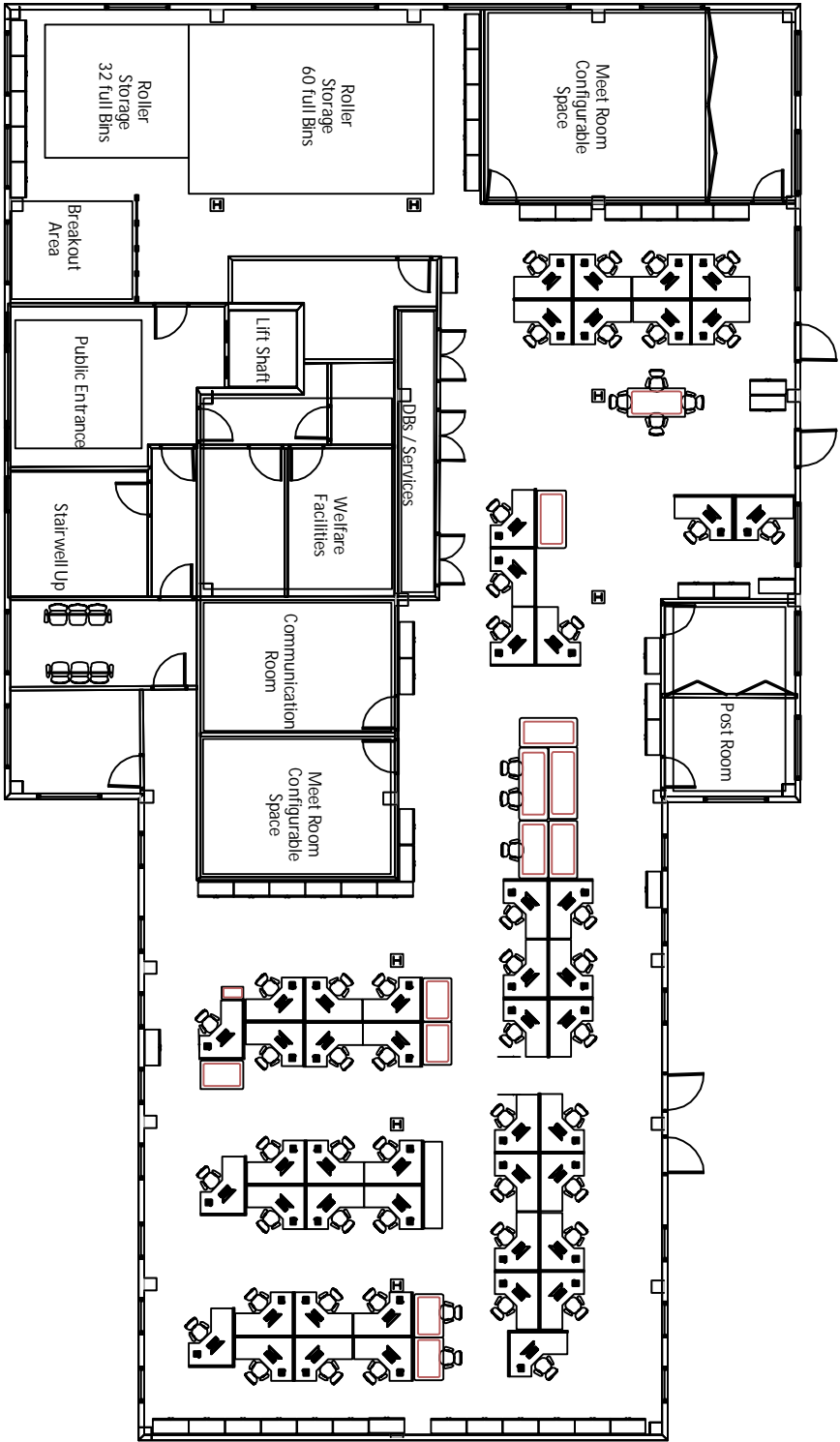
REFERENCE	ITEM	COST
	MECHANICAL SCHEDULE OF WORKS	
M1	Miscellaneous	
M1.1	Installation drawings	£
M1.2	Record drawings	£
M1.3	O&M manuals	£
M1.4	Client demonstration and instructions	£
M1.5	Site supervision and other preliminaries	£
	Section M1 Sub Total Carried Forward to Summary	£
		-
M2	Provisional Sums	
M2.1	Items identified by contractor	£
	Section M2 Sub Total Carried Forward to Summary	£
		-
M3	Heating & Cooling Systems	
M3.1	VRF Services Strip-out	£
M3.2	VRF Services Installation of two fan coil units	£
M3.3	Testing and commissioning of new services and cleaning and re-commissioning of existing services	£
	Section M3 Sub Total Carried Forward to Summary	£
		-

M4	Ventilation	
M4.1	Mechanical Ventilation Services adjustments	£
M4.2	Testing, cleaning and re-commissioning	£
	Section M4 Sub Total Carried Forward to Summary	£
		-
M5	Controls Systems	
M5.1	Updates to Building Management System	£
M5.2	Testing and re-commissioning	£
	Section M9 Sub Total Carried Forward to Summary	£
		-
M6	Other, please state	
M6.1	...	£
M6.2	...	£
M6.3	...	£
	Section M11 Sub Total Carried Forward to Summary	£
		-

SUMMARY		
M1	Miscellaneous	£
M2	Provisional Sums	£
M3	Heating & Cooling Systems	£
M4	Ventilation	£
M5	Controls Systems	£
M6	Other	£
	Total	£

2. CONSTRUCTION DRAWINGS

DO NOT SCALE



P01	01/01/1901	XXX	FIRST ISSUE	XXX	XXX
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS: S0 - WORK IN PROGRESS

1 Capital Quarter, Tyndall St, Cardiff, CF10 4BZ, UK
T + 44 (0) 292 076 8200
wsp.com

CLIENT:

Maritime and Coastguard Agency

ARCHITECT:

WSP

PROJECT:

MCA Cardiff Reurbishment

TITLE:

EXISTING FLOOR PLAN

SCALE @ A3:	CHECKED:	APPROVED:
N.T.S.	SB	SB

PROJECT No:	DESIGNED:	DRAWN:	DATE:
70050786	GT	GT	November 19

DRAWING No:	REV:
EP-01	P01

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DO NOT SCALE



P01	01/01/1901	XXX	FIRST ISSUE	XXX	XXX
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS: S0 - WORK IN PROGRESS



1 Capital Quarter, Tyndall St, Cardiff, CF10 4BZ, UK
T + 44 (0) 292 076 9200
wsp.co.uk

CLIENT: Maritime and Coastguard Agency

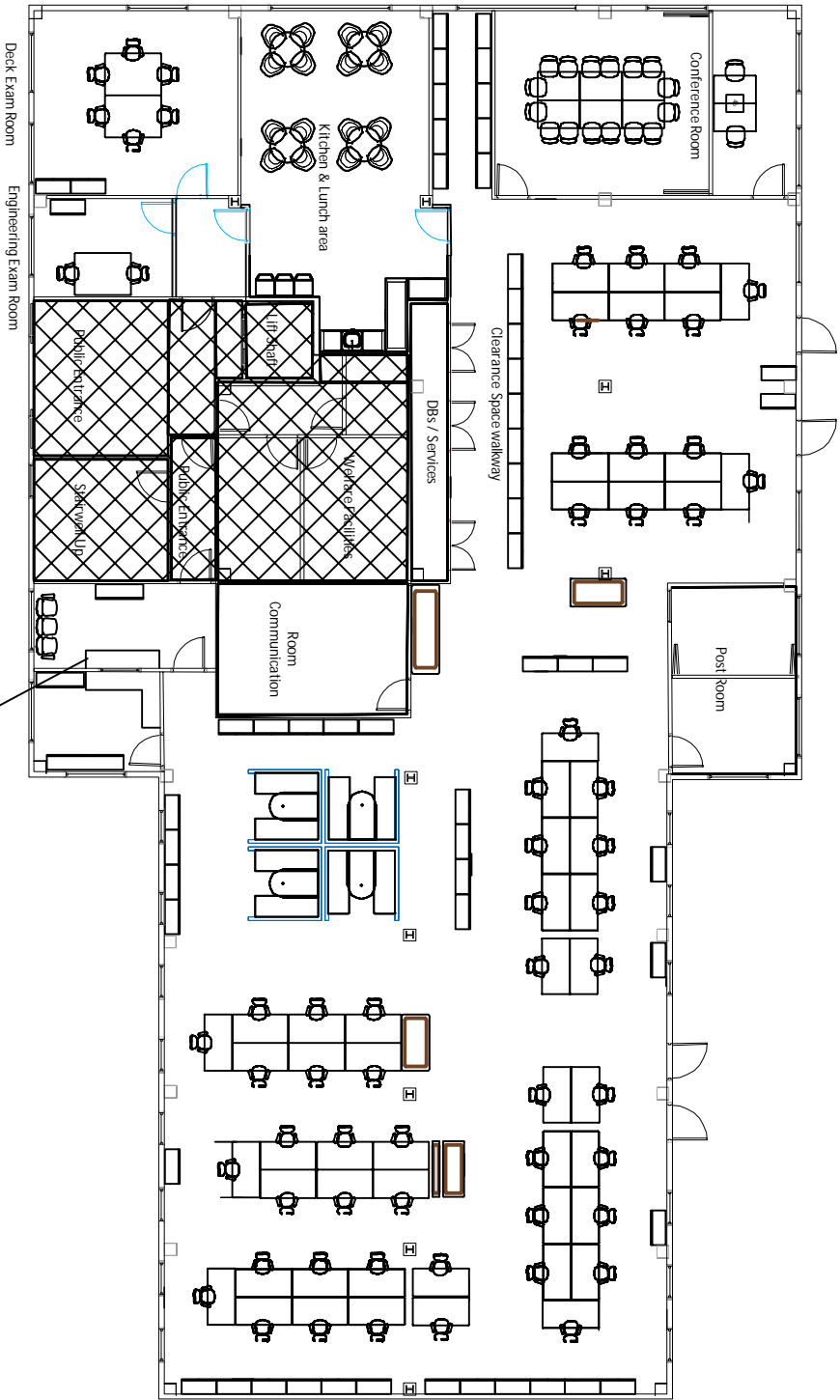
ARCHITECT: WSP

PROJECT: MCA Cardiff Refurbishment

TITLE: Demolition Plan

SCALE @ A3:	NTS	CHECKED:	APPROVED:
PROJECT No:	70050786	DESIGNED: GT	DRAWN: GT
DRAWING No:	DP-02	DATE:	November 19
		REV:	P01

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NO	14/1/2019	GT	SCHE ISSUE		
REV	DATE	BY	DESCRIPTION	OK	APP

DRAWING STATUS

TENDER ISSUE



1 Capital Quarter, Tyndall St, Cardiff, CF10 4EZ, UK
T: +44 (0) 292 079 3000
wsp.com

CLIENT:

Maritime and Coastguard Agency

ARCHITECT:

WSP

INTERPRET:

MCA Cardiff Relinquishment

TITLE:

Construction Plan

SCALE @ A1:	CHECKED:	SB	APPROVED:	SB
PROJECT NO:	DRAWING:	DATE:		
70067796	GT	GT	November 19	
DRAWING NO:	CP-03		REV:	03



3. ELECTRICAL DRAWINGS

1. THIS IS NOT AN INSTALLATION DRAWING.

17. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR THE TESTING OF THE PROPOSED ELECTRICAL SERVICES AS SHOWN ON THE TENDER DRAWINGS.
18. THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT ALL ISOLATORS, DISTRIBUTION BOARDS AND ANY OTHER ASSOCIATED EQUIPMENT ARE CLEARLY LABELLED.
19. THE ELECTRICAL CONTRACTOR SHALL INSTALL ALL NECESSARY CONDUITS, OUTLET BOXES, CONFINEMENT, CABLING AS REQUIRED BY THE SPECIALIST INSTALLERS.
20. THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FINAL CONNECTIONS OF EQUIPMENT AND SHALL PROVIDE RELEVANT CERTIFICATION ON COMPLETION OF THE WORKS TO FULLY COMPLY WITH REQUIRED BRITISH STANDARDS.
21. THE ELECTRICAL CONTRACTOR SHALL VERIFY ALL CIRCUIT REFERENCES & PHASING PRIOR TO WORKS COMMENCEMENT.
22. THE ELECTRICAL CONTRACTOR SHALL BE A CURRENT MEMBER OF THE NICEIC.
23. ALL LOW VOLTAGE CABLING SHALL BE SEGREGATED FROM MAINS VOLTAGE CABLING AT ALL TIMES.
24. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR ALL NECESSARY BUILDERS WORKS ASSOCIATED WITH THE ELECTRICAL INSTALLATION BELOW 25mm BUILDERS WORK HOLES ABOVE 25mm SHALL BE UNDERDRIVEN BY THE MAIN CONTRACTOR.
25. ALL CEILING MOUNTED EQUIPMENT TO BE ISOLATED, MADE SAFE, REMOVED AND RE-INSTALLED ON THE NEW CEILING.
26. ALL CABLES TO BE LSF TYPE.

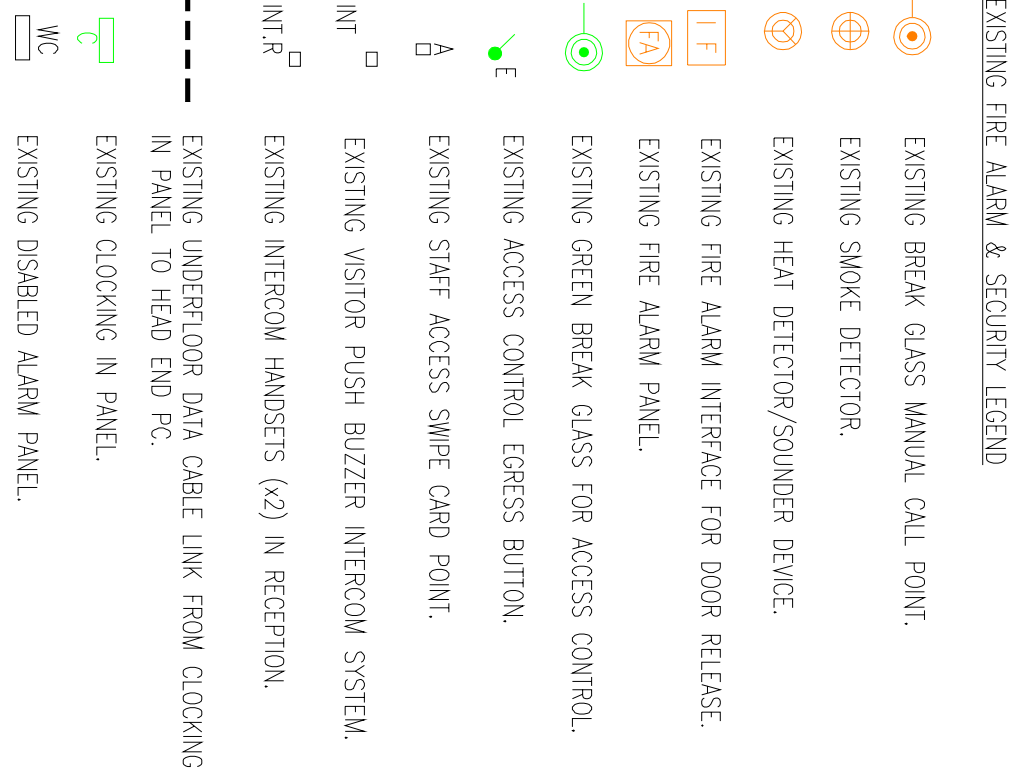
FIRE ALARM & SECURITY

ALL EXISTING FIRE ALARM EQUIPMENT AND ACCESSORIES TO BE RETAINED AND RE-POSITIONED AS DETAILED ON THE PROPOSED FIRE ALARM & SECURITY LAYOUT DRAWING. ACCESS CONTROL, EGRESS BARRIER, GREEN BREAK GLASS AND CLOUING IN PANEL TO BE ISOLATED, MADE SAFE, DISCONNECTED AND RE-POSITIONED AS SHOWN ON THE FIRE ALARM & SECURITY LAYOUT DRAWING. NEW SMOKE DETECTORS SHALL BE INSTALLED AS DETAILED ON THE FIRE ALARM & SECURITY LAYOUT DRAWING. THE CONTRACTOR SHALL VERIFY IF THERE IS SUFFICIENT SPARE CAPACITY ON THE EXISTING FIRE ALARM PANEL, AND ALLOW TO MODIFY THE EXISTING LOOP.

FIRE ALARM & SECURITY

1. THE AUTOMATIC FIRE DETECTION AND ALARM SYSTEM SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH BS 5839.

2. FIRE ALARM DEVICE LOCATIONS ARE INDICATIVE. FINAL LOCATIONS SHALL BE CO-ORDINATED BY FIRE ALARM SPECIALIST.
3. A FIRE ALARM SPECIALIST SHALL BE APPOINTED. THE DESIGN, ALONG WITH SUPPLY, INSTALLATION, TESTING AND COMMISSIONING SHALL BE CARRIED OUT BY THE SPECIALIST FIRE ALARM CONTRACTOR.
4. THE CONTRACTOR SHALL ALLOW FOR THE MODIFICATION OF THE EXISTING FIRE ALARM SYSTEM AS SHOWN ON THE TENDER DRAWINGS.



FOR TENDER DRAWINGS:



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wsp.com

<p>Revised:</p> <p>WSP</p>	<p>MARITIME & COAST GUARD AGENCY</p>
<p>Site/Project:</p> <p>CARDIFF MARINE OFFICE REFURBISHMENT</p>	

1 : 100 mm	MH	DI
PROJECT NO: 70050786	DESIGNED: ZD	DRAWN: ZD
DATE: October 19		REV:
DRAWING NO: 0786-WSP-Z1-00-DR-E-670001		T

GENERAL NOTES

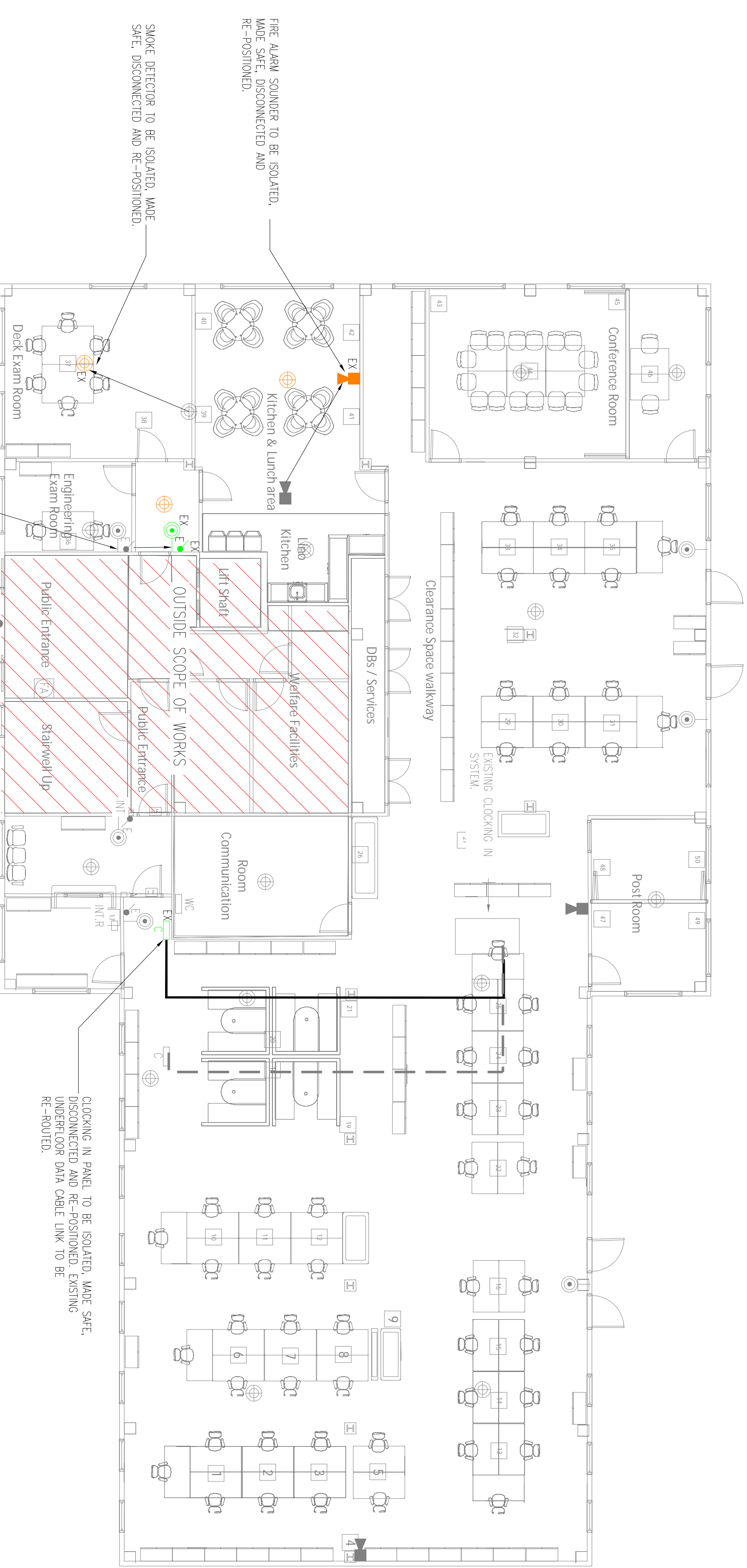
1. THIS IS NOT AN INSTALLATION DRAWING.
 2. REFER TO ARCHITECTURAL LAYOUTS FOR BUILDING DIMENSIONAL INFORMATION.
 3. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECTS, SERVICES AND ENGINEERS DRAWINGS.
 4. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
 5. AT TIME OF ISSUE AS BUILT / CONSTRUCTION DRAWINGS OF EXISTING MAKE SERVICES HAVE NOT BEEN PROVIDED. EXISTING SERVICES SHOWN ARE BASED ON PREVIOUS REFURBISHMENT DESIGN DRAWINGS AND ARE THEREFORE ONLY INDICATIVE OF EQUIPMENT LOCATIONS. ACTUAL LOCATIONS MAY DIFFER.
 6. ALL EXISTING SERVICES TO BE RETAINED SHALL BE ADEQUATELY PROTECTED DURING THE WORKS.
 7. THE CONTRACTOR SHALL ALLOW FOR MAKING GOOD ANY FINISHES DISTURBED AS PART OF THE REMOVING OF REDUNDANT SERVICES.
 8. DIMENSIONS ARE NOT TO BE SCALED FROM THIS DRAWING.
 9. THIS DRAWING IS INDICATIVE ONLY AND IS NOT TO BE USED AS A WORKING DRAWING.
 10. THE DRAWING DOES NOT INDICATE THE PRECISE POSITION OF SERVICES AND SHOWS THE INTENDED LOCATIONS OF BUILDING SERVICES.
 11. THE FINAL CO-ORDINATION OF SERVICES WITH EACH OTHER, SPECIALIST SUB-CONTRACTORS AND BUILDING STRUCTURE IS THE RESPONSIBILITY OF THE BUILDING SERVICES CONTRACTOR.
 12. THE POSITIONS OF ALL ELECTRICAL EQUIPMENT, CONNECTION POINTS AND ACCESSORIES AS SHOWN ON THE DRAWING ARE APPROXIMATE AND FOR GUIDANCE IN THE PREFERENCE OF THE TENDER.
 13. THE CONTRACTOR SHALL ENSURE THAT OTHER AREAS OF THE BUILDING REMAIN OPERATIONAL THROUGHOUT THESE WORKS WHERE POSSIBLE.
 14. ANY SHUTDOWNS ARE TO BE AGREED WITH PROPERTY MANAGEMENT AND CLIENT.
 15. THE ELECTRICAL CONTRACTOR SHALL IF HE SO WISHES OFFER ALTERNATIVES TO THE MATERIALS SPECIFIED PROVIDING THE ALTERNATIVE IS DEEMED EQUAL AND APPROVED BY THE ELECTRICAL ENGINEER.
 16. THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT A VISIT TO THE PREMISES IS UNDERTAKEN PRIOR TO THE TENDERING TO ENSURE THAT THEY ARE FULLY CONVERSANT WITH ALL NECESSARY WORK AND SHALL MAKE SURE ALLOWANCES IN THE FINAL TENDER FIGURE FOR THE CONDITIONS WHICH EXIST ON SITE.
- FIRE ALARM & SECURITY NOTES
1. THE AUTOMATIC FIRE DETECTION AND ALARM SYSTEM SHALL BE DESIGNED AND INSTALLED IN ACCORDANCE WITH BS 5839.
 2. FIRE ALARM DEVICE LOCATIONS ARE INDICATIVE. FINAL LOCATIONS SHALL BE CO-ORDINATED BY FIRE ALARM SPECIALIST.
 3. A FIRE ALARM SPECIALIST SHALL BE APPOINTED. THE DESIGN ALONG WITH SUPPLY, INSTALLATION, TESTING AND COMMISSIONING SHALL BE CARRIED OUT BY THE SPECIALIST FIRE ALARM CONTRACTOR.
 4. THE CONTRACTOR SHALL ALLOW FOR THE MODIFICATION OF THE EXISTING FIRE ALARM SYSTEM AS SHOWN ON THE TENDER DRAWINGS.
17. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR THE TESTING OF THE PROPOSED ELECTRICAL SERVICES AS SHOWN ON THE TENDER DRAWINGS.
18. THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT ALL ISOLATORS, DISTRIBUTION BOARDS AND ANY OTHER ASSOCIATED EQUIPMENT ARE CLEARLY LABELLED.
19. THE ELECTRICAL CONTRACTOR SHALL INSTALL ALL NECESSARY CONDUITS, OUTLET BOXES, CONTAINMENT, CABLING AS REQUIRED BY THE SPECIALIST INSTALLERS.
20. THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FINAL CONNECTIONS OF EQUIPMENT AND SHALL PROVIDE RELEVANT CERTIFICATION ON COMPLETION OF THE WORKS TO FULLY COMPLY WITH REQUIRED BRITISH STANDARDS.
21. THE ELECTRICAL CONTRACTOR SHALL VERIFY ALL CIRCUIT REFERENCES & PHASING PRIOR TO WORKS COMMENCING.
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23. ALL LOW VOLTAGE CABLING SHALL BE SEGREGATED FROM MAINS VOLTAGE CABLING AT ALL TIMES.
24. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR ALL NECESSARY BUILDERS WORKS ASSOCIATED WITH THE ELECTRICAL INSTALLATION BELOW 25mm. BUILDERS WORK HOLES ABOVE 25mm SHALL BE UNDERTAKEN BY THE MAIN CONTRACTOR.
25. ALL CEILING MOUNTED EQUIPMENT TO BE ISOLATED, MADE SAFE, REMOVED AND RE-INSTALLED ON THE NEW CEILING.
26. ALL CABLES TO BE LSF TYPE.

5. SUITABLE MEASURES SHALL BE INTRODUCED DURING THE PERIOD IN WHICH THE FIRE ALARM IS NOT IN OPERATION.
6. THE CABLES FOR THE FIRE DETECTION AND ALARM SYSTEMS SHALL BE AS PER THE EXISTING INSTALLATION.
7. THE FIRE ALARM SYSTEM SHOULD BE TESTED BY A FIRE ALARM SPECIALIST TO ENSURE THAT IT IS FUNCTIONING CORRECTLY AND ANY DEFECTS OR MAINTENANCE ISSUES RECTIFIED PRIOR TO OCCUPATION.

SCOPE OF WORKS

FIRE ALARM & SECURITY

ALL EXISTING FIRE ALARM EQUIPMENT AND ACCESSORIES TO BE RETAINED AND RE-POSITIONED AS DETAILED ON THE PROPOSED FIRE ALARM & SECURITY LAYOUT DRAWING. ACCESS CONTROL, EGRESS BUTTON, GREEN BREAK GLASS AND CLOCKING IN PANEL TO BE ISOLATED, MADE SAFE, DISCONNECTED AND RE-POSITIONED AS SHOWN ON THE FIRE ALARM & SECURITY LAYOUT DRAWING. NEW SMOKE DETECTORS SHALL BE INSTALLED AS DETAILED ON THE FIRE ALARM & SECURITY LAYOUT DRAWING. THE CONTRACTOR SHALL VERIFY IF THERE IS SUFFICIENT SPARE CAPACITY ON THE EXISTING FIRE ALARM PANEL AND ALLOW TO MODIFY THE EXISTING LOOP.



- EXISTING FIRE ALARM & SECURITY LEGEND
- EXISTING FIRE ALARM BREAK GLASS MANUAL CALL POINT.
 - EXISTING FIRE ALARM SMOKE DETECTOR.
 - EXISTING FIRE ALARM HEAT DETECTOR/SOUNDER DEVICE.
 - EXISTING FIRE ALARM SOUNDER.
 - EXISTING FIRE ALARM INTERFACE FOR DOOR RELEASE.
 - EXISTING FIRE ALARM PANEL.
 - EXISTING ACCESS CONTROL. GREEN BREAK GLASS.
 - EXISTING ACCESS CONTROL. EGRESS BUTTON.
 - EXISTING STAFF ACCESS SWIPE CARD POINT.
 - EXISTING VISITOR PUSH BUZZER INTERCOM SYSTEM.
 - EXISTING INTERCOM HANDSETS (X2) IN RECEPTION.
 - EXISTING UNDERFLOOR DATA CABLE LINK FROM CLOCKING IN PANEL TO HEAD END PC.
 - EXISTING CLOCKING IN PANEL.
 - EXISTING DISABLED ALARM PANEL.
 - EXISTING BREAK GLASS MANUAL CALL POINT.
 - PROPOSED SMOKE DETECTOR.
 - PROPOSED FIRE ALARM SOUNDER.
 - PROPOSED CLOCKING IN PANEL.
 - PROPOSED ACCESS CONTROL EGRESS BUTTON.
 - PROPOSED ACCESS CONTROL GREEN BREAK GLASS.
 - EX DENOTES EXISTING.

101

16/11/2019

JD

TENDER ISSUE

MM

DD

PRELIMINARY ISSUE

MM

DD

26/10/2019

BY

DESCRIPTION

CHK

APP

DRAWING STATUS

D2 - FOR TENDER

1

Capital Quarter, Tyndal St, Cardiff, CF10 4BZ, UK

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WSP.CO.UK

WSP

CLIENT:

MARITIME & COASTGUARD AGENCY

ARCHITECT:

WSP

STRUCTURE:

CARDIFF MARINE OFFICE REFURBISHMENT

TITLE:

ELECTRICAL SERVICES
PROPOSED FIRE ALARM & SECURITY LAYOUT

SCALE @ A1:

1:100 mm

ORDERED:

MH

APPROVED:

DI

PROJECT NO:

70050786

DESIGNED:

JD

DRAWN:

JD

DATE:

October 19

DRAWING NO:

0786-WSP-Z1-00-DR-E-670101

REV:

T01

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7. ALL NEW DATA OUTLETS TO BE DERIVED FROM THE EXISTING DATA CAB. CONTRACTOR TO VERIFY SUFFICIENT CAPACITY.

DISTRIBUTION & SMALL POWER

DISTRIBUTION & SMALL POWER

THE WORKS SHALL CONSIST OF THE REFURNISHMENT OF THE MCA OFFICE, ALL ELECTRICAL SERVICES, INCLUDING BUT NOT LIMITED TO, LIGHTING & EMERGENCY LIGHTING. SMALL POWER, FIRE ALARM AND SECURITY SHALL BE RETAINED AND MODIFIED TO SUITE NEW ARCHITECTURAL LAYOUT.

THE EXISTING MAIN LVL PANEL (MCB3) AND ASSOCIATED DISTRIBUTION BOARDS (DB3, AIR CON DB, DB2 AND UPS DB) SHALL BE RETAINED. A NEW 8-WAY 100A P&N DISTRIBUTION BOARD (DB3A) SHALL BE INSTALLED WITHIN THE EXISTING ELECTRICAL RISER, FED FROM MCB3, VIA 4C 25mm² & 16mm² CPC XLPE/SWA/LSF CABLE AND PROTECTED VIA NEW 100A MCCB.

THE EXISTING FLOOR BOXES AND ASSOCIATED BISSARD FEE FROM DB1 IN THE ADJACENT BUILDING AS DETAILD ON THE EXISTING SMALL POWER LAYOUT (PNA001), SHALL BE ISOLATED, MADE SAFE, DISCONNECTED AND RESUPPLIED FROM THE NEW 3-WAY DISTRIBUTION BOARD (DB3A). ALL SOCKETS WITHIN FLOOR BOXES AFFECTED BY THE WORKS SHALL BE REPLACED WITH RCD TYPE SOCKETS. THE EXISTING BISSARD SHALL BE PROTECTED VIA NEW 32A TYPE B MCB. THE CONTRACTOR SHALL UNDERAKE A FULL INTRUSIVE SURVEY AND ALLOW TO UNDERAKE THE NECESSARY WORKS TO RE-SUPPLY ANY OTHER FLOOR BOXES NOT IDENTIFIED ON THE PROPOSED SMALL POWER DRAWING.

NEW FLOOR BOXES SHALL BE INSTALLED (CONSISTING OF 2 INCH SOCKET COMPLETED WITH RIGID CONDUIT) AS DETAILED ON THE PROPOSED WORK FOR PROTECTION AND 2 INCH DATA OUTLET). SMALL POWER DRAWING, THE NEW CIRCUITS SHALL BE SUPPLIED VIA THE EXISTING BUSBAR AND PROTECTED VIA NEW 30A PFC B MOVES. A MAXIMUM OF 4 FLOOR BOXES PER CIRCUIT / TAP OFF; THE CONTRACTOR SHALL ALLOW TO VERIFY SUFFICIENT CAPACITY ON THE EXISTING BUSBARS; THE CONTRACTOR TO ALLOW TO RE-POSITION BUSBARS ACCORDINGLY.

THE EXISTING FLOOR BOXES SHALL BE ISOLATED, MADE SAFE, DISCONNECTED AND RE-POSITIONED IN A SUITABLE LOCATION TO BE CO-ORDINATED WITH THE NEW



- EXISTING FLOOR BOX, LOCATIONS AND QUANTITIES ARE BASED ON EXISTING DESIGN INFORMATION. CONTRACTOR SHALL ALLOW TO VERIFY THE LOCATION AND QUANTITIES.

ARCHITECTURAL/ELECTRICAL LAYOUT, AS DETAILED ON THE PROPOSED SMALL POWER DRAWING, ALL SOCKETS WITHIN FLOOR BOXES AFFECTED BY THE WORKS SHALL BE REPLACED WITH RCD TYPE SOCKETS.

NEW CABLES FOR DATA AND SMALL POWER SHALL UTILISE EXISTING CONTAINMENT WHEREVER POSSIBLE. CONTRACTOR TO VERIFY SUFFICIENT CAPACITY AND ALLOW TO INSULATE/GAMMAWOUND STEEL-SECONDARY CONTAINMENT WHERE NECESSARY.

ELECTRICAL CONTRACTOR TO ENSURE THE SERVER CABINETS REMAIN ACTIVE DURING THE WORKS TO MAINTAIN BUSINESS CONTINUITY. CONTRACTOR TO ALLOW TEMPERATURE SUPPLIES TO FLOUCLATE THIS.

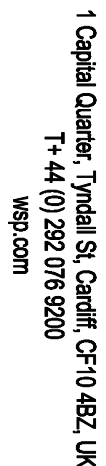
ELECTRICAL CONTRACTOR TO ALLOW TO REPLACE ALL EXISTING DATA CABLES (INCLUDING EXISTING WIRELESS ACCESS POINTS) WITH CAT6 CABLES. CONTRACTOR TO ALLOW TO VERIFY IF THE EXISTING FLOOR BOXES ARE SUITABLE. IF THEY ARE NOT DEEMED ACCEPTABLE CONTRACTOR SHALL ALLOW TO REPLACE ALL EXISTING FLOOR BOXES WITH NEW.

ELECTRICAL CONTRACTOR TO VERIFY IF THERE IS SUFFICIENT SHARED CAPACITY ON EXISTING DATA CONTAINMENT AND ALLOW TO REPLACE AND INCREASE IF NECESSARY.

CONTRACTOR SHALL DISRUPT SERVICES TO NON-BUSINESS ACTIVITY.

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MARITIME & COASTGUARD AGENCY

ARCHITECT

**CARDIFF MARINE OFFICE
REFURBISHMENT**

ELECTRICAL SERVICES
EXISTING SMALL POWER LAYOUT

SCALE @ 1:100 mm	CHECKED:	MM	APPROVED:	DI
PROJECT NO. 70060786	DESIGNED:	DRAWN:	DATE:	November 19
	ZD	ZD		
DRAWING NO. 0786-WSP-Z1-00-DR-E-620001			REV:	T01

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DO NOT SCALE

GENERAL NOTES

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2. REFER TO ARCHITECTURAL LAYOUTS FOR BUILDING DIMENSIONAL INFORMATION.
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6. ALL EXISTING SERVICES TO BE RETAINED SHALL BE ADEQUATELY PROTECTED DURING THE WORKS.
7. THE CONTRACTOR SHALL ALLOW FOR MAKING GOOD ANY FINISHES DISTURBED AS PART OF THE REMOVING OF REDUNDANT SERVICES.
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- 12.THE POSITIONS OF ALL ELECTRICAL EQUIPMENT, CONNECTION POINTS AND ACCESSORIES AS SHOWN ON THE DRAWING ARE APPROXIMATE AND FOR GUIDANCE IN THE PREPARATION OF THE TENDER.
- 13.THE CONTRACTOR SHALL ENSURE THAT OTHER AREAS OF THE BUILDING REMAIN OPERATIONAL THROUGHOUT THESE WORKS WHERE POSSIBLE.
- 14.ANY SHUTDOWNS ARE TO BE AGREED WITH PROPERTY MANAGEMENT AND CLIENT.
- 15.THE ELECTRICAL CONTRACTOR SHALL IF HE SO WISHES OFFER ALTERNATIVES TO THE MATERIALS SPECIFIED PROVIDING THE ALTERNATIVE IS DEEMED EQUAL AND APPROVED BY THE ELECTRICAL ENGINEER.
- 16.THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT A VISIT TO THE PREMISES IS UNDERTAKEN PRIOR TO THE TENDERING TO ENSURE THAT THEY ARE FULLY CONVERSANT WITH ALL NECESSARY WORK AND SHALL MAKE SURE ALLOWANCES IN THE FINAL TENDER FIGURE FOR THE CONDITIONS WHICH EXIST ON SITE.

- 17.THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR THE TESTING OF THE PROPOSED ELECTRICAL SERVICES AS SHOWN ON THE TENDER DRAWINGS.
- 18.THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT ALL ISOLATORS, DISTRIBUTION BOARDS AND ANY OTHER ASSOCIATED EQUIPMENT ARE CLEARLY LABELLED.
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23. ALL LOW VOLTAGE CABLEING SHALL BE SEGREGATED FROM MAINS VOLTAGE CABLEING AT ALL TIMES.
24. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR ALL NECESSARY BUILDERS WORKS ASSOCIATED WITH THE ELECTRICAL INSTALLATION BELOW 25mm. BUILDERS WORK HOLES ABOVE 25mm SHALL BE UNDERTAKEN BY THE MAIN CONTRACTOR.
25. ALL CEILING MOUNTED EQUIPMENT TO BE ISOLATED, MADE SAFE, REMOVED AND RE-INSTATED ON THE NEW CEILING.
26. ALL CABLES TO BE LSF TYPE.

SMALL POWER NOTES

1. ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH BS7671.
2. WHERE ACCESSORIES ARE INSTALLED WITHIN FIRE COMPARTMENT WALL, INTUMESCENT INSERTS SHALL BE PROVIDED.
3. ALL ACCESSORIES SHALL BE BUILDING REGULATIONS PART M COMPLIANT.
4. NEW CIRCUITS SHALL BE DERIVED FROM THE NEW DISTRIBUTION BOARD (DB3A) AND WIRED USING LSF SINGLES (6491B) AND PROTECTED VIA 20A 30mA RCB0 CIRCUIT PROTECTIVE DEVICE.
5. ALL ACCESSORIES TO BE LABELLED WITH A CIRCUIT REFERENCE.
6. ALL NEW ELECTRICAL ACCESSORIES TO BE FULLY CO-ORDINATED ON SITE WITH

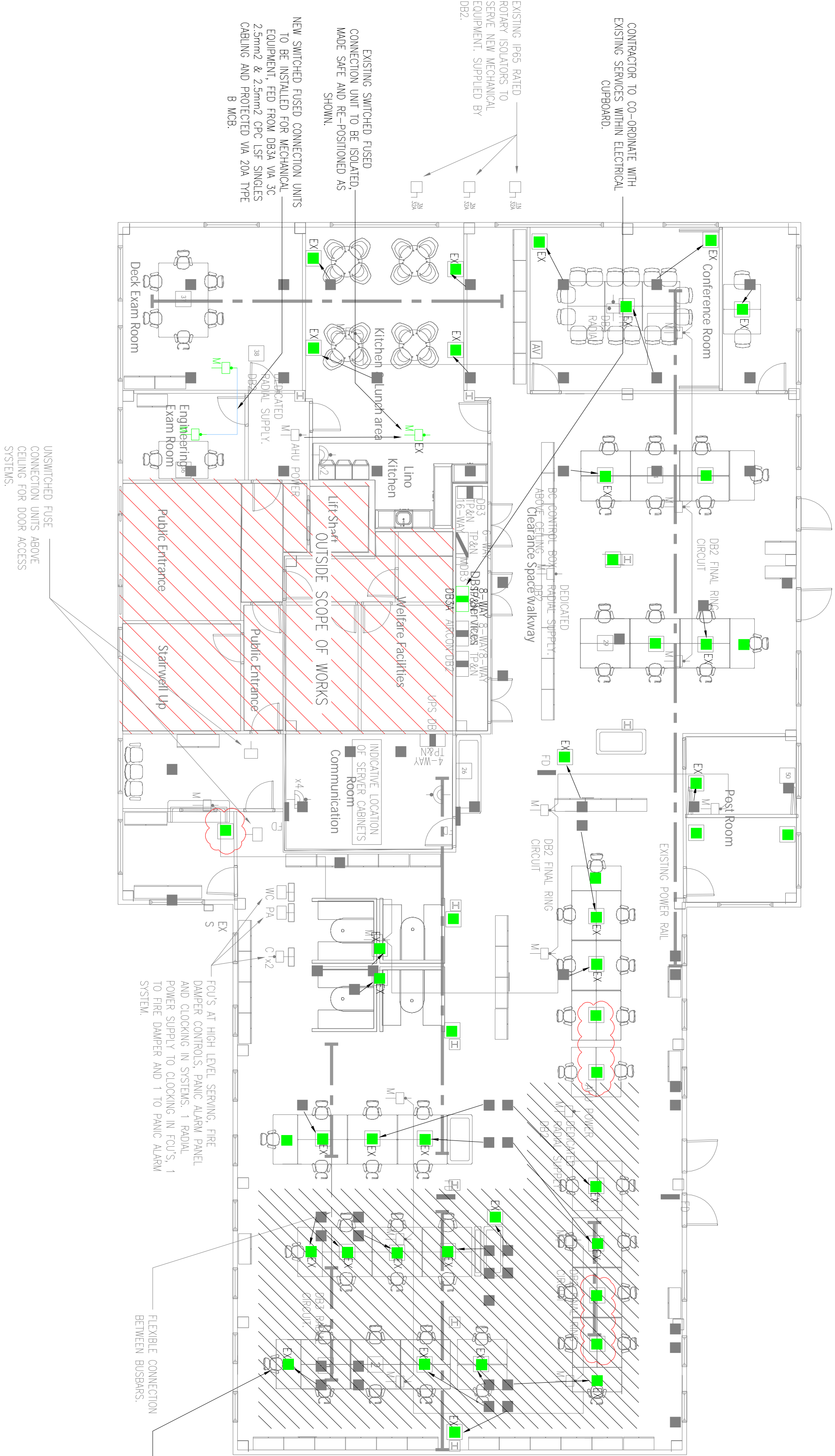
- EXISTING EQUIPMENT AND ARCHITECTURAL DESK LAYOUT PLAN.
7. ALL NEW DATA OUTLETS TO BE DERIVED FROM THE EXISTING DATA CAB. CONTRACTOR TO VERIFY SUFFICIENT CAPACITY.

SCOPE OF WORKS

DISTRIBUTION & SMALL POWER
THE WORKS SHALL CONSIST OF THE REBISHMENT OF THE MCA OFFICE. ALL ELECTRICAL SERVICES, INCLUDING BUT NOT LIMITED TO, LIGHTING & EMERGENCY LIGHTING, SMALL POWER, FIRE ALARM AND SECURITY SHALL BE RETAINED AND MOVED TO SUITE NEW ARCHITECTURAL LAYOUT.
THE EXISTING MAIN LV PANEL (MOB3) AND ASSOCIATED DISTRIBUTION BOARDS (DB3, AIR CON DB, DB2 AND UPS DB) SHALL BE RETAINED. A NEW 8-WAY 100A 17kVn DISTRIBUTION BOARD (DB3A) SHALL BE INSTALLED WITHIN THE EXISTING ELECTRICAL RISER, FED FROM MOB3 VIA 4C 25mm² & 16mm² CPC XLPE/SW/LSF CABLE AND PROTECTED VIA NEW 100A MCBs.
THE EXISTING FLOOR BOXES AND ASSOCIATED BUSBAR FED FROM DB1 IN THE ADJACENT BUILDING (AS DETAILED ON THE EXISTING SMALL POWER LAYOUT DRAWING), SHALL BE ISOLATED, MADE SAFE, DISCONNECTED AND RESUPPLIED FROM THE NEW 8-WAY DISTRIBUTION BOARD (DB3A). ALL SOCKETS WITHIN FLOOR BOXES AFFECTED BY THE WORKS SHALL BE REPLACED WITH RCD TYPE SOCKETS. THE EXISTING BUSBARS SHALL BE PROTECTED VIA NEW 32A TYPE B MCBs. THE CONTRACTOR SHALL UNDERTAKE A FULL INTRUSIVE SURVEY AND ALLOW TO UNDERTAKE THE NECESSARY WORKS TO RE-SUPPLY ANY OTHER FLOOR BOXES NOT IDENTIFIED ON THE PROPOSED SMALL POWER DRAWING.
NEW FLOOR BOXES SHALL BE INSTALLED (CONSISTING OF 2 TWIN SOCKET COMPLETE WITH RCD PROTECTION AND 2 TWIN DATA OUTLET) AS DETAILED ON THE PROPOSED SMALL POWER DRAWING. THE NEW CIRCUITS SHALL BE SUPPLIED VIA THE EXISTING BUSBAR AND PROTECTED VIA NEW 32A TPE B MCBs. A MAXIMUM OF 4 FLOOR BOXES PER CIRCUIT/ TAP OFF. THE CONTRACTOR SHALL ALLOW TO VERIFY SUFFICIENT CAPACITY ON THE EXISTING BUSBARS. THE CONTRACTOR TO ALLOW TO RE-POSITION BUSBARS ACCORDINGLY.
THE EXISTING FLOOR BOXES SHALL BE ISOLATED, MADE SAFE, DISCONNECTED AND RE-POSITIONED IN A SUITABLE LOCATION TO BE CO-ORDINATED WITH THE NEW

ARCHITECTURAL DESK LAYOUT, AS DETAILED ON THE PROPOSED SMALL POWER DRAWING. ALL SOCKETS WITHIN FLOOR BOXES AFFECTED BY THE WORKS SHALL BE REPLACED WITH RCD TYPE SOCKETS.
NEW CABLES FOR DATA AND SMALL POWER SHALL UTILISE EXISTING CONTAINMENT WHEREVER POSSIBLE. CONTRACTOR TO VERIFY SUFFICIENT CAPACITY AND ALLOW TO INSTALL GALVANISED STEEL SECONDARY CONTAINMENT WHERE NECESSARY.

ELECTRICAL CONTRACTOR TO ENSURE THE SERVER CABINETS REMAIN ACTIVE DURING THE WORKS TO MAINTAIN BUSINESS CONTINUITY. CONTRACTOR TO ALLOW TEMPORARY SUPPLIES TO FACILITATE THIS.
ELECTRICAL CONTRACTOR TO ALLOW TO REPLACE ALL EXISTING DATA CABLES (INCLUDING EXISTING WIRELESS ACCESS POINTS) WITH CAT6 CABLES. CONTRACTOR TO ALLOW TO VERIFY IF THE EXISTING FLOOR BOXES ARE SUITABLE. IF THEY ARE NOT DEEMED ACCEPTABLE CONTRACTOR SHALL ALLOW TO REPLACE ALL EXISTING FLOOR BOXES WITH NEW.
ELECTRICAL CONTRACTOR TO VERIFY IF THERE IS SUFFICIENT SPARE CAPACITY ON EXISTING DATA CONTAINMENT AND ALLOW TO REPLACE AND INCREASE IF NECESSARY. ELECTRICAL CONTRACTOR TO MAKE ALLOWANCE FOR OUT OF HOURS WORKS WHERE ACTIVITIES WILL DISRUPT SERVICES TO MCA BUSINESS ACTIVITY.



SMALL POWER LEGEND

- EXISTING TP&N DISTRIBUTION BOARD.
- EXISTING TP&N LV SWITCHBOARD.
- EXISTING ISOLATING SWITCH.
- EXISTING TWIN SWITCHED 13 AMP SOCKET OUTLET.
- EXISTING CEILING MOUNTED PROTECTOR SOCKET OUTLET.
- EXISTING UNSWITCHED FUSED CONNECTION UNIT.
- EXISTING SWITCHED FUSED CONNECTION UNIT.
- EXISTING ABOVE CEILING FCU SUPPLYING MECHANICAL EQUIPMENT.
- EXISTING SWITCHED FCU'S FOR CLOTHING IN SYSTEM AT H/L.
- EXISTING SWITCHED FCU'S FOR PROJECTOR IN CEILING VOID.
- EXISTING UNSWITCHED FCU FOR PANIC ALARM PANEL SYSTEM AT H/L.
- EXISTING UNSWITCHED FCU FOR NEW FIRE DAMPER CONTROL SYSTEMS AT H/L.
- EXISTING FIRE DAMPERS.
- EXISTING UNDERFLOOR BUSBAR.
- EXISTING UNDERFLOOR BUSBAR.
- EXISTING FLOOR BOX LOCATIONS AND QUANTITIES ARE BASED ON EXISTING DESIGN INFORMATION. CONTRACTOR SHALL ALLOW TO VERIFY THE LOCATION, QUANTITIES AND SOURCE OF SUPPLY.
- EXISTING FLOOR BOXES CURRENTLY SUPPLIED FROM DB1 WITHIN BUILDING ADJACENT. THE EQUIPMENT AFFECTED SHALL BE ISOLATED, MADE SAFE, DISCONNECTED AND RE-SUPPLIED FROM NEW DISTRIBUTION BOARD (DB3A). THE CONTRACTOR SHALL UNDERTAKE A FULL INTRUSIVE SURVEY AND ALLOW TO UNDERTAKE THE NECESSARY WORKS TO RE-SUPPLY ANY OTHER FLOOR BOXES NOT IDENTIFIED ON THE PROPOSED SMALL POWER LAYOUT.
- EXISTING FLOOR BOX CONTAINING 2X0 TWIN SOCKET OUTLET C/W RCD & 2X0 TWIN DATA OUTLET.
- NEW SWITCH FUSED CONNECTION UNIT INSTALLED WITHIN CEILING VOID FOR MECHANICAL EQUIPMENT.

101	18/11/2019	2D	TENDER ISSUE	MM	SI
102	01/11/2019	2D	FLOOR BOXES MARGED	MM	SI
103	26/10/2019	2D	PRELIMINARY ISSUE	MM	SI
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS

D2 - FOR TENDER



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CLIENT: MARITIME & COASTGUARD AGENCY

ARCHITECT: WSP

SUBPROJECT: MARINE CARDUIT OFFICE REBISHMENT

TITLE: ELECTRICAL SERVICES PROPOSED SMALL POWER LAYOUT

SCALE @ A4:	1:100 mm	DRAWN:	MM	APPROVED:	DI
PROJECT NO:	70507086	DESIGNED:	2D	DRAWN:	2D
DRAWN BY:	0786-WSP-Z1-00-DR-E-620101	DATE:	November 19	REV:	T01

1. THIS IS NOT AN INSTALLATION DRAWING.

17. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR THE TIEING OF THE PROPOSED ELECTRICAL SERVICES AS SHOWN ON THE TENDER DRAWINGS.
18. THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT ALL ISOLATORS, DISTRIBUTION BOARDS AND ANY OTHER ASSOCIATED EQUIPMENT ARE CLEARLY LABELLED.
19. THE ELECTRICAL CONTRACTOR SHALL INSTALL ALL NECESSARY CONDUITS, OUTLET BOXES, CONFINEMENT, CABLING AS REQUIRED BY THE SPECIALIST INSTALLERS.
20. THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FINAL CONNECTIONS OF THE EQUIPMENT AND SHALL PROVIDE RELEVANT CERTIFICATION ON COMPLETION OF THE WORKS TO FULLY COMPLY WITH REQUIRED BRITISH STANDARDS.
21. THE ELECTRICAL CONTRACTOR SHALL VERIFY ALL CIRCUIT REFERENCES & PHASING PRIOR TO WORKS COMMENCEMENT.
22. THE ELECTRICAL CONTRACTOR SHALL BE A CURRENT MEMBER OF THE NICEIC.
23. ALL LOW VOLTAGE CABLING SHALL BE SEGREGATED FROM MAINS VOLTAGE CABLING AT ALL TIMES.
24. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR ALL NECESSARY BUILDERS WORKS ASSOCIATED WITH THE ELECTRICAL INSTALLATION BELOW 25mm BUILDERS WORK HOLES ABOVE 25mm SHALL BE UNDERDRIVEN BY THE MAIN CONTRACTOR.
25. ALL CEILING MOUNTED EQUIPMENT TO BE ISOLATED, MADE SAFE, REMOVED AND RE-INSTALLED ON THE NEW CEILING.
26. ALL CABLES TO BE LIST TYPE.

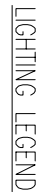
1. ALL WORKS TO BE BARRIED OUT IN ACCORDANCE WITH BS 7671.

2. ALL EXIST. LUMINAIRE SHALL BE REMAINED UNLESS OTHERWISE NOTED ON THE DRAWING AND CO-ORDINATED WITH NEW ARCHITECTURAL LAYOUT.
3. THE CONTRACTOR SHALL ALLOW TO TEST, CLEAN, RE-LAMP AND REPAIR/REPLACE ALL EXISTING LUMINAIRES THAT ARE NOT FULLY FUNCTIONAL.
4. EXISTING SMALL POWER & LIGHTING CIRCUITS SHALL BE REFINED & MODIFIED TO SUIT THE NEW LAYOUT, UNLESS OTHERWISE STATED.
5. CONTRACTOR TO ENAGE ZUMTOBEL LIGHTING TO RE-PROGRAMME LIGHTING CONTROLS TO SUIT NEW ARCHITECTURAL LAYOUT (CONTACT JOSH DUPRES).














SCOPE OF WORKS

LIGHTING & EMERGENCY LIGHTING

ALL EXISTING CONDUIT/PIPES TO BE REMOVED AND RE-POSITIONED/ CO-ORDINATED WITH NEW ARCHITECTURAL LAYOUT UNLESS OTHERWISE STATED ON THE PROPOSED LIGHTING LAYOUT DRAWING. NEW LIGHTING CONTROLS TO BE INSTALLED AS DETAILED ON THE PROPOSED LIGHTING LAYOUT DRAWING AND INTEGRATED INTO THE EXISTING LIGHTING CONTROLS SYSTEM. THE CONTRACTOR SHALL WORK WITH ZUMTOBEL LIGHTING TO VERIFY THE OPERATION OF THE EXISTING LIGHTING CONTROLS SYSTEM.



LIGHTING LEGEND

- | | |
|---|---|
|  | EXISTING 600 x 600 ZUMTOBEL LUMINAIRE. |
|  | AS ABOVE WITH INTERNAL LED EMERGENCY. |
|  | EXISTING ZUMTOBEL DOWNLIGHTER. |
|  | EXISTING ZUMTOBEL DOWNLIGHTER. |
|  | EXISTING ZUMTOBEL LINEAR SURFACE MOUNTED LUMINAIRE. |
|  | EXISTING STAND-ALONE ZUMTOBEL EMERGENCY LUMINAIRE. |
|  | EXISTING DAYLIGHT SENSOR CONNECTED TO DALI LIGHTING CONTROLS. |
|  | EXISTING PASSIVE INFRARED DETECTOR. |
|  | EXISTING LIGHT SWITCH. |
|  | EXISTING 2 WAY LIGHT SWITCH. |
|  | EXISTING 2 WAY SWITCH WITH SCENE SETTING. |
|  | EXISTING ILLUMINATED EXIT SIGN |
|  | EXISTING LIGHTING ZONE GROUPS |

DRAWING STATUS:

isp

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wsp.com

CLIENT:	MARITIME & COASTGUARD AGENCY
ARCHITECT:	WSP

<p>STAFFROOM:</p> <p>CARDIFF MARINE OFFICE REFURBISHMENT</p>	<p>TIME</p>
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SCALE @ 1:100 mm	CHECKED: MH	APPROVED: DJ
PROJECT NO. 7050786	DESIGNED: ZD	DRAWN: ZD
		DATE: October '19
DRAWING No. 0786-WSP-Z1-00-DRE-630001		REV. T01

GENERAL NOTES

1. THIS IS NOT AN INSTALLATION DRAWING.
2. REFER TO ARCHITECTURAL LAYOUTS FOR BUILDING DIMENSIONAL INFORMATION.
3. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECTS, SERVICES AND ENGINEERS DRAWINGS.
4. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
5. AT TIME OF ISSUE AS BUILT / CONSTRUCTION DRAWINGS OF EXISTING MAKE SERVICES HAVE NOT BEEN PROVIDED. EXISTING SERVICES SHOWN ARE BASED ON PREVIOUS REFURBISHMENT DESIGN DRAWINGS AND ARE THEREFORE ONLY INDICATIVE OF EQUIPMENT LOCATIONS. ACTUAL LOCATIONS MAY DIFFER.
6. ALL EXISTING SERVICES TO BE RETAINED SHALL BE ADEQUATELY PROTECTED DURING THE WORKS.
7. THE CONTRACTOR SHALL ALLOW FOR MAKING GOOD ANY FINISHES DISTURBED AS PART OF THE REMOVING OF REDUNDANT SERVICES.
8. DIMENSIONS ARE NOT TO BE SCALED FROM THIS DRAWING.
9. THIS DRAWING IS INDICATIVE ONLY AND IS NOT TO BE USED AS A WORKING DRAWING.
10. THE DRAWING DOES NOT INDICATE THE PRECISE POSITION OF SERVICES AND SHOWS THE INTENDED LOCATIONS OF BUILDING SERVICES.
11. THE FINAL CO-ORDINATION OF SERVICES WITH EACH OTHER, SPECIALIST SUB-CONTRACTORS AND BUILDING STRUCTURE IS THE RESPONSIBILITY OF THE BUILDING SERVICES CONTRACTOR.
12. THE POSITIONS OF ALL ELECTRICAL EQUIPMENT CONNECTION POINTS AND ACCESSORIES AS SHOWN ON THE DRAWING ARE APPROXIMATE AND FOR GUIDANCE IN THE PREPARATION OF THE TENDER.
13. THE CONTRACTOR SHALL ENSURE THAT OTHER AREAS OF THE BUILDING REMAIN OPERATIONAL THROUGHOUT THESE WORKS WHERE POSSIBLE.
14. ANY SHUTDOWNS ARE TO BE AGREED WITH PROPERTY MANAGEMENT AND CLIENT.
15. THE ELECTRICAL CONTRACTOR SHALL IF HE SO WISHES OFFER ALTERNATIVES TO THE MATERIALS SPECIFIED PROVIDING THE ALTERNATIVE IS DEEMED EQUAL AND APPROVED BY THE ELECTRICAL ENGINEER.
16. THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT A VISIT TO THE PREMISES IS UNDERTAKEN PRIOR TO THE TENDERING TO ENSURE THAT THEY ARE FULLY CONVERSANT WITH ALL NECESSARY WORK AND SHALL MAKE SURE ALLOWANCES IN THE FINAL TENDER FIGURE FOR THE CONDITIONS WHICH EXIST ON SITE.
17. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR THE TESTING OF THE PROPOSED ELECTRICAL SERVICES AS SHOWN ON THE TENDER DRAWINGS.
18. THE ELECTRICAL CONTRACTOR SHALL ENSURE THAT ALL ISOLATORS, DISTRIBUTION BOARDS AND ANY OTHER ASSOCIATED EQUIPMENT ARE CLEARLY LABELED.
19. THE ELECTRICAL CONTRACTOR SHALL INSTALL ALL NECESSARY CONDUITS, OUTLET BOXES, CONFINEMENT, CABLING AS REQUIRED BY THE SPECIALIST INSTALLERS.
20. THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FINAL CONNECTIONS OF EQUIPMENT AND SHALL PROVIDE RELEVANT CERTIFICATION ON COMPLETION OF THE WORKS TO FULLY COMPLY WITH REQUIRED BRITISH STANDARDS.
21. THE ELECTRICAL CONTRACTOR SHALL VERIFY ALL CIRCUIT REFERENCES & PHASING PRIOR TO WORKS COMMENCING.
22. THE ELECTRICAL CONTRACTOR SHALL BE A CURRENT MEMBER OF THE NICEIC.
23. ALL LOW VOLTAGE CABLING SHALL BE SEGREGATED FROM MAINS VOLTAGE CABLING AT ALL TIMES.
24. THE ELECTRICAL CONTRACTOR SHALL ALLOW FOR ALL NECESSARY BUILDERS WORKS ASSOCIATED WITH THE ELECTRICAL INSTALLATION BELOW 25mm. BUILDERS WORK HOLES ABOVE 25mm SHALL BE UNDERTAKEN BY THE MAIN CONTRACTOR.
25. ALL CEILING MOUNTED EQUIPMENT TO BE ISOLATED, MADE SAFE, REMOVED AND RE-INSTALLED ON THE NEW CEILING.
26. ALL CABLES TO BE LSF TYPE.

LIGHTING & EMERGENCY LIGHTING NOTES

1. ALL WORKS TO BE BARRIED OUT IN ACCORDANCE WITH BS 7671.
2. ALL EXISTING LUMINAIRES SHALL BE RETAINED UNLESS OTHERWISE NOTED ON THE DRAWING AND CO-ORDINATED WITH NEW ARCHITECTURAL LAYOUT.
3. THE CONTRACTOR SHALL ALLOW TO TEST, CLEAN, RE-LAMP AND REPAIR/ REPLACE ALL EXISTING LUMINAIRES THAT ARE NOT FULLY FUNCTIONAL.
4. EXISTING SMALL POWER & LIGHTING CIRCUITS SHALL BE RETAINED & MODIFIED TO SUIT THE NEW LAYOUT, UNLESS OTHERWISE STATED.
5. CONTRACTOR TO EMERGE ZIMTOBEL LIGHTING TO RE-PROGRAMME LIGHTING CONTROLS TO SUIT NEW ARCHITECTURAL LAYOUT (CONTACT JOSH DUPRES).



















6. THE CONTRACTOR SHALL ALLOW TO CLEAN AND RE-LAMP ALL EXISTING LUMINAIRES.
7. EXISTING SMALL POWER & LIGHTING CIRCUITS SHALL BE RETAINED & MODIFIED TO SUIT THE NEW LAYOUT, UNLESS OTHERWISE STATED.
8. ESCAPE LUMINAIRES SHALL BE FULLY CO-ORDINATED WITH THE ARCHITECT AND BUILDING CONTROL PRIOR TO INSTALLATION.
9. THE ROUTINE TESTING OF THE EMERGENCY LIGHTING SHALL BE UNDERTAKEN AS PER THE EXISTING METHOD.

SCOPE OF WORKS

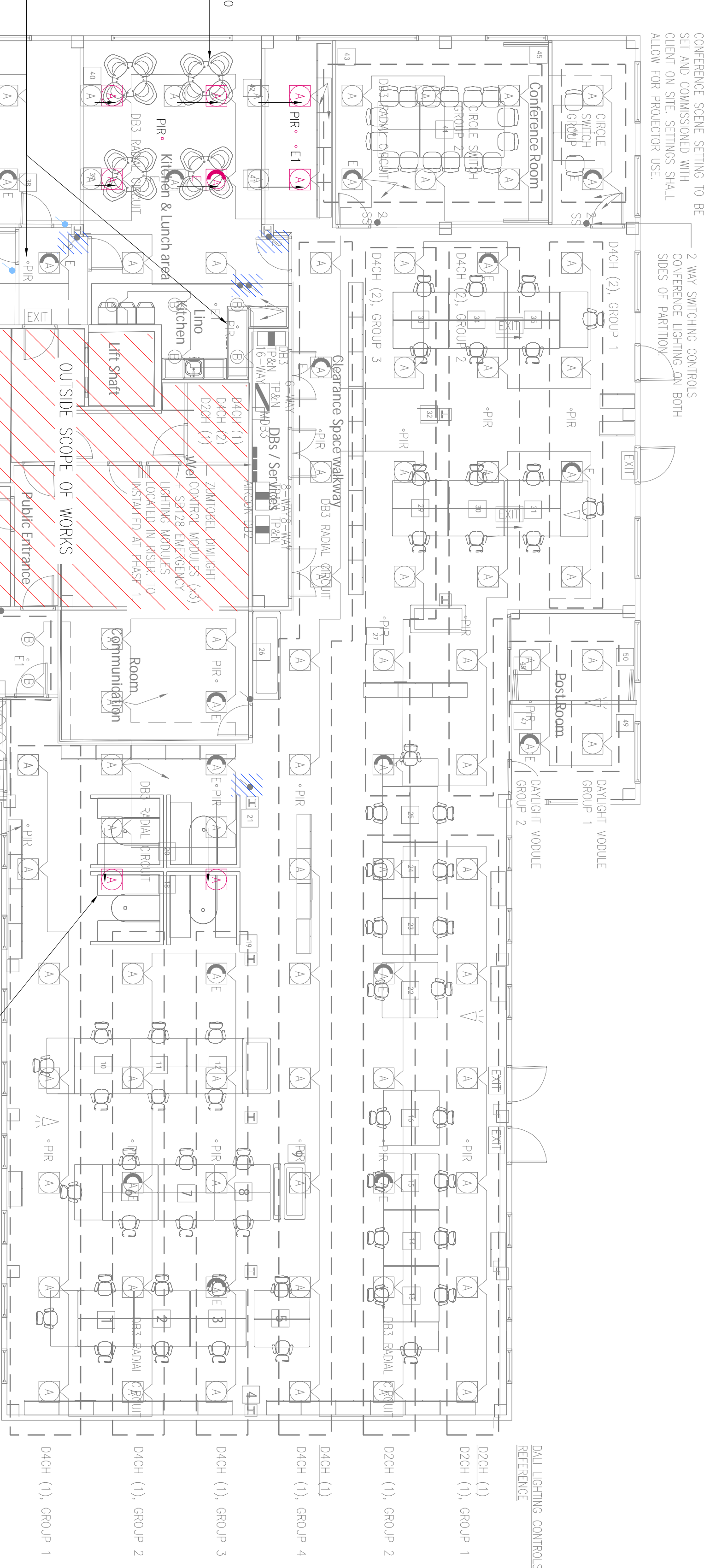
LIGHTING & EMERGENCY LIGHTING

ALL EXISTING LUMINAIRES TO BE RETAINED AND RE-POSITIONED/ CO-ORDINATED WITH NEW ARCHITECTURAL LAYOUT UNLESS OTHERWISE STATED ON THE PROPOSED LIGHTING LAYOUT DRAWING. NEW LIGHTING CONTROLS TO BE INSTALLED AS DETAILED ON THE PROPOSED LIGHTING LAYOUT DRAWING AND INTEGRATED INTO THE EXISTING LIGHTING CONTROLS SYSTEM. THE CONTRACTOR SHALL LIAISE WITH ZIMTOBEL LIGHTING TO VERIFY THE OPERATION OF THE EXISTING LIGHTING CONTROLS SYSTEM.

LIGHTING LEGEND

-  EXISTING 600 x 600 ZIMTOBEL LUMINAIRE.
-  AS ABOVE WITH INTERNAL LED EMERGENCY.
-  EXISTING ZIMTOBEL DOWNLIGHTER.
-  EXISTING ZIMTOBEL DOWNLIGHTER.
-  EXISTING ZIMTOBEL LINEAR SURFACE MOUNTED LUMINAIRE.
-  EXISTING STAND-ALONE ZIMTOBEL EMERGENCY LUMINAIRE.
-  EXISTING DAYLIGHT SENSOR CONNECTED TO DALI LIGHTING CONTROLS.
-  EXISTING 360 PASSIVE INFRA RED DETECTOR
-  EXISTING LIGHT SWITCH.
-  EXISTING 2 WAY LIGHT SWITCH.
-  EXISTING 2 WAY SWITCH WITH SCENE SETTING.
-  EXISTING ILLUMINATED EXIT SIGN
-  EXISTING LIGHTING ZONE GROUPS
-  EXISTING ELECTRICAL EQUIPMENT TO BE ISOLATED, MADE SAFE, DISCONNECT AND REMOVED.
-  NEW POSITION OF EXISTING LUMINAIRE.
-  NEW LIGHTING SWITCH.
-  NEW 360 PASSIVE INFRA RED DETECTOR.
-  NEW STAND-ALONE EMERGENCY LUMINAIRE TO MATCHING EXISTING. CONTRACTOR SHALL LIAISE WITH ZIMTOBEL LIGHTING.

6. NO EXISTING LUMINAIRES TO BE ISOLATED, MADE SAFE AND RE-POSITIONED AS SHOWN TO CO-ORDINATE WITH THE PROPOSED ARCHITECTURAL LAYOUT. 2. NO NEW PASSIVE INFRA RED DETECTORS TO BE INSTALLED AS SHOWN AND INTEGRATED INTO THE EXISTING LIGHTING CONTROL SYSTEM. THE CONTRACTOR SHALL LIAISE WITH ZIMTOBEL LIGHTING. 3. NO STAND-ALONE EMERGENCY LUMINAIRE TO BE INSTALLED AS SHOWN. 4. ED FROM THE ADJACENT LOCAL CIRCUIT.



THE EXISTING LIGHTING CONTROLS SHALL BE RE-CONFIGURED TO INCORPORATE THE NEW ARCHITECTURAL LAYOUT.

CONFERENCE SCENE SETTING TO BE SET AND COMMISSIONED WITH CLIENT ON SITE. SETTINGS SHALL ALLOW FOR PROTECTOR USE.

2. NO EXISTING LUMINAIRES TO BE ISOLATED, MADE SAFE AND RE-POSITIONED AS SHOWN TO CO-ORDINATE WITH THE PROPOSED ARCHITECTURAL LAYOUT. 2. NO NEW PASSIVE INFRA RED DETECTORS TO BE INSTALLED AS SHOWN AND INTEGRATED INTO THE EXISTING LIGHTING CONTROL SYSTEM. THE CONTRACTOR SHALL LIAISE WITH ZIMTOBEL LIGHTING.

2. NO EXISTING LUMINAIRES TO BE ISOLATED, MADE SAFE AND RE-POSITIONED AS SHOWN TO CO-ORDINATE WITH THE PROPOSED ARCHITECTURAL LAYOUT. 2. NO NEW PASSIVE INFRA RED DETECTORS TO BE INSTALLED AS SHOWN AND INTEGRATED INTO THE EXISTING LIGHTING CONTROL SYSTEM. THE CONTRACTOR SHALL LIAISE WITH ZIMTOBEL LIGHTING.

DRAWING STATUS				D2 - FOR TENDER			
TO1	18/11/2019	ZD	TENDER ISSUE	MM	DI		
PO1	25/10/2019	ZD	PRELIMINARY ISSUE	MM	DI		
REV	DATE	BY	DESCRIPTION	CHK	APP		
DRAWING INFO							
SCALE & XREF				APPROVED			
1 : 100 mm		CHECKED		MM		APPROVED	
PROJECT NO.		REVISIONS		ISSUING		DATE	
70050786		ZD		ZD		October 19	
DRAWING NO.				REV.			
0786-MSP-Z1-00-DR-E-630101				T01			
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MARTIME & COASTGUARD AGENCY

WSP

MARINE CARDIFF OFFICE
REFURBISHMENT

PROPOSED LIGHTING & EMERGENCY LIGHTING

4. MECHANICAL DRAWINGS

File name: \\UK-WSP-GROUP\COMMON\DATA\PROJECTS\05070701\050708_MCA_FRAMEWORK\WSP\CD\DRAWINGS\SHEETS\050708_Z1-00-DR-M-500001.dwg, printed on 18 November 2015 09:58:57 by Marwa_Jamal

AIR CONDITIONING SYSTEM

THE EXISTING SYSTEM IS A MITSUBISHI VRF AIR CONDITIONING SYSTEM PROVIDING SPACE HEATING AND COOLING. THERE ARE 14no. CEILING MOUNTED CHASSIS FAN COIL UNITS (FCU) EACH DUCTED TO CEILING MOUNTED SWIRL DIFFUSERS. MOST FCUs ARE LINKED TO A CENTRAL CONTROLLER WITH SOME HAVING DIRECT ROOM CONTROLLERS.

IT IS CURRENTLY ASSUMED THAT THE EXISTING VRF AIR CONDITIONING SYSTEM IS IN GOOD WORKING ORDER WITH OVER 5 YEARS LEFT OF ITS EXPECTED EFFECTIVE WORKING LIFE.

IT HAS BEEN IDENTIFIED THAT THE EXISTING BC BOX HAS 16 PORTS AVAILABLE FOR CONNECTION TO FCUs. AS IT STANDS, 14no. OF THESE CONNECTIONS HAVE BEEN USED LEAVING 2no. SPARE CONNECTIONS FOR NEW FCUs.

THE PROPOSED NEW SERVICES INCLUDE REPLACING THE FAN COIL UNIT OVER THE MEETING ROOM WITH A MODEL TO MATCH THE OTHER OPEN PLAN OFFICE FAN COIL UNITS. THIS ALLOWS THE EXISTING SYSTEM TO COPE WITH THE ADDITION OF 2no. NEW FCUs TO THE NEW ROOMS, AS INDICATED ON THE PROPOSED SERVICES LAYOUT. THIS INFORMATION IS BASED ON EXISTING MAINTENANCE RECORDS AND MITSUBISHI RECORD INFORMATION AND SHALL BE CONFIRMED BY THE AIR CONDITIONING SPECIALIST.

THE MECHANICAL CONTRACTOR SHALL EMPLOY AN AIR CONDITIONING SPECIALIST TO ASSESS THE CONDITION OF THE OUTDOOR CONDENSING UNITS TO PROVE THAT THEY ARE IN GOOD WORKING ORDER AND HAVE A SATISFACTORY REMAINING WORKING LIFE.

AS PART OF THE WORKS, THE PARTITIONING AROUND THE MEETING ROOM SHALL BE REMOVED. THEREFORE THE MITSUBISHI AIR CONDITIONING CONTROL PANEL FOR MEETING ROOM SHALL BE REMOVED. ALL DUCTWORK WITHIN THE TENANTS DEMISE TO BE CLEANED.

THE MECHANICAL SERVICES CONTRACTOR SHALL ALLOW FOR MAKING GOOD ANY FINISHES DISTURBED AS PART OF THE REMOVING OF REDUNDANT SERVICES.

THE MECHANICAL SERVICES CONTRACTOR SHALL ENSURE THAT OTHER AREAS OF THE BUILDING REMAIN OPERATIONAL THROUGHOUT THESE WORKS WHERE POSSIBLE.

HEATING SYSTEM

THE EXISTING PERIMETER RADIATORS ARE NOT INCLUDED AS PART OF THE OCCUPYING TENANTS DEMISE AND ARE TO BE RETAINED AND PROTECTED DURING THE WORKS. THEY HAVE BEEN REPORTED AS NOT OPERATIONAL AND ARE NOT REQUIRED FOR SPACE HEATING.

VENTILATION

THE FRESH AIR VENTILATION FOR THE DEMISE IS VIA 2NO. CEILING MOUNTED NUAIRE MVHRs (MECHANICAL VENTILATION WITH HEAT RECOVERY). THEY SUPPLY AIR TO THE FCUs AND EXTRACT FROM THE CEILING VOID VIA OPEN PLENUM EGG-CRATE GRILLES.

THE MECHANICAL CONTRACTOR SHALL SERVICE THE MVHRs AND REPLACE FILTERS AS NECESSARY AND AS RECOMMENDED BY THE MANUFACTURER. THE MECHANICAL CONTRACTOR SHALL ALSO INVESTIGATE THE OVERALL CONDITION OF THE MVHRs AND ASSESS THEIR SUITABILITY FOR CONTINUED SERVICE.

ALL DUCTWORK WITHIN THE TENANTS DEMISE TO BE CLEANED.

EXTERNAL INTAKE AND EXHAUST LOUVRES ARE TO BE CLEANED AND INSECT MESH REPLACED IF REQUIRED.

DOMESTIC WATER SERVICES

DOMESTIC WATER SERVICES TO KITCHEN SHALL REMAIN AND BE PROTECTED DURING THE WORKS TO THE KITCHEN.

THE DRINKING WATER FOUNTAIN ADJACENT TO THE RISER CUPBOARDS SHALL BE RETAINED AND UTILISED DURING THE WORKS. THE UNIT WILL NEED TO BE MOVED AND RE-CONNECTED FOR EACH PHASE OF WORKS.

ABOVE GROUND DRAINAGE













ABOVE GROUND DRAINAGE TO KITCHEN SHALL REMAIN AND BE PROTECTED DURING THE WORKS TO THE KITCHEN.

DO NOT SCALE

GENERAL NOTES:

- THIS IS NOT AN INSTALLATION DRAWING.
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL, OTHER MECHANICAL, ELECTRICAL AND PUBLIC HEALTH SERVICES DRAWINGS, STRUCTURAL AND CIVIL ENGINEERS DRAWINGS AND ALL SPECIFICATION DOCUMENTS.
- DO NOT SCALE FROM THIS DRAWING.
- REFER TO ARCHITECTURAL LAYOUTS FOR BUILDING DIMENSIONAL INFORMATION.
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
- THE FINAL CO-ORDINATION OF SERVICES WITH EACH OTHER, SPECIALIST SUB-CONTRACTORS AND BUILDING STRUCTURE IS THE RESPONSIBILITY OF THE BUILDING SERVICES CONTRACTOR.
- AT TIME OF ISSUE AS BUILT / CONSTRUCTION DRAWINGS OF EXISTING M&E SERVICES HAVE NOT BEEN PROVIDED. EXISTING SERVICES SHOWN ARE BASED ON PREVIOUS REFURBISHMENT DESIGN DRAWINGS AND ARE THEREFORE ONLY INDICATIVE OF EQUIPMENT LOCATIONS. ACTUAL LOCATIONS MAY DIFFER.
- THE CONTRACTOR SHALL ALLOW FOR MAKING GOOD ANY FINISHES DISTURBED AS PART OF THE REMOVING OF REDUNDANT SERVICES.
- THE CONTRACTOR SHALL ENSURE THAT OTHER AREAS OF THE BUILDING REMAIN OPERATIONAL THROUGHOUT THESE WORKS WHERE POSSIBLE.
- ANY SHUTDOWNS ARE TO BE AGREED WITH PROPERTY MANAGEMENT AND CLIENT.
- THE CONTRACTOR SHALL MAKE AN ALLOWANCE FOR OUT OF HOURS WORKS.

LEGEND

-  OPEN PLENUM EXTRACT GRILLES
-  SWIRL AIR DIFFUSER SUPPLY GRILLE
-  VCD VOLUME CONTROL DAMPER
-  FCU FAN COIL UNIT
-  FLD FUSIBLE LINK FIRE DAMPER
-  EL EXTERNAL LOUVRE
-  RP REMOVED PARTITIONS
-  NP NEW PARTITIONS
-  SR SERVICES TO BE REMOVED
-  SL SERVICES TO BE RELOCATED
-  NS NEW SERVICES
-  ES EXISTING SERVICES TO BE RETAINED

T01	18/11/2019	JM	TENDER ISSUE	GS	DI
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:	S2 - FOR INFORMATION
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wsp.com

CLIENT:	MARITIME & COASTGUARD AGENCY
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ARCHITECT:	WSP
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SITE/PROJECT:	MCA FRAMEWORK
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TITLE:	EXISTING MECHANICAL SERVICES
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SCALE @ A1:	1:100	CHECKED:	GS	APPROVED:	DI
PROJECT NO:	70050786	DESIGNED:	JM	DRAWN:	JM
				DATE:	October 19

DRAWING No:	0786-WSP-Z1-00-DR-M-500001	REV:	T01
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Appendix A

wsp
PRE-CONSTRUCTION INFORMATION



MCA Cardiff

PRE-CONSTRUCTION INFORMATION PACK

The Maritime and Coastguard Agency



MCA Cardiff

PRE-CONSTRUCTION INFORMATION PACK

The Maritime and Coastguard Agency

PRE-CONSTRUCTION INFORMATION (TENDER) CONFIDENTIAL

PROJECT NO. 70050786-101

DATE: NOVEMBER 2019

WSP

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QUALITY CONTROL

Issue/revision	First issue	Revision 1	Revision 2	Revision 3
Remarks	Client Issue			
Date	18/11/19			
Prepared by	Gareth Taylor			
Signature				
Checked by	John Bird			
Signature				
Authorised by	John Bird			
Signature				
Project number	70050786-101			
Report number	01			

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1 INTRODUCTION

This Pre-Construction Health and Safety Information Pack has been prepared in accordance with the Construction (Design and Management) Regulations 2015. It is a document which will eventually be developed into the Construction Phase (Health and Safety) Plan by the Contractor on single Contractor projects or the Contractor appointed as the Principal Contractor for projects with more than one Contractor. Initially, it will be used to collate and summarise the information provided by the Client for use by the designers and Contractors appointed, or being considered for appointment, on the project. All those involved with the pre-construction phase have a statutory duty to comply with it and to provide the Principal Designer with any information they have which is required to keep the pack up to date.

It is the intention of the Client that the project is designed and constructed in such a way that the risks to the health and safety of all persons engaged in its construction, future use, cleaning and maintenance or using a structure designed as a workplace are eliminated or reduced to an acceptable level.

This Information Pack is to provide information only and does not form part of the Contract. The full scope of the Works, the duration of the contract and the obligations of the Contractor, shall be ascertained by reference to the Contract documents read as a whole.

2 IDENTIFICATION OF ROLES

Please refer to Section 9 for contact details.

2.1 CLIENT

The Maritime and Coastguard Agency is the Client as defined under the Construction (Design and Management) Regulations 2015.

2.2 PRINCIPAL DESIGNER

The Principal Designer is WSP UK Limited.

2.3 PRINCIPAL CONTRACTOR

The Principal Contractor will be named following the tender period.

The duties of the Principal Contractor are set out in Construction (Design and Management) Regulations 2015. [Note that this includes preparation of the Construction Phase (Health and Safety) Plan, prior to the commencement of works on site].

2.4 CONTRACTOR

The Principal Contractor shall be responsible for the implementation of all safety management measures necessary for the execution of the work, and for the management of all Contractors on the site. All Contractors shall comply with the Construction Phase (Health and Safety) Plan, and with all relevant legislation, regulations or codes of practice.

2.5 DESIGNER

Under the CDM Regulations, a Designer is anybody who either prepares a design or arranges for a person under his/her control to prepare a design. Whilst designers have been appointed, a Contractor may also be a designer under this definition, and therefore Regulations 9 and 10 will apply to them in the same way as it does to the architect, engineer, etc.

3 DESCRIPTION OF PROJECT

The detail below is provided to assist the Contractor but should be treated as preliminary information and not categorical.

3.1 INTRODUCTION AND BACKGROUND

The Client is The Maritime and Coastguard Agency and it is their intention to undertake a refurbishment of the office space at MCA Cardiff.

3.2 NATURE AND SCOPE OF THE WORK TO BE CARRIED OUT

This contract comprises the demolition and erection of non-structural walls, renewal of fabric finishes, a new kitchen and M&E works.

3.3 LOCATION OF PROJECT AND EXTENT OF SITE

Site Address: MCA Cardiff, Anchor Court (South), Keen Rd, Cardiff, CF24 5JW.

MCA Cardiff predominantly comprises an office space on the ground floor containing a large, open plan office with smaller meeting rooms and a kitchen.

3.4 EXISTING ENVIRONMENT, SURROUNDING LAND AND ITS USE

The existing environment of the site, surrounding land and its use may have an impact on the safety of workers on the site, or on others in the area surrounding the site.

3.4.1 ADJACENT PREMISES

The following list shows typical types of premises and their use around this construction site. This information must be considered when control measures are formulated for construction works, i.e. will the residents cause a hazard? Is a particular group of residents more at risk due to the construction works than others? Control measures required must be recorded in the method statements or safe systems of work documentation:

- i Premier Inn Hotel, Cardiff City South
- i Yolk Recruitment (Second Floor, Anchor Court South)
- i Estyn (First Floor, Anchor Court South)
- i Action for Hearing (Anchor Court North)

Note: If there are any construction sites of any nature adjacent to or on the site the Principal Contractor is obliged by the Regulations to consult and liaise with the managers and workforce of those sites.

3.4.2 EXISTING STRUCTURES

Comprises generally purpose built office building over ground and two upper floors. The north and south entrances benefit from an intercom service and designated receptions with lift access to the upper floors. The office specification comprises the following:- Air conditioning - Suspended ceilings with recessed lighting- Carpeted raised access floors - Passenger lift- Kitchen facilities.

3.4.3 EXISTING MATERIALS STORED ON SITE THAT MAY PRESENT A HAZARD

No hazardous materials have been specifically mentioned to WSP UK Limited. As the building is mainly used as offices, it is assumed that the only hazardous materials that may be encountered would be chemicals in storerooms used for cleaning together with any fuels or lubricants for site vehicles, within the plant room. The site is served with a piped mains gas supply.

3.4.4 GROUND CONDITIONS / CONTAMINATION

The Asbestos Register/Management Plan will be made available for inspection. Should the Contractor encounter what is believed to be asbestos the Project Manager/Contract Administrator must be notified immediately, under the Control of Asbestos at Work Regulations 2012.

3.4.5 EXISTING UTILITIES

The term 'utility' means all underground services such as electricity, gas, water, stormwater drain, foul sewer and telecommunication services. Buried utilities are widespread and it shall be assumed that they are present unless and until proven otherwise. However, there shouldn't be a requirement to undertake any excavations during this project.

The exact location and depth of utilities must be verified using appropriate methods, prior to ground penetration by mechanical means at any location.

The location and depth of known existing utilities may be shown on the project utility drawings but are not limited to these drawings. Copies of these record drawings are to be provided to those needing them. It should be noted that the locations shown on the drawings may not be accurate and will always require on-site verification.

Prior to commencing works on site it shall be the responsibility of the Principal Contractor to satisfy himself that all utilities on site have been located, identified and marked, and disconnected or diverted as required, prior to commencing work in the particular area in question.

The Contractors will record details of all changes that have been carried out during diversionary/installation works, details of any additional utilities not shown on the drawings, and of actual locations of utilities if different to that shown. This information shall be forwarded to the utility owner and to the designer to be compiled as part of the 'as-built' drawings.

3.5 PROJECT PROGRAM, TIMESCALES AND PHASING

Proposed lead-in time (weeks):	4 weeks
Date of Possession of the Site:	13 th January 2020
Envisaged Commencement Date:	13 th January 2020
Project Programme Length:	10 Weeks
Envisaged Completion Date:	20 th March 2020
Initial Notification to the HSE:	November 2019

The above timescale is as envisaged prior to tender but may be subject to change prior to the award of the contract. The Principal Contractor shall confirm that the Works and associated phasing can

be achieved within their actual programmed timescale, without prejudice to health and safety aspects of the contract.

3.6 SITE ACCESS, COMPOUND, AND STORAGE

3.6.1 SITE COMPOUND

The locations of the site compound, area for materials storage and welfare facilities shall be arranged by the Principal Contractor and detailed in the Construction Phase (Health and Safety) Plan. The location of such will be conformed at the site open day on the 25th November 2020.

It is a requirement that the contractor will provide his own entirely separate facilities for welfare, car parking and site offices with material storage. It is given that the minimum standard of fencing will be 2.40m high Heras fencing.

3.6.2 SITE ACCESS

The Principal Contractor shall determine details of safe access and egress including traversing the site, avoiding risk to others. Also, refer to Section 7 Traffic Management.

3.6.3 STORAGE AND DISTRIBUTION OF MATERIALS

Materials, plant and equipment shall be stored with due regard to the risks posed to pedestrians, vehicle traffic and site personnel. Where the risk of interference is high, compounds shall be constructed to provide a secure enclosure.

Only the minimum quantity of hazardous substances will be permitted to be stored on-site in properly constructed and labelled containers so as to reduce potential environmental impacts and possible harm. Appropriate methods of containment for accidental leakage shall be implemented (e.g. bunding of oil storage). Materials and spoil storage areas shall be detailed in the traffic management plan.

3.6.4 TEMPORARY SERVICES/WELFARE FACILITIES

The Principal Contractor shall provide and maintain appropriate welfare facilities. Details shall be provided in the Construction Phase (Health and Safety) Plan.

4 INTERFACES

The Principal Contractor shall, both prior to and during the work activities, identify any issues where other parties may interface with the work activity. Co-operative measures will be introduced to ensure that such interfaces do not import risk.

The following interfaces have been identified.

Reference No	Description	Comment
Local Authority	Cardiff County Council	029 2087 2087
Water Authority	Welsh Water	0800 052 0145
Gas Authority	Wales and West Utilities	0800 111 999
Electrical Supply Authority	Western Power	0800 6783 105
Communications Authority	BT Openreach	0800 023 2023
Fire Authority	South Wales Fire and Rescue Service	01443 232000

Please refer to Section 9.4 for contact details.

5 EXISTING DRAWINGS AND REPORTS

Document/Drawing Title
WSP Schedule of Works
Construction Plan
Demolition Plan
Existing Plan
Phasing Plan
Proposed Fire Alarm and Security Layout
Existing Fire Alarm and Security Layout
Proposed Small Power Layout
Existing Small Power Layout
Proposed Lighting and Emergency Lighting Layout
Existing Lighting and Emergency Lighting Layout
Existing Mechanical Services
Proposed Mechanical Services

6 RESTRICTIONS AFFECTING THE PROJECT

There are many restrictions that may affect the Works on this project, some of which may only exist during phases of the work. The Contractors shall identify all restrictions and the details of methods of work required to avoid conflict with them shall be recorded in the Construction Phase (Health and Safety) Plan.

6.1 POTENTIAL RESTRICTIONS

The following is a non-exhaustive list of potential restrictions that may occur. Restrictions relevant to the Works shall be identified during the risk assessment process.

- ┆ Hours of work e.g. constraints of noisy works during 8.30am – 5.00pm
- ┆ Maintenance of vehicular (including emergency services) routings and pedestrian access;
- ┆ Programme e.g. windows for closure of road/utility/canal etc.;
- ┆ Environmental issues e.g. to do with construction processes required; contaminated land or materials to be removed;
- ┆ Hot works may be restricted due to adjacent premises. This should be reflected in the hot works permit system used on the site.

6.2 IDENTIFIED RESTRICTIONS

The following restrictions have been identified, and apply to this contract:

6.2.1 RESTRICTIONS ON ACCESS

The site will be occupied for a duration of the works, so access is restricted due to traffic safety and management requirements see Section 7 herein.

6.2.2 RESTRICTIONS ON THE WORK SITE

Prior to commencing works on-site, it shall be the responsibility of the Principal Contractor to satisfy him/herself that all utilities on site have been located, identified, disconnected, and diverted as required, prior to commencing work in the area. For further details, refer to Section 3.4.5 above.

6.2.3 RESTRICTIONS ON WORKING HOURS

Normal working hours will be as set out in the contract documents.

Works shall comply with the conditions and restrictions contained within the directions issued from time to time by the associated local authorities, together with any additional restrictions contained within the contract document or advised by the Client.

6.2.4 ENVIRONMENTAL IMPACTS

The Contractor shall use his best endeavours to reduce potentially adverse environmental impacts so far as reasonably practicable. Actions to achieve this shall include:

- ┆ Minimising noise, dust and vibration from work activities;
- ┆ Minimising waste and re-using materials where practicable;
- ┆ Minimising the effect of disturbance on mature trees;
- ┆ Segregation and controlled disposal of special waste;
- ┆ Appropriate standards of behaviour by on-site personnel;

- i Minimising mud on the highway;
- i Other environmental impacts that are identified throughout the works shall be assessed by the Contractor for the adequacy of controls as they arise.

6.2.5 NOISE/DUST/VIBRATION

The Contractor shall ensure noise/dust/vibrations are kept to a minimum. The Principal Contractor shall determine the methods and processes of monitoring and control. This shall be detailed in the Construction Phase (Health and Safety) Plan.

Noise emissions on-site shall comply with BS 5228 Noise Control on Construction Sites. The Principal Contractor is to ensure that overall noise levels are maintained at an acceptable level.

7 TRAFFIC MANAGEMENT

The Principal Contractor is to draw up and propose a traffic management plan to control all vehicle movements on site including times of deliveries and collections, routes, places to deliver or collect debris (load and un-load) after reviewing the client's concerns. Some detail is noted below but should not be taken as complete being subject to alteration or addition.

- i A traffic management plan to ensure safe movements and interaction between vehicles and pedestrians, both on and adjacent to the site shall be complied with by the Contractor. It shall cover all expected work activities, delivery and storage areas, and it shall be expanded and/or amended to cover new or altered activities as they arise.
- i The Principal Contractor shall produce a detailed traffic management plan required for this work in accordance with the contract document for inclusion in the Construction Phase (Health and Safety) Plan.
- i The traffic management plan shall also provide for the requirement that the entrances and roads are kept clean and clear of obstructions, and prevent the spillage or deposit of clay, rubble or other debris on the entrance and other roads throughout the contract period. Wheel washing facilities will be required.
- i The Principal Contractor shall be responsible for the design and implementation of all traffic safety management arrangements within the site and any affected areas outside of the site. He shall also be responsible for all associated consultations and for obtaining the necessary approvals for the arrangements.
- i It is the Principal Contractor's responsibility to ensure that the traffic management plan is acceptable to the Client.

Specific requirements are as follows:

- i Max site speed limit on access roads and site once off the public highway will be 5mph.
- i All movements of vehicles on access roads and site will be accompanied by a banksman.
- i All delivery and collection drivers will phone the on-site managers prior to arrival to ensure that they are met.
- i Provision of full site signage with site speeds, directions and contacts to be provided which are to commence at the junction of the access road.

8 SITE WIDE ELEMENTS

The following health and safety issues relate to the site-wide elements for which control measures are required by the Principal Contractor.

8.1 SITE WELFARE FACILITIES

The Principal Contractor shall provide in accordance with the CDM Regulations Schedule 2. These shall be maintained and upgraded as necessary throughout the duration of the contract.

8.2 CO-ORDINATION OF TRAFFIC/PEDESTRIANS

The Principal Contractor shall ensure that pedestrians and traffic are segregated so far as reasonably practicable on the site.

8.3 SITE ACCESS/EGRESS POINTS

The Principal Contractor is responsible for controlling access and egress to the site.

8.4 REMOVAL OF DEBRIS/RUBBLE ETC

The Principal Contractor shall arrange for regular removal of rubbish to authorised tips.

The contractor must provide a “spotter” when removing rubbish and furniture from the building through the public entrance to control pedestrian traffic.

8.5 EMERGENCY VEHICLE ACCESS

Access will be required to adjacent properties at all times.

8.6 STORAGE AREA

The Principal Contractor shall arrange for safe storage of all materials on the site.

8.7 DELIVERY AND POSITIONING OF PLANT, EQUIPMENT, AND MATERIALS

The Principal Contractor is responsible for planning and organising the positioning and movement of plant, equipment and materials across the site.

8.8 IDENTIFICATION AND REMOVAL OF ANY HAZARDOUS MATERIAL

Known hazards are described in this document, but other hazards may arise during the works. The Principal Contractor shall assume that all unknown materials discovered are potentially hazardous, and seek advice before continuing. The Principal Contractor is responsible for arranging the safe removal and disposal of all such materials.

9 COMMUNICATION

Ongoing communication between all parties is a key element to maintaining safety. Any information that is relevant to other parties should be shared. If in doubt, tell all other parties.

The Principal Contractor shall arrange meetings at regular intervals (as appropriate to the stage of the works) to discuss issues that affect safety. Any (major) design changes should be discussed at these meetings.

9.1 CONCERNS

Current concerns in relation to health, safety or welfare shall be communicated directly between the Contractors and the Principal Contractor/Site Safety Manager. Ongoing concerns will be communicated through the site meetings.

9.2 AUDIT OF PROCESSES

The Principal Contractor will undertake planned site safety inspections to supplement those undertaken by the Contractor's personnel. The frequency and timing of inspections will be determined by the level and nature of work activity.

Inspections shall include a sample audit of standards of safety management processes undertaken by the Principal Contractor in compliance with this plan.

9.3 SITE INSPECTIONS

The Principal Contractor is responsible for conducting site inspections to ensure that safe working practices are maintained. Records shall be kept of the inspections.

An agreed schedule of inspections shall be included in the Construction Phase (Health and Safety) Plan.

9.4 CONTACT LIST

Role	Duty Holder	Contact Person	Position	Contact Details
Client	The Maritime Coastguard Agency	Linda Eden	S&ITP Estates, Project Support	0797 6808 769 linda.eden@mcga.gov.uk
Principal Designer	WSP UK Limited	Gareth Taylor	Project Manager / Contract Administrator	02920 769 159 Gareth.taylor@wsp.com
Principal Contractor	To be Appointed			

9.5 ADDITIONAL PROJECT CONTACTS

Role	Contact Person	Position	Contact Details
Kitchen Designer	Darran Chapman	Technical Sales Manager	02920 461 368 Darranchapman.cardiff@howdens.com

9.6 RECORDS

When requested, the Principal Contractor shall provide, or make available for inspection any information regarding health, safety or welfare on the project. Such information may include:

- Accident/incident statistics and normalizing data;
- Accident/incident reports;
- Site safety reports;
- Method statements;
- Details on the implementation of the Construction Phase (Health and Safety) Plan;
- HSE communications.

9.7 DISPLAY OF NOTICES

The following list gives the Principal Designer's recommendations for notices to be displayed prominently in the site offices:

- Notification to the HSE – F10 (rev) form (mandatory to display);
- The major accident/emergency plan;
- Emergency procedures and contact numbers;
- The site rules;
- Hazard warning signs;
- Access restriction signs/pedestrian and traffic routing.

9.8 RE-DESIGN WORK, NEW DESIGN WORK

The Principal Contractor shall inform the Principal Designer of any proposed re-design or new elements of design required before that work package commences.

10 HEALTH & SAFETY FILES

10.1 DEVELOPED HEALTH AND SAFETY FILE FOR THIS PROJECT

Throughout the pre-construction phase of the project, the Principal Designer will commence the Health and Safety File, all Contractors and designers are responsible for ensuring that all their relevant information for the Health and Safety File is prepared and handed over to the Principal Designer for inclusion in the File. Similarly, the Principal Contractor shall forward any relevant information he possesses to the Principal Designer for inclusion in the Health and Safety File. The Principal Designer will pass the completed Health and Safety File to the Client at completion of the project. However, if the Principal Designer's appointment ends before the project completion he will pass the partially completed file to the Principal Contractor and the Principal Contractor will be responsible for completion of the File and its onward transmission to the Client.

Information contained in the file needs to include that which will assist persons carrying out construction work on the structure at any time after completion of the current project and could include:

- ▮ Drawings, calculations and plans used and produced throughout the demolition and construction process along with the design criteria;
- ▮ General details of the construction methods and materials used;
- ▮ Details of the structure's equipment and maintenance facilities;
- ▮ Maintenance procedures and requirements for the structure;
- ▮ Details of the location and nature of utilities/services and their maintenance/isolation, including emergency and fire-fighting systems, equipment, routes, procedures etc.;
- ▮ Details of hazardous substances and safety data sheets;
- ▮ Load bearing details – retaining walls, piling, floors, walls, trusses and thrust blocks etc.;
- ▮ Foundations, crane bases, etc.;
- ▮ Archaeological data relating to health and safety issues.

All information shall be provided both in hard copy and electronically (e.g. CD ROM or DVD). Initial "red line" drawings will be accepted provided these are legible and will be replaced by CAD drawings within a reasonable timescale. Drawings at A3 size are preferable and must be legible.

The electronic format must utilise common packages such as Microsoft Word and Excel (but not Access). Drawings and other scanned documents shall be in pdf format, and not in any CAD format (e.g. DWG).

11 EMERGENCY ARRANGEMENTS

11.1 FIRST AID

A first aid box must be provided in the main site office, and at all mobile sites.

The Principal Contractor will be responsible for ensuring that the contents are replaced as necessary.

The name of the First Aiders and the location of the first aid box are to be posted in the mess room/canteen.

First Aid, Fire Fighting and Emergency Arrangements

The Principal Contractor shall assess the site to determine the first aid and firefighting requirements.

11.2 EMERGENCY ASSISTANCE

The following are suggestions for telephone numbers and action plans to be displayed on the site notice board:

- ! Emergency telephone numbers;
- ! Major accident - emergency plan;
- ! Major fire/explosion – emergency plan;
- ! On discovering a fire follow the fire safety procedure found in the appendices of the tender pack.

11.3 REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

Accident reporting arrangements between the Principal Contractor, the HSE and Client are to be developed and included in the Construction Phase (Health and Safety) Plan.

All accidents **MUST** be reported to the Principal Contractor for inclusion in the accident book. Any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable accidents/dangerous occurrences will be investigated and a report submitted to the Health and Safety Executive by the Principal Contractor, as required.

The Contractor shall ensure that all current legislation with particular reference to the Health & Safety at Work etc. Act 1974 is implemented in spirit as well as the letter of the law.

12 SPECIFIC SITE RULES

Establish and display clear rules and procedures for all visitors to the site. The Principal Contractor will be required to provide detailed site rules within the Construction Phase (Health and Safety) Plan in addition to those specified by the client, based on his own judgement of the project. These should include:

- i Training & Site induction;
- i Accident reporting;
- i Personal protective equipment;
- i Permits to Work.

12.1 CLIENT SITE RULES

The following rules will be incorporated by the Principal Contractor into the Construction Phase (Health and Safety) Plan (a copy of which shall be kept on-site at all times):

- i Tools, materials etc. are not to be left unattended;
- i All waste must be stored in covered skips. No waste is to be burned on the site;
- i The playing of radios, personal CD players etc. will not be permitted;
- i Smoking will only be allowed in designated areas;
- i There will be no horseplay;
- i Safety helmets and safety boots will be worn at all times together with fluorescent and logo identification clothing.

13 THE DESIGN

13.1 CONSTRUCTION AND HAZARDOUS MATERIALS

13.1.1 SUBSTANCES HAZARDOUS TO HEALTH – DURING CONSTRUCTION

The Principal Contractor shall continually monitor the project and ensure that substances hazardous to health are identified, along with the appropriate control measures.

Material safety data sheets shall be obtained for all substances hazardous to health in use as part of this project. All Contractors shall ensure the method of work, storage and disposal of this material are compatible with the requirements stated in the datasheet, and industry best practice. A method statement shall be prepared, used and kept for the materials/substances in use.

Substances Hazardous to Health – during the use of building or future maintenance/construction work

The Principal Contractor shall ensure that material safety data sheets are obtained for all substances hazardous to health, which are to be installed or are discovered in the structure as part of this project, for inclusion in the Health and Safety File.

Potential Substances and Materials that may be present

The following list is a non-exhaustive list of substances and materials that may be present:

- i Sharps;
- i Hazardous substances (dusts, solvents, gases, acids, alkalis, etc.);
- i Biological agents;
- i Contaminated watercourse or soil.

13.2 CONSTRUCTION RISK MANAGEMENT

It is the policy of the client to attach the greatest importance to health and safety of all persons employed on the project, and directly affected by the works. The project will be constructed, so far as is reasonably practicable, in such a way that the risk to health and safety of all persons engaged in, or affected by its construction, use, maintenance and demolition are eliminated or reduced to an acceptable level under current health and safety legislation and good practice.

Method statements must be developed by the Principal Contractor and Contractors to manage and control hazards identified, see section 13.4 for those identified to date. The Principal Contractor and Contractors must carry out additional risk assessments and develop method statements as necessary throughout the duration of the project. The resultant method statements or safe systems of work should be documented.

The method statement provided must:

- i Inform the reader of the task and the associated risks;
- i Inform the reader of what precautions are to be taken when faced with those risks;
- i Inform the reader of who will provide those precautions;
- i Inform the reader of the necessary plant, materials and equipment that must be utilised.

It is important that unplanned situations or activities that have not been previously assessed, but that may give rise to risk, are assessed before work is started.

13.3 CONSTRUCTION RISKS - SUMMARY

The following is a summary of the type of risk activity associated with this project.

- i Work at height
- i Handling large pre-fabricated elements
- i Hot works

The following health and safety issues have not yet been resolved and control measures are required from the Principal Contractor/Contractor.

- i Working around utility services equipment
- i Interface with the public/unauthorised access
- i Objects/materials falling
- i Location of compound and access for contractors.
- i Location of contractors parking
- i Agreement of segregated routes for construction operatives, materials and debris across the site



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