

PRE-CONSTRUCTION INFORMATION (PCI)

PROJECT NO.: **409**
PROJECT NAME: **Croydon College, West Entrance**
SUBJECT: Pre-Construction Information
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AUTHOR: **AT**
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1.0 INTRODUCTION AND DEFINITIONS

1.1 INTRODUCTION

The Construction (Design and Management) Regulations 2015 (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM 2015 applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance. The 2015 Regulations replaced the 2007 Regulations on Monday 6th April 2015.

This Pre-Construction Information (PCI) has been prepared as a pre-construction phase document under the appointment of Principal Designer (PD) and in accordance with duties under Regulation 11 and 12. The PD's role is to plan, manage and monitor the pre-construction phase, to co-ordinate health and safety, in accordance with the recommendations of the CDM Regulations 2015 based upon information provided by the client and remainder of the project team. The client is reminded that the PD is not the client's health and safety advisor. This PCI must be relevant to the particular project; have an appropriate level of detail; and be proportionate to the risks involved.

This PCI provides a basis for the preparation of the construction phase plan by the appointed Principal Contractor (PC). A PC is appointed by the client to control the construction phase of any project involving more than one contractor. Principal contractors have an important role in managing health and safety risks during the construction phase so they must have the correct skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

Principal contractors' roles and responsibilities under CDM 2015 can be found at the following HSE website link: <http://www.hse.gov.uk/construction/cdm/2015/principal-contractors.htm> . The PC is also recommended to consult the HSE's guidance publication: Managing health and safety in construction: L153, which can be downloaded at <http://www.hse.gov.uk/pubns/books/l153.htm> as well as industry guidance which can be found at <http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/> .

1.2 DEFINITIONS

In relation to this Project the following words in the contract documents shall have the meanings given below as defined in Regulation 2 of the Construction (Design and Management) Regulations 2015 unless the context otherwise requires:

- "Lead Designer/Consultant" means "Principal Designer"
- "Consultant" means "Designer"
- "Contractor" means "Principal Contractor".
- "Employer" or "Domestic Client" means "Client".
- "Sub-Contractor" & "Installers" means "Contractor" under the control of Principal Contractor.
- "Workers" means "Workers" under the control of the Principal Contractor.

2.0 DESCRIPTION OF THE PROJECT

2.1 PROJECT DESCRIPTION & SITE ADDRESS

Site Address:

Croydon College, College Road, Croydon, CR9 1DX

The Works:

Enhanced public entrance, comprising new stairs, ramp and landscaping. Partial infill of the existing colonnade with architectural screening and enhanced signage and lighting.

2.2 PROGRAMME

Proposed date for possession by the Principal Contractor: 22.08.24

Proposed date for completion: 14.11.24

A minimum time of **3 weeks** will be allowed between the appointment of the Principal Contractor and instruction to commence work on site, forming the CDM Planning Period. This is considered sufficient time for the Principal Contractor and their sub-contractors to adequately plan for the associated risks of the works. This period is to be in parallel to the contractor's mobilisation period.

3.0 DUTY HOLDERS UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

3.1 CLIENT

Under Regulation 4 and as defined under Regulation 2:

Croydon College

College Road

Croydon

CR9 1DX

Contact: Paul Marsden

E-mail: paul.marsden@croydon.ac.uk

Mobile: 07894 598467

3.2 PRINCIPAL DESIGNER & ARCHITECTURAL DESIGNER

Under Regulation 5(1) (a), Regulation 11 and as defined under Regulation 2:

ACG Architects

Belvedere House

Basingstoke

Basing View

Hampshire, RG21 4HG

Contact: Andy Thompson

E-mail: andy.thompson@acgarchitects.co.uk

3.3 DESIGNERS

Under Regulation 8 & 9, and as defined under Regulation 2:

Architect:

ACG Architects

Belvedere House

Basingstoke

Basing View

Hampshire, RG21 4HG

Contact: Marc Austin

E-mail: marc.austin@acgarchitects.co.uk

Structural Engineer:

The Hambleton Partnership,

Montpelier Court,

10 Station Road,

St Andrew's,

Bristol, BS6 5EA

Contact: Nick Hambleton

E-mail: n.hambleton@hambleton.org

MEP Engineer:

Michael Jones & Associates,
Crossway House,
8 London Rd,
Reigate RH2 9HY
Contact: Henry Chambers
E-mail: hc@mjassociates.co.uk

Landscape Architect:
Ellis Williams
Brickfields
37 Cremer St
London
E2 8HD
Contact: Nikki Hills
E-mail: Nikki.hills@ewa.co.uk

Project Manager:
Fusion Project Management Limited
9 Springfield Lyons Approach
Springfield
Chelmsford
CM2 5LB
Telephone: 01245 449200
Contact: Joe Ayling
E-mail: jayling@fusion-pm.co.uk
Mobile: 07725 994388

Please note that if there is a Contractors Design Portion termed under the works, and therefore once known, the Principal Contractor and their Sub-Contractor's will be termed as 'Designers'.

3.4 HSE AREA OFFICE
10 South Colonnade
Canary Wharf
London
E14 4PU
Telephone: (Incident Contact Centre) 0345 300 9923

3.5 USE OF STRUCTURE AS A WORKPLACE
The building (parts of) will be used as a workplace as defined by the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

3.6 EXTENT AND LOCATION OF EXISTING RECORDS AND PLANS
The following documents are included as part of this Pre-construction information pack;

Drawings and plans



Registered Office
Belvedere House, Basingstoke, RG21 4HG

London Studio
55 Whitfield Street, London, W1T 4AH

Registered in England & Wales
N° 5557024

VAT Number 92700446

The information currently available is included in the tender documentation. Revisions as part of the contract documentation and revised during the works will provide up to date information.

Existing Survey Drawings

3SIXTY MEASUREMENT, LOWER GROUND FLOOR PLAN dwg 08378-01 rev A, GROUND FLOOR PLAN dwg 08378-02, ELEVATIONS 1, 2 & 3 dwg 08378-03, SECTIONS A-A & B-B dwg 08378-04, MAIN FAÇADE ELEVATIONS 4,5,6 & 7 dwg 08378-05 rev A

Asbestos Information

PA Group, Asbestos Re-inspection of asbestos materials ref: 2019-00313, revision 001

Site Photos

Site Photos & Google Earth Images

Any other relevant additional information which becomes available will be forwarded to the Designers/Principal Contractor when received.

4.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

4.1 PLANNING FOR AND MANAGING CONSTRUCTION WORK

The aim of the project including the specific safety goals is to comply with all appropriate legislation by providing a safe and healthy working environment that will minimise workplace hazards and thereby minimise potential accidents to personnel and others involved directly or indirectly with the work and also minimise the likelihood of harmful environmental incidents.

All involved in the project shall seek for this project to have:-

- No prosecutions or enforcement notices for H&S issues;
- No reportable injuries, diseases or dangerous occurrences (as per RIDDOR);
- Any other minor incidents/accidents/near misses to be 10% below the national average;
- Information to be provided by all parties in reasonably practical time to ensure safe design and communication by all involved;
- Health and safety file and O&M manuals to be developed and delivered at practical completion.

Developing the construction phase plan

The Principal Contractor is expected to fulfil the general and specific duties expected of the 'Principal Contractor' as set out in the CDM Regulations 2015, and specifically under Regulations 8, 9, 12, 13, and 14; and is to ensure contractors' working under their direction fulfil duties under Regulation 15.

The Principal Contractor shall upon award of contract carry out further identifications, assessments, audits and surveys necessary to establish any potential risks and hazards prior to site establishment and for each phase of the construction process, over and including those which have been identified.

The construction phase plan, as required on all projects, is to be in accordance with guidance provided by the HSE (and CITB), and is to be developed by the Principal Contractor as the basis on which the management of health and safety of construction will be undertaken and shall include:

- Arrangements for ensuring the health and safety of all who may be affected by the construction work;
- Arrangements for the management of health and safety of construction work and monitoring of compliance with health and safety law;
- Information about welfare arrangements;
- Information about fire safety measures and equipment.

The Principal Contractor shall not commence any construction work until they have developed the construction phase plan in accordance with Regulation 12 of CDM 2015. The completed plan shall be issued in to the Principal Designer in sufficient time to review prior to the commencement of the works.

It is recognised that not all design work may be complete or sub-contracts placed prior to work starting on site, the Principal Contractor's construction phase plan must be substantially complete before works commence, and updated accordingly throughout the works. Approval to proceed will not be given until the following criteria have been satisfied:-

- Safe working procedures covering the first four weeks of construction are in place;
- There is a programme for the production of remaining safe working procedures at least four weeks in advance of the works commencing on site;
- Any significant design changes are to be notified in writing to the Principal Designer.
- Principal Contractor/Contractor design shall incorporate the requirements under the CDM Regulations 2015 and be advised to the Principal Designer.

4.2 COMMUNICATION AND LIAISON BETWEEN CLIENT AND OTHERS

The Client will inform the design team and Principal Contractor of any matters under their control that arise during the construction phase which may have an effect on health and safety issues. The Client, Design team, Principal Designer and Principal Contractor ("The Project Team") will attend site and design review meetings as necessary during the contract period to monitor and review the design, and accord with their duties under the CDM Regulations 2015.

4.3 SECURITY OF THE SITE

The Principal Contractor will be responsible for the security and provision of a safe site during the entire contract period. The Principal Contractor is responsible to plan, manage and monitor all health and safety matters throughout the works. The Principal Designer is not responsible for this duty, however may comment on health and safety matters for the rectification by the Principal Contractor, which become apparent through inspection.

4.4 WELFARE PROVISION

The Principal Contractor shall provide at the very least, the minimum welfare facilities required for construction sites under Schedule 2 of CDM 2015, including all toilets and welfare facilities for use by those engaged in the works and those who visit site prior to and during commencement of the works, on behalf of the client and their termed duties.

4.5 SITE HOARDING/FENCING REQUIREMENTS

To be provided as required in the tender documentation and should be maintained at all times.

4.6 FIRE PRECAUTIONS

The Principal Contractor should take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire, for the full duration of the works.

The Principal Contractor is to take all reasonable precautions to avoid the outbreak of fire particularly in work involving the use of naked flames and a "hot work" permit system shall be in place for any such or similar work and any requirements of the building's insurers shall be adhered to.

The Principal Contractor shall comply with the most recent versions of Joint Code of Practice "Fire Prevention on Construction Sites" published by the Building Employers Federation, the Loss Prevention Council and the National Contractors' Group and HSG168 Fire safety in Construction published by the HSE.

4.7 EMERGENCY PROCEDURES AND MEANS OF ESCAPE

In the event of injury to persons (including major incidents) the Principal Contractor must have an effective procedure in place to promptly call ambulance(s), medical assistance and other emergency services.

The Principal Contractor shall provide and produce written procedures to be implemented in the event of an emergency associated with these works. All personnel engaged on site shall be made aware of these up to date emergency procedures.

The site information board should display the following:-

- A map showing the route to the nearest Accident and Emergency hospital for use in the event of minor injuries;
- The exact site address to assist in providing information to the emergency services;
- Details of fire exit routes, emergency vehicular access, pedestrian routes, shall be provided in the construction phase plan and displayed on site. Access to all escape routes must be maintained at all times for use in the event of an emergency evacuation;
- All fire exit routes and emergency vehicular routes to all adjacent premises must be maintained at all times;
- A copy of the completed F10 form;
- Copies of all relevant Health and Safety documentation including risk assessments and method statements, specific to the works to be undertaken.

4.8 AREA OF THE WORKS

The Principal Contractor is confined to the working area defined in the tender and contract documentation. Should alterations to this area be required, the Principal Contractor must bring this to the attention of the Contract Administrator/Principal Designer.

4.9 PARKING RESTRICTIONS

Parking restrictions apply on all surrounding roads.

4.10 'NO-GO' AREAS OR OTHER AUTHORISATION REQUIREMENTS FOR THOSE INVOLVED IN THE PROJECT

The contractor's operatives will not be allowed to venture into areas not defined as their workplace.

5.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

5.1 BOUNDARIES AND ACCESS

The property is located on Park Lane. There are lightwells along the College Road and Park Lane elevations. These are partially infilled with corrugated metal roofing and glazed rooflights

5.2 RESTRICTIONS ON DELIVERIES OR WASTE COLLECTION OR STORAGE

The Principal Contractor will be required to prepare a Traffic Management Plan detailing his proposals for deliveries/collections, moving of materials and goods across public walkways, protecting the public, staff & students.

Where deliveries and collections are likely to generate noise, the Principal Contractor will need to take into consideration restrictions imposed by the Local Authority on working hours.

Routes to/from site will need to be agreed with the local authority, police, highways authority, etc, as applicable. The Planning Consent requires the route to be agreed with the local authority and condition surveys prepared before the works commence and after completion of the works, and duly submitted to the local authority.

The Principal Contractor will be required to liaise with College security regarding deliveries/collections via the basement car park, providing in advance, dates and times of deliveries with vehicle registration numbers. Access into the basement car park/loading bay has a height restriction on 10'10".

5.3 ADJACENT LAND USES

The surrounding properties generally consist of commercial and retail use, with some residential. The Ashcroft Theatre is also adjacent.

5.4 LOCATION OF EXISTING SERVICES

The Principal Contractor will be required to ascertain the exact location of all services either above ground, below ground, within the structure, or exposed, prior to commencing any work on site. The positions of any located services likely to be affected by the works should be carefully marked and recorded and due consideration given to all associated risks.

Although every effort has been taken to identify above ground services as described in the tender documentation, the contractor is advised that they should carry out their own visual survey and should highlight any discrepancies immediately to the Principal Designer.

5.5 GROUND CONDITIONS

None known.

5.6 INFORMATION ABOUT EXISTING STRUCTURES

The campus building itself was constructed in 1953 and opened in 1955. It is built in a restrained Modernist style typical of post war public buildings, with brick and Portland facades.

5.7 ASBESTOS

The Asbestos Re-inspection Survey Report prepared by PA Group (revised in April 2019) confirms the presence of Asbestos-Containing Materials (ACMs). However, this report refers to an original Type 2 Asbestos Survey undertaken in 2010.

Furthermore, the Principal Contractor will need to remain vigilant and stop work immediately any suspected asbestos-containing material is encountered. All operatives working on the existing building are expected to have undergone asbestos awareness training.

5.8 GENERAL HEALTH HAZARDS

The contractor is advised that there are hazards beyond those that would typically be envisaged on a building site. These include but are not exhausted to:

- Lightwells infilled with corrugated metal roofing and glazed rooflights bordering the area of works
- Unknown services
- Restricted site access including adjacent busy highway]

6.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

6.1 SIGNIFICANT DESIGN ASSUMPTIONS AND SUGGESTED WORK METHODS, SEQUENCES OR OTHER CONTROL MEASURES

It is a duty under the CDM Regulations 2015 and Health & Safety legislation that any contractor shall:

- a. Identify and assess the risks in the proposed work.
- b. Provide relevant Method Statements for approval.
- c. Ensure proper induction in site rules for any person working on or visiting the site.
- d. Undertake pro-active and re-active monitoring in order to maintain safety and health standards above statutory levels.

The Principal Contractor is reminded that close co-operation, liaison and pro-active planning of construction activities which impact on workers and others alike is essential.

The design of the Contractor's temporary structures such as scaffolding and any site modification to already erected structures is to be undertaken by a competent specialist taking into account all circumstances of these particular works.

6.2 ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK AND HANDLING DESIGN CHANGES

The Project Team will attend site and design review meetings as necessary during the contract period to monitor and review the design.

6.3 INFORMATION ON SIGNIFICANT RISKS IDENTIFIED DURING DESIGN

The following hazards have been identified as being unavoidable and the contractor is required to give a detailed explanation of how it is proposed to minimise the risks associated with each individual item, and what precautions are intended to put in place to provide for a safe working environment:-

- Site Access
- Deliveries
- Site Logistics
- Removal of existing roof fabric and ramp/handrails
- Excavations for new ramp, services, ground conditions
- Installation of stone paving
- Installation and removal of the steel frame, screens and signage to the Level 01 and above roof area (Colonnade)
- Installation of SBS modified Bituminous roofing system
- Installation and removal of the building signage to the colonnade roof (Level 03)
- Working at height
- Steelwork Erection
- Concrete
- Lifting
- Installation and removal of the artificial lighting to the Level 01 and above roof area (Colonnade)
- Installation west end elevation, high level fascia wall and ceiling mounted external lighting

- Trace existing electrical cables + Install new cables

6.4 MATERIALS REQUIRING PARTICULAR PRECAUTIONS

Any operations involving chemical preparations, permitted by the specifications, shall be carried out by qualified persons.

The Principal Contractor shall be deemed to have carried out any assessment necessary of all materials specified to satisfy the Control of Substances Hazardous to Health Regulations.

The following materials and hazards have been identified as having particular health and safety implications: Hot melt bitumen, adhesives, sealant primers, cleaning solution and solvent, cartridge mastics containing silicone, polysulphides or acetic acid.

The risk from these products may include burns, skin irritation, eye irritation, respiratory tract irritation, contact sensitisation. The Principal Contractor shall obtain manufacturer's Health and Safety Data Sheets and provide such ventilation measures, safe electrical equipment and other measures as required to carry out the above works in compliance with all health and safety legislation.

The Principal Contractor shall ensure that all operatives are provided with details of all materials to be used including the manufacturer's health and safety / risk assessment information and advice on the use of appropriate personal protection equipment.

7.0 THE HEALTH AND SAFETY FILE, BUILDING MANUAL AND OPERATION AND MAINTENANCE MANUALS

7.1 GENERALLY

All the files and manuals shall be prepared as a co-ordinated set of documents, cross referenced as necessary and arranged and indexed to provide a user friendly set of information for hand over to the client.

The health and safety file, building manual and operation and maintenance manuals are to be handed over to the client immediately upon completion of the works, and it is advised that Practical Completion and handover will not be issued or completed until all information has been provided. The format of the file and manuals will be agreed during the construction period between the Principal Designer and Principal Contractor, however the below sets out information to be included.

The Principal Contractor is to provide two hard copies and a digital copy of all the information. The digital copy should replicate the hard copies in all respects.

7.2 HEALTH AND SAFETY FILE

The Principal Designer will compile the health and safety file for the project. It is the statutory duty of all parties to provide the relevant information, information to be passed to the Principal Designer in a timely manner with all information being received **two weeks prior to Practical Completion** so that the Principal Designer can ensure that the file is handed over to the client upon completion of the works.

An outline schedule of the required contents of the Health and Safety File is included in Section 8.00.

7.3 BUILDING MANUAL (INCLUDING O&M MANUAL)

The Principal Contractor is to compile the building manual which is to contain all necessary information on materials and products incorporated in the works including health and safety information on their maintenance and removal.

The building manual should be structured to enable easy access by non-technical users e.g. information on products should be grouped together according to use i.e. roofing, floor finishes etc., not under installer / manufacturer / supplier name; only details of the actual products used should be included i.e. do not include the manufacturers / suppliers full catalogue; details should be provided of all materials, components, equipment etc., used, to facilitate their cleaning, maintenance and replacement.

7.4 OPERATIONS AND MAINTENANCE MANUALS

The specialist installation contractors shall provide operation and maintenance manuals for the various installations which should incorporate all relevant health and safety information on their use, maintenance and removal.

8.0 INFORMATION REQUIRED FOR THE HEALTH AND SAFETY FILE

8.1 PURPOSE OF HEALTH & SAFETY FILE

The purpose of the H&S file is to provide the relevant health and safety information to be taken into account during any subsequent projects, such as maintenance, cleaning, refurbishment or demolition. It should contain enough detail to allow the likely risks to be identified and addressed by those carrying out the work. The level of detail in the H&S file needs to be proportionate to the risks and the information must be in a convenient form, clear, concise and easily understandable. It is proposed the H&S file will use the contain the following information.

8.2 HEALTH AND SAFETY FILE CONTENTS

1 Introduction/General Information

Purpose of the Health & Safety File.

2 Project Description

A brief description of the work carried out.

3 Residual Hazards

Any hazards from the original site that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning (but not limited to) asbestos, contaminated land, buried services).

4 Key Structural Principles

For reference for future alteration or demolishing of the building and safe working loads for floors and roofs.

5 Hazardous Materials

Any unusual materials requiring special health and safety consideration when carrying out maintenance, repairs and removal.

6 Removal of Installed Plant and Equipment

Information regarding the removal or dismantling of installed plant and equipment, including any special arrangements needed for lifting, sequence of dismantling etc.

7 Health and Safety information on installed access equipment provided for cleaning or maintaining the structure

8 Nature and location of services

Including, but not limited to, underground cables; gas supply equipment; fire-fighting services etc.

9 Information and as-built drawings of the building

Including architectural, structural, drainage, MEP and any specialist installation/fabrication drawings.

8.3 RESPONSIBILITIES FOR PROVIDING INFORMATION FOR THE HEALTH & SAFETY FILE

The following Duty Holders as listed below will be responsible for providing the information for the Health and Safety File.

C	-	Client
PD	-	Principal Designer
PC	-	Principal Contractor
SC	-	Sub-Contractor (including installers)
D	-	Designers, Architect (A) / Structural Engineer (SE) / Civil Engineer (CE) / Mechanical & Electrical & Plumbing Engineer (MEP)

Health and Safety File Section	Information required / Comments	Provider
1 – Introduction / General Information		
1.1 - Statutory Requirements		PD
1.2 - Purpose of the Health & Safety File		PD
1.3 - Cross reference to Building and O&M manuals provided		PD
2 – Project Description		
2.1 - Project description		PD
2.2 - Duty holders under the CDM Regulations		PD
2.3 - Further members of project team i.e. sub-contractors and suppliers	Principal Contractor to include subcontractors and suppliers in Building Manual	PC / PD
3 – Residual Hazards		
3.1 - From original site e.g. (but not limited to) asbestos contaminated land buried services	To be included as appropriate	ALL
4 – Key Structural Principles		
4.1 - Structural Form	For reference for future alteration or demolishing of the building	SE (&A)
4.2 - Safe working loads of floors and roofs		SE
5 – Hazardous materials		
5.1 - any un-usual materials requiring special health and safety consideration	To be included as appropriate	ALL

when carrying out maintenance, repairs and removal		
6 – Removal of installed plant and equipment		
6.1 - e.g. any special arrangements for lifting, sequence of dismantling etc.,	To be included as appropriate	SC
7 - Health and Safety information on installed access equipment provided for cleaning or maintaining the structure		
7.1 - e.g. anchor points; fall arrest equipment	Not applicable	N/A
8 - Nature and location of services		
8.1 - Underground / overhead services serving the site	Routes; size; capacity	PC/SC/A
8.2 - Service main switch off points		SC
9 – Information and as-built drawings of the building	To include details of anything discovered during the works, e.g. previously unknown services, drains, structural information etc.,	
9.1 - Architectural		A
9.2 - Structural		SE
9.3 - Drainage		CE
9.4 - MEP (Mechanical, Electrical, Plumbing / Public Health) Installations		SC/MEP
9.5 - Specialists installation / fabrication drawings		SC
Note:- generally considered preferable to include general "As constructed" information in a section of the Building Manual with cross reference (Registers) in HSF		PC/PD