



ANSTEY PARISH COUNCIL

WORK SCHEDULE DOCUMENT

For

Extension and Refurbishment of Community Centre

Jubilee Hall Stadon Road Anstey Leicester LE7 7AY

April 2023

Addison Hunt
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Loughborough, LE11 1RW
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ANSTEY PARISH COUNCIL

EXTENSION AND REFURBISHMENT OF COMMUNITY CENTRE STADON ROAD, ANSTEY



DOCUMENT SIGN OFF PAGE

Document Title

Work Schedule Document (AH23008/WS/28042023)

Project No

AH23008

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-	28.04.23	G Storer	Tender Issue

ANSTEY PARISH COUNCIL EXTENSION AND REFURBISHMENT OF COMMUNITY CENTRE STADON ROAD, ANSTEY



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A SECTION 1 - PRELIMINARIES

A10 PROJECT PARTICULARS

110 THE PROJECT

- · Name: Anstey Community Centre.
- · Nature: Community Centre.
- · Location: Jubilee Hall, Stadon Road, Anstey, Leicester LE7 7AY.
- · Length of contract: 45 weeks.

120 EMPLOYER (CLIENT)

- · Name: Anstey Parish Council.
- · Address: Jubilee Hall, Stadon Road, Anstey, Leicester LE7 7AY.
- · Contact: Liz Hawkes.
- Telephone: 07548 305025.
- · E-mail: clerk@ansteypc.org.

130 PRINCIPAL CONTRACTOR (CDM)

Name: TBC

135 QUANTITY SURVEYOR

- · Name: Addison Hunt
- Address: 12 Great Central Road, Loughborough, Leicestershire, LE11 1RW
- · Contact: Simon Collin
- · Telephone: 07825 219 263
- E-mail: simon.collin@addisonhunt.co.uk

140 CONTRACT ADMINISTRATOR

- · Name: HSSP Architects
- Address: Pera Business Park, Melton Mowbray, Leicestershire, LE13 0PB
- · Contact: Samantha Griffiths

145 ARCHITECT

- · Name: HSSP Architects
- Address: Pera Business Park, Nottingham Road, Melton Mowbray, LE13 0PB
- · Contact: Samantha Griffiths

150 PRINCIPAL DESIGNER

- Name: HSSP Architects
- Address: Pera Business Park, Nottingham Road, Melton Mowbray, LE13 0PB
- · Contact: Samantha Griffiths

170 STRUCTURAL ENGINEER

- · Name: Dragon Structural Ltd
- Address: 156 Russell Drive, Wollaton, Nottingham NG8 2BE
- · Contact: Dan Wright.

175 MECHANICAL ENGINEER

· Name: N/A



178 ELECTRICAL ENGINEER

Name: N/A

180 LANDSCAPE ARCHITECT

Name: N/A

190 CLERK OF WORKS

Name: N/A

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

· The tender drawings are: Listed in Appendix A to the Work Schedule Document.

120 CONTRACT DRAWINGS

· The contract drawings: Same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

 Format: The Preconstruction information is described in Appendix C to the Work Schedule Document.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

 Description: The site is located at Jubilee Hall off Stadon Road, Anstey, situated within a public park. The Park is surrounded by an established residential homes and business units. Please refer to 7728-04-001 Rev T1 Site Location Plan. The site will remain in operation throughout the works, advance notice of any disruption to services will be required and consultation with the client on progressing of internal works to the kitchen and WC's is to be undertaken following appointment.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

 Description: The building is surrounded by a public park. Beyond the park there is an established residential estate and business units.

140 EXISTING UTILITIES AND SERVICES

Drawings: (Information shown is indicative only): Included as part of the Tender Documents.
PCI outlines that the Topo site survey indicates a foul sewer and culverted ditch running either
side of the building. No further information on overhead or buried services are available and the
contractor will need to make further enquiries to identify live and redundant services. Lamp
columns are evident within the car park area adjacent to external works area.

160 SOILS AND GROUND WATER

Information: Included in the tender documents.

170 SITE INVESTIGATION

· Report: Included in the tender documents.

200 ACCESS TO THE SITE

- Description: Is from Stadon Road, Anstey. Contractor to liaise with suppliers to avoid busy times around the start and finish of school days.
- · Limitations: Not applicable

210 PARKING



Restrictions on parking of the Contractor's and employees' vehicles: No constructions vehicles
to be parked on the public roads and estate roads, construction vehicles only to be parked
within the confirmed compound area.

220 USE OF THE SITE

General: Do not use the site for any purpose other than carrying out the Works.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - The site is located within a public park, which is surrounded by residential buildings and business units.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact Liz Hawkes 0116 236 2646 / 07458 305025

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: Existing Astro turf to be taken up by specialist contractor by Employer. Existing building to be cleared of furniture and personal belongs in preparation for refurbishment.

120 THE WORKS

• Description: The works comprise refurbishment of sections of the existing community hall building, new build garage extension, new build community hall extension with WC facilities, including new drainage and external works.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

· Description: Not applicable.

140 COMPLETION WORK BY OTHERS

· Description: Client fit-out.

A20 JCT DESIGN AND BUILD CONTRACT (DB)

JCT DESIGN AND BUILD CONTRACT

- The contract: JCT Design and Build Contract (DB), 2016 Edition, as Appendix B within the Work Schedule Document.
- · Requirement: Allow for the obligations, liabilities and services described.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5 - RECKONING PERIODS OF DAYS

Amendments: N/A

1.11 - APPLICABLE LAW

· Amendments: N/A



SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: CHANGES

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT, THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9 SETTLEMENT OF DISPUTES

EXECUTION

· The Contract: Will be executed as a deed

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

 General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 16 weeks.
- · Date for possession: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

310 TENDER

 General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

440 CONTRACT SUM ANALYSIS/SCHEDULES OF WORK

- Content of the Analysis: A breakdown of the Contract Sum/Schedules of Work is included in Section 2 of the Work Schedule Document.
- Fully priced copy: Submit with tender.

480 PROGRAMME



- Programme of work: Prepare a summary showing the sequence and timing of the principal
 parts of the Works and periods for planning and design. Itemize any work which is
 excluded.
- · Submit: If requested.

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
- · Statements: If requested.

515 ALTERNATIVE TIME TENDERS

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
- · Date for completion: Not applicable.

520 CONTRACTOR'S PROPOSALS

- Proposals: Include the following:
 - Design drawings: To meet the Employers Requirements.
 - Technical information: To meet the Employers Requirements.
- · Submit: If requested.

540 QUALITY CONTROL RESOURCES

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- · Submit: If requested.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: If requested.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.



- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

- · Person responsible for developing the Plan: The Contractor.
- · Content: Include details of:
 - Principal Contractor for the purposes of the plan
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
- · Submit: If requested.

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- · Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: If requested.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

 Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- · Response: Do not proceed until response has been received.

130 PRODUCTS

· Definition: Materials, both manufactured and naturally occurring, and goods, including



components, equipment and accessories, intended for the permanent incorporation in the Works

 Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

150 CONTRACTOR'S DESIGN

• Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

155 SUBMIT PROPOSALS

• Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- · Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the
 original, excluding ageing and weathering. Make joints between existing and new work as
 inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- · Definition: When used in this combination:
 - Manufacturer: The firm under whose name the particular product is marketed.
 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before
 ordering the product.
- Reasons: Submit reasons for the proposed substitution.



- · Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost:
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
- · Alterations to adjacent work: If needed, advise scope, nature and cost.
- · Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- · Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

· Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

• Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS AND INFORMATION

• Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- · General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS

· Additional copies: Issued Not Applicable.

440 DIMENSIONS

· Scaled dimensions: Do not rely on.



460 THE SPECIFICATION

 Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

620 AS BUILT DRAWINGS AND INFORMATION

- General: Provide the following Drawings/ information:
- Submit: At least two weeks before date for completion.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- · Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

115 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Before starting work, register the site and pay the appropriate fee:
- · Contact:
 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - Tel. 01920 485959.
 - Fax. 01920 485958.
 - Free phone 0800 7831423
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the Scheme's Code of Considerate Practice.
 - Minimum compliance level: 40.

118 FREIGHT VEHICLE SAFETY REQUIREMENTS

- · Vehicle equipment: Ensure that all freight vehicles have the following:
 - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - Side under run guards.
- Driver training:
 - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - Drivers must have a valid driving licence and be legally able to drive the vehicle.
- Registration Scheme membership: Submit evidence of registration with and accreditation to the Freight Operator Registration Scheme (FORS)

120 INSURANCE

· Documentary evidence: Before starting work on site submit details, and/ or policies and



receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

- · Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

• Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
 - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
 - Planning and mobilization by the Contractor.
 - Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - Running in, adjustment, commissioning and testing of all engineering services and installations
 - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- · Submit: Within 3 days of request.

240 COMMENCEMENT OF WORK

 Notice: Before the proposed date for commencement of work on site give minimum notice of 2 weeks.

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- · Frequency: Monthly.
- · Location: On site.
- · Accommodation: Ensure availability at the time of such meetings.



- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- · Chairperson (who will also take and distribute minutes): Contract Administrator.

280 PHOTOGRAPHS

- · Frequency of intervals : Monthly
- · Image format: Digital.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works
- · Associated works: Ensure necessary access, services and facilities are complete.
- · Period of notice (minimum): 3 weeks.

CONTROL OF COST

410 CASH FLOW FORECAST

 Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works.

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

460 INTERIM PAYMENTS

• Application by Contractor: If made under Conditions of Contract clause 4.9 include details of amounts considered due together with all supporting information.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- · Registration: With Construction Skills Certification Scheme.
- · Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS



- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- · Colour batching: Do not use different colour batches where they can be seen together.
- · Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- · Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
 - Properties tested.
 - Pass/ fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.
 - Test dates and times.
 - Identities of witnesses.

Analysis of results.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.
 - Any associated conditions.

160 RELATED WORK

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
 - Appropriately complete.
 - In accordance with the project documents.
 - To a suitable standard.
 - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- · Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.



- · Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - To an express approval.
 - To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished
 work as a whole is required this is specified separately). Do not conceal, or proceed with
 affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

320 SETTING OUT

- · General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- · Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

360 RECORD DRAWINGS

• Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

SERVICES GENERALLY

410 SERVICES REGULATIONS

 New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

· Requirements: Notify Water Undertaker of any work carried out to or which affects new or



existing services and submit any required plans, diagrams and details.

• Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

- · Submit: When relevant electrical work is completed.
- · Original certificate: To be lodged in the Building Manual.

450 MECHANICAL INSTALLATION SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.

550 ACCESS FOR INSPECTION

 Removal: Before removing scaffolding or other facilities for access, give notice of not less than 1 week.

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- · Confirmation: One working day prior to each such test or inspection. If sample or test is not



ready, agree a new date and time.

· Records: Submit a copy of test certificates and retain copies on site.

570 AIR PERMEABILITY

- Testing organization: UKAS accredited and registered with the Air Tightness Testing and Measurement Association (ATTMA).
- Method:
 - Pressure test to meet with Building Regulation Requirements.
- · Standard:
 - Design Air tightness value (maximum): to meet with Building Regulation Requirements.
- Results:
 - Content: Include test results and all supporting data.
 - Copies: Required for building control inspection and inclusion in Building Manual.
 - Electronic deposit: Through the ATTMA lodgement database Additional copies: Provide on request.

580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
 - The address of the premises.
 - The Contractor's name and address.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
- · Submit: Before completion of the Works.
- · Copy: To be lodged in the Building Manual.

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
- Format:
 - Certificate: To be incorporated in the Building Manual.
- · Submit: 2 weeks before completion.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - Will be at the expense of the Contractor.
 - Will not be considered as grounds for revision of the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- · Content of records:
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.



Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
 Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and
 efficient operation, including doors, windows, drawers, ironmongery, appliances, valves
 and controls.

720 SECURITY AT COMPLETION

- · General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- · Remedial work: Arrange access with the Employer.
- · Rectification: Give reasonable notice for access to the various parts of the Works.
- · Completion: Notify when remedial works have been completed.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

Location: Refer to Appendix C of the Work Scheule Document.

120 EXECUTION HAZARDS

· Common hazards: Not listed. Control by good management and site practice.

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- · Submission: Present to the Employer/ Client no later than 5 days before commencement.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.



- Protection: Safeguard the site, the Works, products, materials, and any existing buildings
 affected by the Works from damage and theft. The Contractor shall ensure that the construction
 works are fully segregated from members of the public and PC staff with appropriate barriers
 and hoardings. Principal contractor is to ensure that all operatives behave respectfully –
 offensive language, inappropriate behaviour will not be tolerated and may result in the
 individual/company being asked to leave the site.
- Access: Take all reasonable precautions to prevent unauthorised access to the site, the
 Works and adjoining property. The contractor shall keep accurate records of all operatives and
 visitors who attend site, and record activities in a log book.

160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- · Design loads: Obtain details, support as necessary and prevent overloading.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

· Use: Not permitted

330 NOISE AND VIBRATION

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- · Restrictions: Do not use:
 - Percussion tools and other noisy appliances without consent
 - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

· Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- · Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.



Agree methods for safe removal or remediation.

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

· Smoking on site: Not permitted.

400 BURNING ON SITE

· Burning on site: Not permitted.

410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: carry out and keep records of appropriate tests to demonstrate that hazards
 presented by concentrations of airborne particles, toxins and other micro organisms are
 within acceptable levels.

430 WASTE

- · Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- · Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- · Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

• Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

460 POWER ACTUATED FIXING SYSTEMS

• Use: Not permitted.

470 INVASIVE SPECIES



- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners
 of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- · Work adjacent to services:
 - Comply with service authority's/ statutory undertaker's recommendations.
 - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- · Damage to services: If any results from execution of the Works:
 - Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond
 reasonable chance of survival in their original shape, as a consequence of the Contractor's
 negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 RETAINED TREES

- · Protected area: Unless agreed otherwise do not:
 - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials
 or place temporary accommodation within an area which is the larger of the branch
 spread of the tree or an area with a radius of half the tree's height, measured from the
 trunk.
 - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
 - Change level of ground within an area 3 m beyond branch spread.



- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

560 EXISTING FEATURES

• Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- · Removal: Minimum amount necessary.
- · Replacement work: To match existing.

580 BUILDING INTERIORS

• Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed.
 Reinstate in original positions.
- Extent: Before work in each room starts the Employer will remove the following:
 - All loose fittings and fixtures.

610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - Items located within the garage
- Method statement: Submit within one week of request describing special protection to be provided.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

• General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.



120 DESIGN CONSTRAINTS

· Details: Not Applicable.

130 METHOD/ SEQUENCE OF WORK

 Specific Limitations: Include the following in the programme: - Garage to be retained (as drawing 7728-04-101 (T1) Proposed Phased Works), area not available until 3 weeks prior to Practical Completion. The Employer will utilise this garage for the entire duration of the Works. Materials and tools will be stored in the garage when works are being out.

140 SCAFFOLDING

· Scaffolding: Make available to subcontractors and others at all times.

160 USE OR DISPOSAL OF MATERIALS

· Specific limitations: Not Applicable.

170 WORKING HOURS

Specific limitations: Normal working hours excluding Sundays and Bank Holidays.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- · Location: Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 8 people.

TEMPORARY WORKS

330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- · Temporary protection: Provide before starting work in locations as shown.
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Design details of the proposed physical means of protection: To be proposed by Contractor.
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 NAME BOARDS/ ADVERTISEMENTS

 General: Obtain approval, including statutory consents, and provide a temporary name board

410 LIGHTING

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

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Metering: Not Applicable as electricity will be free of charge.
 - Point of supply: To be agreed.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.



430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
 - Metering: Not Applicable as water will be free of charge.
 - Source: To be agreed.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 MOBILE TELEPHONES

- Direct communication: As soon as practicable after the start on site:
 - provide the Contractor's person in charge with a mobile telephone. pay all charges reasonably incurred.

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
 - Take responsibility for operation, maintenance and remedial work.
 - Arrange supervision by and indemnification of the appropriate Subcontractors.
 Pay costs arising.

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
- Other uses: If permission is given for any other use of a system before the Works are
 accepted as complete, enter into a separate written agreement recording details of the
 terms and conditions of use.

540 METER READINGS

- · Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.

550 THERMOMETERS

• General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope: In accordance with the Pre-Construction Information Document.

115 THE HEALTH AND SAFETY FILE

• Responsibility: The Contractor in accordance with the Pre-Construction Information document contained within Appendix C of the Work Schedule Document.

190 MAINTENANCE SERVICE

 Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items



210 INFORMATION FOR COMMISSIONING OF SERVICES

- General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.
- · Time of submission: At commencement of commissioning.

220 TRAINING

 Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.

230 SPARE PARTS

- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations
- · Content: Include in the priced schedule for:
 - Manufacturers' current prices, including packaging and delivery to site.
 - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - Painting, greasing, etc. and packing to prevent deterioration during storage.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 SITE ACCOMMODATION

 Details: Site accommodation required or made/ not made available by the Employer: See section A36.

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

- 110 POWER
- 120 LIGHTING
- 130 FUELS
- 140 WATER
- 150 TELEPHONE AND ADMINISTRATION
- 160 SAFETY, HEALTH AND WELFARE
 - See clause A34/210.



- 170 STORAGE OF MATERIALS
- 180 RUBBISH DISPOSAL
 - See clause A34/430.
- 190 CLEANING
 - See clause A33/710.
- 200 DRYING OUT
 - See clause A34/410.
- 210 PROTECTION OF WORK IN ALL SECTIONS
- 220 SECURITY
 - See clause A34/150.
- 230 MAINTAIN PUBLIC AND PRIVATE ROADS
 - See clause A34/520.
- 240 SMALL PLANT AND TOOLS
- 250 OTHERS
- 310 ADDITIONAL SERVICES AND FACILITIES ITEMS

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

- 110 CRANES
- 120 HOISTS
- 140 TRANSPORT
- 150 EARTHMOVING PLANT
- 160 CONCRETE PLANT
- 170 PILING PLANT
- 180 PAVING AND SURFACING PLANT
- 200 ADDITIONAL MECHANICAL PLANT

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

- 130 ACCESS SCAFFOLDING
- 140 SUPPORT SCAFFOLDING AND PROPPING
- 150 HOARDINGS, FANS, FENCING, ETC.
- 160 HARDSTANDING



- 170 TRAFFIC REGULATIONS
- 200 ADDITIONAL TEMPORARY WORKS

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

110 WORK BY/ ON BEHALF OF EMPLOYER

- Title: Removal of existing Astro turf
- Description of work: Take up existing Astro turf and carefully store until re-laid at a future date.
- · Carried out by: Specialist Contractor on behalf of the Employer.

120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

- General: Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.
- Handling: Accept delivery, check against receipts and take into appropriate storage.
- · Surplus products: Keep safe and obtain instructions.



Anstey Community Centre - SUMMARY

	nalvsis

	ract Sum Analysis						
	The following is not an exhaustive schedule of priced works items required to comply with the Tender Documents. The Contractor shall include at the end of each work/elemental section or at the end of this section of the CSA all other work items he deems necessary to comply with the Tender Documents to provide a fixed price lump sum.	Preliminaries	Area 1 - Community Hall (Including mezzanine 35m2)	Area 2 - Garage Extension	Area 3 - Refurbish Existing	External Works	TOTAL
0	SUMMARY						
1	PRELIMINARIES			L Costed Separately f	or the entire projec	t	-
2	FACILITATING WORKS / SUBSTRUCTURES		-	-	-	Not Applicable	-
3	SUPERSTRUCTURES		-	-	-	Not Applicable	-
4	INTERNAL FINISHES		-	-	-	Not Applicable	-
5	FITTINGS AND FURNITURE		-	-	-	Not Applicable	-
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS		-	-	-	Not Applicable	-
7	PREFRABICATED BUILDINGS AND BUILDING UNITS		Not Applicable	Not Applicable	Not Applicable	Not Applicable	-
8	WORKS TO EXISTING BUILDINGS	-	Not Applicable	Not Applicable	Not Applicable	Not Applicable	-
9	EXTERNAL WORKS		Not Applicable	Not Applicable	Not Applicable	-	-
10	FEES		Not Applicable	Not Applicable	Not Applicable	Not Applicable	-
11	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES		-	-	-	-	-
12	OTHER WORKS		-	-	-	-	-
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works sub-total which shall become a non-adjustable fixed price sum)		-	-	-	-	-
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT		-	-	-	-	-
	Total Carried to Form of Tender	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

1



Anstey Community Centre (Preliminaries)

Cont	ract Sum Analysis			£
	The following is not an exhaustive schedule of priced works items required to comply with the Employer's Requirements. The Contractor shall include at the end of each work/elemental section or at the end of this section of the CSA all other work items he deems necessary to comply with the Employer's Requirements to provide a fixed price lump sum.			
0	SUMMARY			
1	PRELIMINARIES			-
2	FACILITATING WORKS / SUBSTRUCTURES			Not Applicable
3	SUPERSTRUCTURES			Not Applicable
4	INTERNAL FINISHES			Not Applicable
5	FITTINGS AND FURNITURE			Not Applicable
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS			Not Applicable
7	PREFRABICATED BUILDINGS AND BUILDING UNITS	 		Not Applicable
8	WORKS TO EXISTING BUILDINGS			Not Applicable
9	EXTERNAL WORKS			Not Applicable
10	FEES			Not Applicable
11	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES			Not Applicable
12	OTHER WORKS			Not Applicable
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works	%		Not Applicable
	sub-total which shall become a non-adjustable fixed price sum)			Not Applicable
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT	%		Not Applicable
	Total Carried to Summary		£	-



Anstey Community Centre (Preliminaries)

Conti	£			
1	PRELIMINARIES			
1.4 1.5 1.6	Post Completion Management Attendance Labour/Gateman Works associated with Employer direct packages O & M Manuals/H & S File Site investigations / surveys			
1	Site Accommodation Accommodation/facilities Other site accommodation, set up and removal			
1.11 1.12 1.13 1.14 1.15 1.16 1.17	General Costs, Services and Facilities Lighting, power, water, fuel, consumption Telephones Safety, health and welfare Storage Removal of rubbish Cleaning Drying out works Road cleaning/wheel wash Tools and small plant			
	General Costs - Plant Cranes, hoist etc Plant generally			
1.22 1.23	Temporary Works Temporary roads/pavings /hardstandings /compound Scaffolding - Generally Hoardings/fencing/fans Site Waste Management			
1.26	Others Insurances Warranties Others (Contractor to list)			
	Total Preliminaries Carried to Summary £	-		

ADDISON HUNT

Cont	ract Sum Analysis			£
	The following is not an exhaustive schedule of priced works i required to comply with the Employer's Requirements. The C shall include at the end of each work/elemental section or at this section of the CSA all other work items he deems necess comply with the Employer's Requirements to provide a fixed sum.	ontractor the end of sary to		
0	COLLECTION			
1	PRELIMINARIES			Costed for entire project seperately
2	FACILITATING WORKS / SUBSTRUCTURES			-
3	SUPERSTRUCTURES			-
4	INTERNAL FINISHES			-
5	FITTINGS AND FURNITURE			-
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS			-
7	PREFRABICATED BUILDINGS AND BUILDING UNITS	 		Not Applicable
8	WORKS TO EXISTING BUILDINGS			Not Applicable
9	EXTERNAL WORKS			Not Applicable
10	FEES			Not Applicable
11	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES			-
12	OTHER WORKS			-
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works sub-total which shall become a non-adjustable fixed price sum)	%		-
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT	%		-
	Total Carried to Summary		£	-

ADDISON HUNT

Conti	Contract Sum Analysis			
1	PRELIMINARIES			
1.3 1.4 1.5 1.6	Management of the Work Site Management Site Engineer Post Completion Management Attendance Labour/Gateman Works associated with Employer direct packages O & M Manuals/H & S File Site investigations / surveys			
	Site Accommodation Accommodation/facilities Other site accommodation, set up and removal			
1.11 1.12 1.13 1.14 1.15 1.16 1.17	General Costs, Services and Facilities Lighting, power, water, fuel, consumption Telephones Safety, health and welfare Storage Removal of rubbish Cleaning Drying out works Road cleaning/wheel wash Tools and small plant	Provide costs on separate tab		
l .	General Costs - Plant Cranes, hoist etc Plant generally			
1.22 1.23	Temporary Works Temporary roads/pavings /hardstandings /compound Scaffolding - Generally Hoardings/fencing/fans Site Waste Management			
1.26	Others Insurances Warranties Others (Contractor to list)			
	Total Preliminaries Carried to Summary	£ -		

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Cont	Contract Sum Analysis		
2	FACILITATING WORKS/SUBSTRUCTURES		
l .	Facilitating Works Generally Site works and site clearance Excavation and filling Breaking out / filling softspots etc Others (Contractor to list)		
	Total Facilitating Works Carried to Summary £	-	
l .	Substructure Generally Site works and site clearance (N/A - included in external works) Excavation and filling Breaking out / filling softspots etc Others (Contractor to list)		
2.10	Foundations Piling mat Piles - Contractor Design Portion - Provide Contractors Proposals with Tender		
	Pile testing - Provide Contractors Proposals with Tender Ground Beams - Provide Contractors Proposals with Tender Others (Contractor to list)		
2.14	Floor Slab Suspended beam and block floor		
	Total Substructure Carried to Summary £	-	
3	SUPERSTRUCTURE		
3.10	Frame Steel frames; beams; columns Purlins Steel design Fire protection Wind posts Steel bracing Secondary Steelwork Steel fittings and connections - Contractor Design Portion - Provide Contractors Proposals with Tender Lintels Masonry support Others (Contractor to list)		
	Total Carried Forward	-	



Contr	£	
	Total Brought Forward	-
3	SUPERSTRUCTURE (CONT'D)	
	Upper floors	
3.12	Mezzanine floor to community store	
	Roof Kalzip sheet roofing over timber deck and rafters; to match existing; pitched Eaves detail	
	Verge detail	
	Ridge detail	
	Roof gutters, gullies and downpipes Mansafe/latchway and fixing points	
	Others (Contractor to list)	
3.21	Membrane roof with preformed flashing; reference 9 Eaves detail Valley detail	
3.23 3.24	Junction between new and existing roof Hidden guttering detail Others (Contractor to list)	
3.27	External Walls Brick faced cavity wall; red facing brickwork; reference 2 Soldier course; to external wall Others (Contractor to list)	
3.29	External Walls Sundries Lintels	
3.30	Movement joints	
	Masonry sundries and insulation Cavity barriers and fire stopping	
	Others (Contractor to list)	
	External Windows and Doors	
3.34	Windows; UPVC	
	Glazed door sets; UPVC	
	Glazed door sets; with glazed side screen; UPVC Galvanised steel security door set	
	Others (Contractor to list)	
	Internal Walls and Partitions	
	Blockwork walls	
	Blockwork walls; double skin	
	Blockwork walls; insulated cavity wall Masonry sundries	
	Structural frame casings/enclosures	
	Firestopping	
	Lintels Others (Contractor to list)	
0.70	Caloro (Contractor to not)	
	Total Carried Forward	-



Conti	ract Sum Analysis	£
	Total Brought Forward	-
3	SUPERSTRUCTURE (CONT'D)	
3.47 3.48	Internal Doors Doors, frames and architraves generally Fire rated doors, frames and architraves	
	Fire rated doors, frames and architraves; with glazed side screen Glazed screens	
	Others (Contractor to list)	
	Total Superstructure Carried to Summary £	-



Cont	ract Sum Analysis	£
4	INTERNAL FINISHES	
4.5 4.6 4.7	Wall Finishes External wall linings and plaster Plastering/make good existing walls Plasterboard to new walls Plasterboard to new walls; moisture resistant Wall tiling; splashbacks Window boards/reveals Air tightness measures Others (Contractor to list)	
4.10 4.11 4.12 4.13 4.14 4.15	Floor Finishes Screeds Vinyl sheet flooring Vinyl plank flooring Dividing strips/flooring sundries Timber skirting Coved skirtings Recessed matwell Others (Contractor to list)	
4.18 4.19 4.20 4.21 4.22 4.23	Ceiling Finishes MF ceilings/linings; including edgings MF ceilings/linings; insulation; including edgings Demountable suspended ceilings; including edgings Ceiling sundries including shadow gaps etc Bulkheads Cavity barriers Access hatches Others (Contractor to list)	
4.26 4.27 4.28 4.29 4.30	Decoration Vinyl silk emulsion paint to plastered walls Vinyl silk emulsion paint to blockwork walls Emulsion paint to plastered ceilings Gloss paint to skirtings Gloss paint to frames/architraves Gloss paint to window boards Others (Contractor to list)	
	Total Internal Finishes Carried to Summary £	-

Conti	ract Sum Analysis	£
5	FITTINGS AND FURNITURE	
5.3 5.4 5.5 5.6 5.7 5.8 5.9	Kitchenette fittings White goods Door stops Acrylic mirrors; 700 x 450 Coat hooks Door and wall grab rails Toilet roll dispensers Soap dispensers Wall mounted baby changing unit Others (Contractor to list)	
5.12	Signage External lighting Way finder signage Others (Contractor to list)	
	Total Fittings and Furniture Carried to Summary	-
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS	
6.3 6.4 6.5 6.6	Sanitary Installations Sink with taps; to kitchenette Ceramic toilet and seat; exposed cistern Wash hand basin; thermostatic taps; one tap hole Wash hand basin; with full pedestal; thermostatic taps; two tap holes Disabled WC packs; including wash hand basin and grab rails Eco hand dryer Others (Contractor to list)	
	Disposal Installations Allowance for rainwater pipe installation Others (Contractor to list)	
6.11	Services Installation Mechanical services installation - Provide Contractors Proposals with Tender Electrical services installation - Provide Contractors Proposals with Tender Others (Contractor to list)	
	Builders Work in Connection with Services Allowance for builders's work in connection with services Others (Contractor to list)	
	Total Mechanical and Electrical Services Installations Carried to Summary	-

act Sum Analysis		£
PREFRABICATED BUILDINGS AND BUILDING UNITS		Not Applicable
Total Prefabricated Buildings & Building Units Carried to Summary	£	Not Applicable
WORKS TO EXISTING BUILDINGS		Not Applicable
Total Works to Existing Buildings Carried to Summary	£	Not Applicable
EXTERNAL WORKS		Not Applicable
Total External Works Carried to Summary	£	Not Applicable
FEES		Not Applicable
Total Fees Carried to Summary	£	Not Applicable
CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES FOR CONTRACTOR DESIGN PORTION (Contractor to list)		
Total Contractor's Risk Carried to Summary	£	-
OTHER WORKS The Contractor is to identify any other items not included in the above Contract Sum Analysis that require pricing to complete the construction of the work.		
Total Other Works Carried to Summary	£	-
MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works subtotal which shall become a non-adjustable fixed price sum)		
Total Main Contractors OH&P Carried to Summary	£	-
	WORKS TO EXISTING BUILDINGS Total Works to Existing Buildings Carried to Summary EXTERNAL WORKS Total External Works Carried to Summary FEES Total Fees Carried to Summary CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES FOR CONTRACTOR DESIGN PORTION (Contractor to list) Total Contractor's Risk Carried to Summary OTHER WORKS The Contract Sum Analysis that require pricing to complete the construction of the work. Total Other Works Carried to Summary MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works subtotal which shall become a non-adjustable fixed price sum)	Total Prefabricated Buildings & Building Units Carried to Summary WORKS TO EXISTING BUILDINGS Total Works to Existing Buildings Carried to Summary £ EXTERNAL WORKS Total External Works Carried to Summary £ CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES FOR CONTRACTOR DESIGN PORTION (Contractor to list) Total Contractor's Risk Carried to Summary £ OTHER WORKS The Contract Sum Analysis that require pricing to complete the construction of the work. Total Other Works Carried to Summary £ MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works subtotal which shall become a non-adjustable fixed price sum)

Contract Sum Analysis		£
14 MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT		
Total Main Contractors Directors Adjustment Carried to Sun	nmary £	-



Cont	ract Sum Analysis			£
	The following is not an exhaustive schedule of priced works is required to comply with the Employer's Requirements. The C shall include at the end of each work/elemental section or at this section of the CSA all other work items he deems necess comply with the Employer's Requirements to provide a fixed psum.	ontractor the end of sary to		
0	SUMMARY			
1	PRELIMINARIES			Costed for entire project seperately
2	FACILITATING WORKS / SUBSTRUCTURES			-
3	SUPERSTRUCTURES			-
4	INTERNAL FINISHES			-
5	FITTINGS AND FURNITURE			-
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS			-
7	PREFRABICATED BUILDINGS AND BUILDING UNITS	 		Not Applicable
8	WORKS TO EXISTING BUILDINGS			Not Applicable
9	EXTERNAL WORKS			Not Applicable
10	FEES			Not Applicable
11	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES			-
12	OTHER WORKS			-
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works sub-total which shall become a non-adjustable fixed price sum)	%		-
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT	%		-
	Total Carried to Summary		£	-



Contr	ract Sum Analysis	£
1	PRELIMINARIES	
1.3 1.4 1.5		
1.8 1.9	Site Accommodation Accommodation/facilities Other site accommodation, set up and removal	
1.11 1.12 1.13 1.14 1.15 1.16 1.17	General Costs, Services and Facilities Lighting, power, water, fuel, consumption Telephones Safety, health and welfare Storage Removal of rubbish Cleaning Drying out works Road cleaning/wheel wash Tools and small plant	Provide costs on separate tab
	General Costs - Plant Cranes, hoist etc Plant generally	
1.22 1.23	Temporary Works Temporary roads/pavings /hardstandings /compound Scaffolding - Generally Hoardings/fencing/fans Site Waste Management	
1.26	Others Insurances Warranties Others (Contractor to list)	
	Total Preliminaries Carried to Summary £	-



Contract Sum Analysis		£
2	FACILITATING WORKS/SUBSTRUCTURES	
	Facilitating Works Generally	
2.1	Site works and site clearance	
I	Excavation and filling	
I	Breaking out / filling softspots etc	
2.4	Others (Contractor to list)	
	Total Facilitating Works Carried to Summary £	-
2.5	Substructure Generally Site works and site clearance (N/A - included in external works)	
2.6	Excavation and filling	
2.7		
2.8	Others (Contractor to list)	
	Foundations	
	Piling mat	
2.10	Piles - Contractor Design Portion - Provide Contractors Proposals with Tender	
	Pile testing - Provide Contractors Proposals with Tender Ground Beams - Provide Contractors Proposals with	
	Tender Others (Contractor to list)	
	Floor Slab	
1	Suspended beam and block floor	
I	Car Park ramp	
2.16	Others (Contractor to list)	
	Total Substructure Carried to Summary £	-
3	SUPERSTRUCTURE	
	Frame	
3.1	Steel frames; beams; columns	
3.2	Purlins	
	Steel design	
	Fire protection	
	Wind posts Steel bracing	
3.7	· · · · · · · · · · · · · · · · · · ·	
3.9	Steel fittings and connections - Contractor Design	
	Portion - Provide Contractors Proposals with Tender	
I	Lintels	
	Masonry support Others (Contractor to list)	
	Total Carried Forward	-



Conti	ract Sum Analysis	£
	Total Brought Forward	-
3	SUPERSTRUCTURE (CONT'D)	
	Upper floors	Not Applicable
3.14 3.15 3.16 3.17 3.18 3.19	Roof Kalzip sheet roofing over timber deck and rafters; to match existing; pitched Eaves detail Verge detail Ridge detail Roof gutters, gullies and downpipes Mansafe/latchway and fixing points Junction between new and existing roof Others (Contractor to list)	
3.22	External Walls Brick faced cavity wall; red facing brickwork Soldier course; to external wall Others (Contractor to list)	
3.25 3.26 3.27	External Walls Sundries Lintels Movement joints Masonry sundries and insulation Cavity barriers and fire stopping Others (Contractor to list)	
	External Windows and Doors Electronically operated roller shutter doors Others (Contractor to list)	
	Internal Walls and Partitions	Not Applicable
	Internal Doors	Not Applicable
	Total Superstructure Carried to Summary £	-



Conti	ract Sum Analysis	£
4	INTERNAL FINISHES Wall Finishes	Not Applicable
	Floor Finishes Screeds; power float finish Polish and seal floor Others (Contractor to list)	
	Ceiling Finishes	Not Applicable
4.4 4.5 4.6	Decoration Vinyl silk emulsion to new blockwork Vinyl silk emulsion to existing blockwork Others (Contractor to list)	
	Total Internal Finishes Carried to Summary £	-
5	FITTINGS AND FURNITURE	
	FF&E	Not Applicable
	Signage	Not Applicable
5.1	Others (Contractor to list)	
	Total Fittings and Furniture Carried to Summary £	-
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS	
	Sanitary Installations	
6.1 6.2	Disposal Installations Allowance for rainwater pipe installation Others (Contractor to list)	
6.3	Services Installation Mechanical services installation - Provide Contractors Proposals with Tender	
6.4		
6.5	Others (Contractor to list)	
6.6 6.7	Builders Work in Connection with Services Allowance for builders's work in connection with services Others (Contractor to list)	
	Total Mechanical and Electrical Services Installations Carried to Summary £	-



Conti	ract Sum Analysis	£
7	PREFRABICATED BUILDINGS AND BUILDING UNITS	Not Applicable
	Total Prefabricated Buildings & Building Units Carried to Summary £	Not Applicable
8	WORKS TO EXISTING BUILDINGS	Not Applicable
	Total Works to Existing Buildings Carried to Summary £	Not Applicable
9	EXTERNAL WORKS	Not Applicable
	Total External Works Carried to Summary £	Not Applicable
10	FEES	Not Applicable
	Total Fees Carried to Summary £	Not Applicable
11 11.1	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES (Contractor to list)	
	Total Contractor's Risk Carried to Summary £	-
12 12.1	OTHER WORKS The Contractor is to identify any other items not included in the above Contract Sum Analysis that require pricing to complete the construction of the work. Total Other Works Carried to Summary	-
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works subtotal which shall become a non-adjustable fixed price sum)	
	Total Main Contractors OH&P Carried to Summary £	-
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT	
	Total Main Contractors Directors Adjustment Carried to Summary £	-



Cont	ract Sum Analysis/Schedules of Work			£
	The following is not an exhaustive schedule of priced works it required to comply with the Employer's Requirements. The Coshall include at the end of each work/elemental section or at this section of the CSA all other work items he deems necess comply with the Employer's Requirements to provide a fixed pound.	ontractor the end of sary to		
0	SUMMARY			
1	PRELIMINARIES			Costed for entire project seperately
2	FACILITATING WORKS / SUBSTRUCTURES			-
3	SUPERSTRUCTURES			-
4	INTERNAL FINISHES			-
5	FITTINGS AND FURNITURE			-
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS			-
7	PREFRABICATED BUILDINGS AND BUILDING UNITS	 		Not Applicable
8	WORKS TO EXISTING BUILDINGS			Not Applicable
9	EXTERNAL WORKS			Not Applicable
10	FEES			Not Applicable
11	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES			-
12	OTHER WORKS			-
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works sub-total which shall become a non-adjustable fixed price sum)	%		-
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT	%		-
	Total Carried to Summary		£	-



Contr	ract Sum Analysis/Schedules of Work	£
1	PRELIMINARIES	
1.3 1.4 1.5	Management of the Work Site Management Site Engineer Post Completion Management Attendance Labour/Gateman Works associated with Employer direct packages O & M Manuals/H & S File Site investigations / surveys	
	Site Accommodation Accommodation/facilities Other site accommodation, set up and removal	
1.11 1.12 1.13 1.14 1.15 1.16 1.17	General Costs, Services and Facilities Lighting, power, water, fuel, consumption Telephones Safety, health and welfare Storage Removal of rubbish Cleaning Drying out works Road cleaning/wheel wash Tools and small plant	Provide costs on separate tab
	General Costs - Plant Cranes, hoist etc Plant generally	
1.22 1.23	Temporary Works Temporary roads/pavings /hardstandings /compound Scaffolding - Generally Hoardings/fencing/fans Site Waste Management	
1.26	Others Insurances Warranties Others (Contractor to list)	
	Total Preliminaries Carried to Summary £	-



Contr	act Sum Analysis/Schedules of Work	£
2	FACILITATING WORKS/SUBSTRUCTURES	
	Facilitating Works Generally	
2.1	Site works and site clearance	Not Applicable
2.2	Excavation and filling	Not Applicable
2.3	Breaking out / filling softspots etc	Not Applicable
2.4	Others (Contractor to list)	Not Applicable
	Demolition/Alteration Works	
2.5	Service disconnections	Not Applicable
	Asbestos surveys	Not Applicable
2.7	Remove single internal doors; dispose off site	''
2.8	Remove 140mm wide internal walls; dispose off site;	
	make good walls, ceilings and floor as required	
2.9	Remove 300mm wide internal walls; dispose off site;	
	make good walls, ceilings and floor as required	
2.10	Demolish existing single doors; block up opening; make	
	good walls and floor as required; to office 2	
	Form opening; circa 1010 x 2100; to office 3	
2.12	Remove existing window, opening adjusted; circa 1600 x	
	600 to 1600 x 1050; new double glazed window unit	
	(measured elsewhere) make good walls and floor as	
0.40	required; to existing female WC (new kitchen area)	
2.13	Remove existing window; block up opening; circa 650 x	
	650; make good walls and floor as required; to existing kitchen	
2 14	Remove existing window; block up opening; circa 700 x	
2.17	600; make good walls and floor as required; to new	
	female WC	
2.15	Remove existing window; block up opening; circa 1550 x	
	600; make good walls and floor as required; to existing	
	female WC (new kitchen area)	
2.16	Form new opening in existing load bearing wall; circa	
	2400 x 2100; including lintel; make good walls and floor	
	as required; through to new garage	
2.17	Form new opening in existing load bearing wall; circa	
	2450 x 4500; including lintel; make good walls and floor	
0.40	as required	
2.18	Demolish low level wall with plinth to existing	
2 10	garage/store; approximately 500 high	
∠. 19	Demolish existing kitchen, units and worktops; dispose off site	
2 20	Demolish existing kitchen hatch; dispose off site	
	Remove WC's; dispose off site; to male and female wc's	
	Remove urinals; dispose off site; to male wc	
	Remove Vanity Unit; including 2nr WHB's; to male wc	
	Remove Vanity Unit; including 3nr WHB's; to female wc	
	Remove cubicle; range of 1 with end panel; dispose off	
	site; to male wc	
	Total Carried Forward	-



Contr	ract Sum Analysis/Schedules of Work	£
	Total Brought Forward	-
2	FACILITATING WORKS/SUBSTRUCTURES (CONT'D)	
	Demolition/Alteration Works (Cont'd)	
2.26	Remove cubicles; range of 3; dispose off site; to female wc	
	Remove urinal privacy screen; to male wc Demolish existing kitchen, units and worktops; dispose off site	
2.29	Demolish existing kitchen hatch; dispose off site	Excluded
1	Remove WC's; dispose off site; to male and female wc's	
	Remove urinals; dispose off site; to male wc	
	Remove Vanity Unit; including 2nr WHB's; to male wc	
	Remove Vanity Unit; including 3nr WHB's; to female wc Remove cubicle; range of 1 with end panel; dispose off site; to male wc	
2.35	Remove cubicles; range of 3; dispose off site; to female wc	
2.36	Remove urinal privacy screen; to male wc	
2.37	Remove Doc M pack; dispose off site; to disabled WC	
2.38	Allowance for removal of Electrical elements located	
2 20	within walls due to be removed Allowance for removal of Mechanical elements located	
2.39	within walls due to be removed	
2.40	Refurbishment allowance to existing garage	
1	Others (Contractor to list)	
	Total Facilitating Works Carried to Summary £	-
	Substructure Generally	Not Applicable
	Foundations	Not Applicable
	Floor Slab	Not Applicable
	Total Substructure Carried to Summary £	-



Contract Sum Analysis/Schedules of Work		£
3	SUPERSTRUCTURE	
	Frame	Not Applicable
	Upper floors	Not Applicable
3.1	Roof Others (Contractor to list)	
	External Walls (captured with refurbishment works)	Not Applicable
3.3 3.4	External Windows and Doors Windows; UPVC Windows; sliding; UPVC UPVC Glazed door sets Others (Contractor to list)	
3.7 3.8 3.9 3.10 3.11 3.12	Internal Walls and Partitions Blockwork walls Masonry sundries Structural frame casings/enclosures Firestopping Lintels Range of 1nr toilet cubicle; end panel; to male WC Range of 3nr toilet cubicles; no end panel; 1nr cubicle to be accessible with contrasting grab rails with outward opening door; to new female WC Others (Contractor to list)	
3.15 3.16	Internal Doors Doors, frames and architraves generally Fire rated doors, frames and architraves Serving kitchen hatch; 1 hour fire resistant Others (Contractor to list)	Excluded
	Total Superstructure Carried to Summary £	-
4	INTERNAL FINISHES	
4.3 4.4 4.5	Wall Finishes External wall linings and plaster Plasterboard/make good existing walls Plasterboard to new walls Plasterboard to new walls; moisture resistant Wall tiling Window cills/reveals Air tightness measures Others (Contractor to list)	
	Total Carried Forward	-



Total Brought Forward INTERNAL FINISHES (CONTD) Floor Finishes 4.9 Screeds 4.10 Virnly sheet flooring 4.11 Virnly plank flooring 4.12 Carpet tilling 4.13 Dividing strips/flooring sundries 4.14 Timber skirting 4.15 Coved skirting 4.16 Recessed matwell 4.17 Make good existing floor finishes (as required) 4.18 Others (Contractor to list) Ceiling Finishes 4.19 MF ceilings/linings; insulation; including edgings; flat 4.20 MF ceilings/linings; insulation; including edgings; sloped 4.21 Demountable suspended ceilings; including edgings 4.22 Demountable suspended ceilings; including edgings 4.23 Ceiling sundries including shadow gaps etc 4.24 Bulkheads 4.25 Cavity barriers 4.26 Cavity barriers 4.27 Make good existing ceiling finishes (as required) 4.28 Others (Contractor to list) Decoration 4.29 Vinty slik emulsion paint; to plastered walls 4.30 Emulsion paint; to plastered ceilings 4.31 Gloss paint to skirtings 4.32 Gloss paint to skirtings 4.33 Make good existing decoration (as required) 4.34 Others (Contractor to list) Total Internal Finishes Carried to Summary £ 5 FITTINGS AND FURNITURE FF&E 5.1 Kitchen Fittings 5.2 White goods 5.3 Door stops 5.4 Acrylic mirrors; 700 x 450 5.5 Coar Hooks 6. Door and wall grab rails 5.7 Toilet Roll Dispenser Total Carried Forward	Contr	act Sum Analysis/Schedules of Work	£
Floor Finishes 4.9 Screeds 4.10 Vinyl sheet flooring 4.11 Vinyl plank flooring 4.12 Carpet tiling 4.13 Dividing strips/flooring sundries 4.14 Timber skirting 4.15 Coved skirtings 4.16 Recessed matwell 4.17 Make good existing floor finishes (as required) 4.18 Others (Contractor to list) Celling Finishes 4.19 MF cellings/linings; including edgings; flat 4.20 MF cellings/linings; insulation; including edgings; sloped 4.21 MF cellings/linings; insulation; including edgings; sloped 4.22 MF cellings/linings; including edgings 4.23 Celling sundries including shadow gaps etc 4.24 Bulkheads 4.25 Cavity barriers 4.26 Access hatches 4.27 Make good existing celling finishes (as required) 4.28 Others (Contractor to list) Decoration 4.29 Vinyl silk emulsion paint; to plastered walls 4.30 Emulsion paint; to plastered cellings 4.31 Gloss paint to skirtings 4.32 Gloss paint to frames/architraves 4.33 Make good existing decoration (as required) 4.34 Others (Contractor to list) Total Internal Finishes Carried to Summary £ 5 FITTINGS AND FURNITURE FF&E 5.1 Kitchen Fittings 5.2 White goods 5.3 Door stops 5.4 Acrylic mirrors; 700 x 450 5.5 Coat Hooks 5.0 Door and wall grab rails 5.7 Tollet Roll Dispenser		Total Brought Forward	-
4.9 Screeds 4.10 Vinyl sheet flooring 4.11 Vinyl plank flooring 4.12 Carpet tiling 4.13 Dividing strips/flooring sundries 4.14 Timber skirting 4.15 Coved skirtings 4.16 Recessed matwell 4.17 Make good existing floor finishes (as required) 4.18 Others (Contractor to list) Celling Finishes 4.19 MF ceilings/linings; insulation; including edgings; flat 4.20 MF ceilings/linings; insulation; including edgings; sloped 4.21 MF ceilings/linings; insulation; including edgings; sloped 4.22 Demountable suspended ceilings; including edgings; sloped 4.23 Ceiling sundries including shadow gaps etc 4.24 Bulkheads 4.25 Cavity barriers 4.26 Access hatches 4.27 Make good existing ceiling finishes (as required) 4.28 Others (Contractor to list) Decoration 4.29 Vinyl silk emulsion paint; to plastered walls 4.30 Emulsion paint; to plastered ceilings 4.31 Gloss paint to skirtings 4.32 Gloss paint to skirtings 4.33 Make good existing decoration (as required) 4.34 Others (Contractor to list) Total Internal Finishes Carried to Summary £ 5 FITTINGS AND FURNITURE FF&E 5.1 Kitchen Fittings 5.2 White goods 5.3 Door stops 5.4 Acrylic mirrors; 700 x 450 5.5 Coat Hooks 5.6 Door and wall grab rails 5.7 Toilet Roll Dispenser	4	INTERNAL FINISHES (CONT'D)	
4.10 Vinyl sheet flooring 4.11 Vinyl plank flooring 4.12 Carpet tiling 4.13 Dividing strips/flooring sundries 4.14 Timber skirting 4.15 Coved skirtings 4.16 Recessed matwell 4.17 Make good existing floor finishes (as required) 4.18 Others (Contractor to list) Celling Finishes 4.19 MF ceilings/linings; including edgings; flat 4.20 MF ceilings/linings; insulation; including edgings; flat 4.21 MF ceilings/linings; insulation; including edgings; sloped 4.22 Demountable suspended ceilings; including edgings 4.23 Ceiling sundries including shadow gaps etc 4.24 Bulkheads 4.25 Cavily barriers 4.26 Access hatches 4.27 Make good existing ceiling finishes (as required) 4.28 Others (Contractor to list) Decoration 4.29 Vinyl silk emulsion paint; to plastered walls 4.30 Emulsion paint; to plastered ceilings 4.31 Gloss paint to skirtings 4.32 Gloss paint to skirtings 4.33 Make good existing decoration (as required) 4.34 Others (Contractor to list) Total Internal Finishes Carried to Summary £ 5 FITTINGS AND FURNITURE FF&E 5.1 Kitchen Fittings White goods 5.2 Door stops 5.4 Acrylic mirrors; 700 x 450 5.5 Coat Hooks 5.6 Door and wall grab rails 5.7 Toilet Roll Dispenser		Floor Finishes	
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5.7 Toilet Roll Dispenser			
Total Carried Forward -	3.7		
		Total Carried Forward	-



Contr	ract Sum Analysis/Schedules of Work	£
	Total Brought Forward	-
5	FITTINGS AND FURNITURE (CONT'D)	
	FF&E (CONT'D)	
5.9 5.10	Soap Dispenser Wall mounted baby changing unit Vanity unit; solid grade laminate; for 2nr wash hand basins (measured elsewhere); to male wc Vanity unit; solid grade laminate; for 3nr wash hand basins (measured elsewhere); to female wc	
5.13	Signage External lighting Way finder signage Others (Contractor to list)	
	Total Fittings and Furniture Carried to Summary £	-
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS	
	Sanitary Installations Ceramic toilet and seat; exposed cistern Urinals; exposed cistern Wash hand basin; within vanity unit (measured elsewhere); thermostatic taps Disabled WC pack; including wash hand basin and grab rails Others (Contractor to list)	
6.6	Disposal Installations Others (Contractor to list)	
6.9	Services Installation Mechanical services installation - Provide Contractors Proposals with Tender Electrical services installation - Provide Contractors Proposals with Tender PV panels Others (Contractor to list)	Excluded
	Builders Work in Connection with Services Allowance for builders's work in connection with services Others (Contractor to list)	
	Total Mechanical and Electrical Services Installations Carried to Summary £	-

Conti	ract Sum Analysis/Schedules of Work		£
7	PREFRABICATED BUILDINGS AND BUILDING UNITS		Not Applicable
	Total Prefabricated Buildings & Building Units Carried to Summary	£	Not Applicable
8	WORKS TO EXISTING BUILDINGS		Not Applicable
	Total Works to Existing Buildings Carried to Summary	£	Not Applicable
9	EXTERNAL WORKS		Not Applicable
	Total External Works Carried to Summary	£	Not Applicable
10	FEES		Not Applicable
	Total Fees Carried to Summary	£	Not Applicable
11 11.1	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES (Contractor to list) Total Contractor's Risk Carried to Summary	£	-
12 12.1	OTHER WORKS The Contractor is to identify any other items not included in the above Contract Sum Analysis that require pricing to complete the construction of the work. Total Other Works Carried to Summary	£	-
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works subtotal which shall become a non-adjustable fixed price sum)		
	Total Main Contractors OH&P Carried to Summary	£	-
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT		
	Total Main Contractors Directors Adjustment Carried to Summary	£	-



Cont	ract Sum Analysis			£
	The following is not an exhaustive schedule of priced works is required to comply with the Employer's Requirements. The C shall include at the end of each work/elemental section or at this section of the CSA all other work items he deems necess comply with the Employer's Requirements to provide a fixed psum.	ontractor the end of sary to		
0	SUMMARY			
1	PRELIMINARIES			Costed for entire project seperately
2	FACILITATING WORKS / SUPERSTRUCTURES			Not Applicable
3	SUPERSTRUCTURES			Not Applicable
4	INTERNAL FINISHES			Not Applicable
5	FITTINGS AND FURNITURE			Not Applicable
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS			Not Applicable
7	PREFRABICATED BUILDINGS AND BUILDING UNITS	 		Not Applicable
8	WORKS TO EXISTING BUILDINGS			Not Applicable
9	EXTERNAL WORKS			-
10	FEES			Not Applicable
11	CONTRACTOR'S RISK ALLOWANCE/DESIGN DEVELOPMENT ALLOWANCES			-
12	OTHER WORKS			-
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works sub-total which shall become a non-adjustable fixed price sum)	%		-
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT	%		-
	Total Carried to Summary		£	-



Contr	ract Sum Analysis	£
1	PRELIMINARIES Management of the World	
1.3 1.4 1.5	Management of the Work Site Management Site Engineer Post Completion Management Attendance Labour/Gateman Works associated with Employer direct packages O & M Manuals/H & S File Site investigations / surveys	
1.8 1.9	Site Accommodation Accommodation/facilities Other site accommodation, set up and removal	
1.11 1.12 1.13 1.14 1.15 1.16 1.17	General Costs, Services and Facilities Lighting, power, water, fuel, consumption Telephones Safety, health and welfare Storage Removal of rubbish Cleaning Drying out works Road cleaning/wheel wash Tools and small plant	Provide costs on separate tab
	General Costs - Plant Cranes, hoist etc Plant generally	
1.22 1.23	Temporary Works Temporary roads/pavings /hardstandings /compound Scaffolding - Generally Hoardings/fencing/fans Site Waste Management	
1.26	Others Insurances Warranties Others (Contractor to list)	
	Total Preliminaries Carried to Summary £	-



Cont	ract Sum Analysis		£
2	FACILITATING WORKS/SUBSTRUCTURES		Not Applicable
	Total Facilitating Works/Substructures Carried to Summary	£	Not Applicable
3	SUPERSTRUCTURE		Not Applicable
	Total Superstructure Carried to Summary	£	Not Applicable
4	INTERNAL FINISHES		Not Applicable
	Total Internal Finishes Carried to Summary	£	Not Applicable
5	FITTINGS AND FURNITURE		Not Applicable
	Total Fittings and Furniture Carried to Summary	£	Not Applicable
6	MECHANICAL & ELECTRICAL SERVICES INSTALLATIONS		Not Applicable
	Total Mechanical and Electrical Services Installations Carried to Summary	£	Not Applicable
7	PREFRABICATED BUILDINGS AND BUILDING UNITS		Not Applicable
	Total Prefabricated Buildings & Building Units Carried to Summary	£	Not Applicable
8	WORKS TO EXISTING BUILDINGS		Not Applicable
	Total Works to Existing Buildings Carried to Summary	£	Not Applicable



Contract Sum Analysis		£
9	EXTERNAL WORKS	
	External Works	
9.1	Site strip	
9.2	Reduce levels; maximum depth not exceeding 2m;	
	disposal of excavated material off site (assumed inactive	
,,	waste)	
	Retaining wall; circa 975 high Remove tarmac; dispose off site	
	Remove bollards; dispose off site	
	Remove medium tree; dispose off site	Excluded
	Remove large tree; dispose off site	Excluded
	Remove existing white lining	
	Tarmac	
	Tie in detail between tarmac and existing	
	White lining	
	Hatching and symbols 450 x 450 riven faced paving slabs	
	Topsoil and seeding	Excluded
	Soft landscaping	Excluded
	Existing hedge trimmed back and retained	Excluded
	New Bollards	Excluded
9.18	Ramps to ramps (as required)	
9.19	Others (Contractor to list)	
	M&E	
9.20	Electric car chargers	Excluded
	Services connections (assume current supply sufficient)	
	External Lighting; wall mounted fittings	
9.23	Others (Contractor to list)	
	Drainage	
	Foul drainage	
9.24	Pipe runs; 150 diameter pipe; average depth not	
9.25	exceeding 500 Pipe runs; 150 diameter pipe; average depth 500-1000	
9.26	Drain runs; 150 diameter pipe; average depth 1000-	
0.20	1500	
9.27	Drain runs; 150 diameter pipe; average depth 1500-	
	2000	
9.28	Drain runs; 150 diameter pipe; average depth 2000-	
9.29	2500 Drain runs; 150 diameter pipe; average depth 2500-	
9.28	3000	
9.30	Pipe runs to SvP; 150 diameter pipe; average depth	
3.55	500	
9.31	PPIC; 450 diameter	
9.32	Connect into existing foul manhole	
9.33	Existing foul water to be made redundant	
9.34	Allowance for sewer connections	
9.35	Foul oulets Others (Contractor to list)	
9.36	Others (Contractor to list) Total Carried Forward	
	i Otal Calfleu Forward	-



Contr	act Sum Analysis	£
	Total Brought Forward	-
	Drainage (Cont'd)	
	Storm drainage	
9.37	Pipe runs; 100 diameter pipe; average depth not exceeding 500	
9.38	Pipe runs; 100 diameter pipe; average depth 500-1000	
9.39	Drain runs; 100 diameter pipe; average depth 1000- 1500	
9.4	Drain runs; 100 diameter pipe; average depth 1500- 2000	
9.41	Pipe runs to RWP; 100 diameter pipe; average depth 500	
9.42	Channel drain and sump	
9.43	PPIC; 450 diameter	
9.44	PPIC; 450 diameter; break into existing sewer	
9.45	Manhole; 1200 diameter; including Hydrobrake	
9.46	Cellular attenuation tank	
9.47	Connect into existing SW sewer	
9.48	Allowance for existing surface water sewer to be made redundant	
9.49	Others (Contractor to list)	
9.49		
	Total External Works Carried to Summary £	-
10	FEES	Not Applicable
	Total Fees Carried to Summary £	Not Applicable
11	CONTRACTOR'S RISK ALLOWANCE/DESIGN	
	DEVELOPMENT ALLOWANCES	
11.1	(Contractor to list)	
	Total Contractor's Risk Carried to Summary £	-
12	OTHER WORKS	
12.1	The Contractor is to identify any other items not included in	
12.1	the above Contract Sum Analysis that require pricing to complete the construction of the work.	
	Total Other Works Carried to Summary £	-



Cont	ract Sum Analysis	£
13	MAIN CONTRACTOR'S OVERHEADS AND PROFIT (Insert percentage to be applied to Contract works subtotal which shall become a non-adjustable fixed price sum)	
	Total Main Contractors OH&P Carried to Summary	= -
14	MAIN CONTRACTOR DIRECTOR'S ADJUSTMENT	
	Total Main Contractors Directors Adjustment Carried to Summary	-