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**CIVIL WORKS CONTRACT**

**DIO OS DTE (B)**

**BATSUB**

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| **BOOKLET 3**  **PERFORMANCE SPECIFICATION**  **FIRM PRICE CONTRACT FOR**  **BEL/GE/1901**  **BLDG 253 ABLUTION BLOCK REFURBISHMENT**  **BATSUB, PRICE BARRACKS, BELIZE, BFPO 12** |

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**Drawings**

# The drawings attached to this document, are to be read in conjunction with this Performance Specification (PS) for the proposed BATSUB ablution block refurbishment. It should be noted that the Authority’s drawings are ‘Concept Only’ and the Contractor is to produce a full set of design documentation and confirm quantities and distances in line with the Authority’s Concept Drawings and intent.

# Design Responsibilities

# The Contractor shall ensure all Works are carried out in accordance with, and includes the applicable requirements of, all relevant British Standards[[1]](#footnote-1)[[2]](#footnote-2)[[3]](#footnote-3) and DIO documentation[[4]](#footnote-4) along with all other design documents specified within this PS. NOTE that these references are provided as guidance and minimum requirement only; the responsibility remains with the Contractor to ensure that all design and construction Works comply with the latest methods, requirements and guides, and generally accepted practice as relates to the Works, geography, climate, environment and Theatre of operations. Where there are conflicts between the Contractor’s design drawings and the Specification (Booklet 3), the PS will take precedence in all cases. Any queries should always be addressed to the Authority in the first instance. The references and specified British Standards (BS) and Euro Norms (EN), within this PS are to be used (or similar Authority approved standards) as a minimum standard, throughout the Works.

# UK Building Regulations. All Works shall comply with the latest UK Building Regulations. Should any variation be required, approval from the Authority shall be obtained in writing prior to the commencement of any Works.

# Health and Safety (H&S). All Works shall be carried out in accordance with the Health and Safety at Work Act 1974 (HASAWA 74). The Contractor shall submit a Construction Phase Plan (CPP) to the Authority for approval, including all risk assessments, method statements, hazardous material procedures, etc. to comply fully with CDM 2015.

# Construction Drawings. All Works shall be constructed in accordance with the approved construction drawings (or written proposal). No works shall commence prior to obtaining written approval of the final construction drawings and proposals from the Authority.

# Design Life. The proposed refurbishment design life to first major overhaul, repair or replacement shall be a minimum of 10 years. The Contractor shall install all components, elements, systems and structures to satisfy this requirement, and if requested provide documentary evidence to support this.

# Existing Services. The Contractor is responsible for ensuring all services on or adjacent to the site that will be affected by the Works are identified, located and appropriate action taken to prevent damage before work commences. The Contractor shall ensure that any existing services and concrete slabs are reinstated to a condition at least similar to existing, with the minimum of disruption to existing facilities and services during construction. All Works that could possibly influence existing services may only commence with written approval. The Authority must be informed immediately if any unknown services are discovered that will have an impact on the Works or safety.

# Construction Preliminaries

# Location Plan. The location of the proposed Works within Price Barracks is shown at Dwg No. DIO/BATSUB/SITE/G/001.

# Obstructions. As the proposed Works are to be carried out around existing infrastructure and surrounding areas, there are obstructions in the form of other occupied buildings etc. in the vicinity. The Contractor is to review the site before commencing Works.

# H&S Restrictions, Precautions and Monitoring. The Contractor shall implement the requirements described in the HASAWA 74 to protect members of the public and persons visiting the site from risks arising from the use of equipment, materials or substances defined therein.

# Control of Noise and Vibration. The Contractor shall comply with the recommendations for practical measures to reduce noise set out in BS 5228: Parts 1, 2 and 3.

# Resource yard. It is expected that the Contractor will not require a forward resources area other than the site. Should one be required a location within Price Barracks shall be made available, as agreed by DIO Belize. The Contractor shall be solely responsible for storage and movement of all equipment to site. The Contractor shall remain at all times responsible for the security of equipment including prevention of theft.

1. **The Authority.** The only persons authorised to give instructions on behalf of the Authority are the Superintending Officer (SO) and the Works Contract Officer (WCO).

**Scope of the Overall Works**

1. **Restrictions to the Works.** The Works are to be undertaken with minimal interference to the Authority’s routine operations. The demarcation of the Site boundary is to be obvious and clearly marked to restrict access to the Site whilst the Works are being undertaken.
2. **Works Outside the Scope of this Project.**
   1. Plant room refurbishment (less provision of internal redecoration).
   2. All electrical Works will be carried out by the Authority, this will include;
      1. The initial strip out of all currently installed lighting and power supply.
      2. Electrical isolation of building.
      3. The re-installation of all lighting and power supply to the structure.
3. **Proposed Works.** The location where the Works are required are shown on **Dwg No. DIO/BATSUB/SITE/G/001**. It is the Contractor’s responsibility to attend site and confirm quantities and descriptions detailed below. A site visit will be conducted during the ITT meeting and Contractors are also free to arrange access at a later date. The work will encompass the internal refurbishment of an ablution block (including external connection to existing services), as follows:
   1. **Site set up.** Fence off and secure the relevant area around the perimeter of the structure. This is to include sufficient working space for all associated tasks.
   2. **Strip out.** The Contractor is to remove all existing washroom furniture, wall tiles, existing windows and doors along with all internal foul and water supply pipework. Where redundant pipework will exist in the floor slab, this is to be suitably isolated and filled.
   3. **Refurbishment.** The Contractor is required to carry out the refurbishment of the Ablution block in accordance with the general Specification below. The proposed layout can be seen on **Dwg No. DIO/BATSUB/Bldg253/C/002**.

**General Specification**

1. **Construction.**
   1. **Site set up.** The Contractor is to ensure that the site is fenced and that all relevant safety signage is easily viewable to all personnel likely to traffic the area.
   2. **Statement of known Services.** The Authority will provide a Statement of known Services to the Contractor upon Contract Award; however, the Contractor is to ensure the following:
      1. The Contractor (along with an Authority Representative) will confirm the area of Works to be excavated is clear of and / or identify the areas where there are buried services along their proposed demarcation for that day.
      2. The Contractor is in possession of an Authority signed and dated Permit to Dig / Permit to Work before proceeding with any excavation Works and Groundworks.
      3. Upon completion of the programmed section of excavation the Contractor will inform the Authority before commencing with the following section of excavation. This will then follow the same process as per para 17.b.(1) and para 17.b.(2).
   3. **Strip out.**
      1. **Ablution furniture.** This will include all wash hand basins (WHB) (subject to appropriate refurbishment and suitability, the supporting frame may be retained), urinals, water closet (WC) toilets and shower heads including the separating partitions and shower trays. All associated surface mounted water supply and foul waste pipework is to be removed, isolated and temporarily capped.
      2. **Wall tiling.** The Contractor is required to safely remove all wall tiles from all vertical surfaces. The Contractor shall ensure walls are returned to a suitable finish to accept new tiling. This is to include the following areas:
         1. WHB area.
         2. WCs area, to include all internal WCs walls.
         3. Urinal areas.
         4. All internal and structural wall faces.
         5. Boot wash room.
      3. **Floor tiling.** The general intent is to retain existing floor tiles. The Contractor is required to remove ***only*** the floor tiles from the shower floor area. In this area, tiles are to be removed to accept shower area modifications detailed below.
      4. **Window casements.** All window casements are to be removed along with associated timber framework and storm shutters.
      5. **WC doors.** The Contractor is to remove all WC doors and framework to the internal reveals.
      6. **Main entrance doors.** The Contractor is to remove ***all*** main access and egress doors including all associated framework. This is to include the Plant room and the boot wash doors.
      7. **Existing roof.** The Contractor is to deconstruct and remove the solar panels from the roof. They are to also remove the existing profile sheeting material, all soffits and fascia boards.
   4. **Refurbishment/Reinstatement Works.**
      1. **Window casements / openings.**
         1. **Lower level window openings.** All lower level window openings where an upper window exists directly above are to be blocked up and closed off using masonry blockwork. This is to be render finished and tied into surrounding wall surface.
         2. **Remaining window openings.** All window openings are to have aluminium horizontal louvered casements fitted (the louvres must be fitted with an operational opening and closing device). Once casements are fitted the jambs, soffits and cills are to be finished and sealed using mortar and a silicone bead. The Authority will advise on the casements to be used; these can be seen throughout the 50 man blocks within the BATSUB Estate.
      2. **Entrance doors.** The main access doors, the Plant room door and the boot wash door are to be replaced with a metal gate type door (complete with steel frame) with an integral fly screen. The doors and hinging must be robust and strong enough to deal with excessive use. The only ironmongery required for the doors are ridged hinges incorporated within the masonry reveal and a bolt locking mechanism that can also be secured by way of a padlock. The metal door is to be finished with 1 coat of primer and 3 coats of black gloss. The door swing should open externally to the structure and will be furnished with an external securing mechanism to hold the door securely in the open position.
      3. **Floor Gulleys.** The Contractor is to replace the 5No. existing floor gulley grills / covers situated throughout the ablutions floor, with new and similar grills / covers.
      4. **Tiling.**
         1. The Contractor is to ensure that all materials confirm to current standards and have not been subject to deterioration. Once the Contractor has fixed the material he is deemed to have accepted the quality of the material. The tile colour and size is to be pre-approved by the authority.
         2. Plastic finish tile bead (colour to match /compliment tiling) is to be fitted to all exposed edges, reveals and corners (both external and internal) unless specifically instructed by the Authority not to do so.
         3. White glazed wall tiles to be to BS2660 or equivalent, free from blemishes fixed to finished walls with approved tile adhesive, in accordance with manufacturer's instructions and grouted in white cement. Contractor is to utilise a waterproof adhesive in all areas to comply with recommended fixing requirements.
         4. Joints to be true to line, continuous and without steps. Joints on walls to be truly horizontal, vertical and in alignment round corners.
         5. Cut tiles are to be kept to a minimum, as large as possible and in unobtrusive locations. All Joints to be in alignment and all tiles to be cut neatly and accurately.
         6. Unless specified otherwise, fix tiles so that there is adhesion over the whole of the tile backs. Clean surplus bonding material from joints and face of tiles without disturbing tiles.
         7. When checked with a 2m straight edge with 3mm thick feet at each end, placed anywhere on the surface, the straight edge should not be obstructed by the tiles and no gap should be greater than 3mm.
         8. Maximum deviation between tile surfaces either side of a joint, including movement joints is to be 1mm for joints less than 6mm wide.
         9. The new tile work is to finish at the same height of the previously existing tiled areas.
         10. After completion, the tile work is to be grouted and polished.
      5. **Shower area.** The shower area will be modified to provide a communal shower bank separated from the WHBs by a new privacy wall. The shower area floor will require reshaping to create a maintenance free non slip surface complete with required drainage falls.
         1. **Floor.** The shower floor should be finished with a smooth float exposed sealed concrete finish suitable for a “wet” area. The floor should be to a 1:100 fall from the rear side to the structural wall. There should be an open gulley at the structural wall side that runs from the far left to far right of the shower area to a 1:100 fall (this can be seen on **Dwg No. DIO/BATSUB/Bldg253/C/002**). The gully will be furnished with 7 evenly spaced suitably sized waste outlets along its length (both male and female sides). The waste holes along the gulley must connect into the existing foul water drainage, and be furnished with a suitable removable grill system to protect from ingress of detritus into the sewage system.
         2. **Separating wall.** The contractor is to construct a separating masonry wall between the male and female ablutions. This wall is to be to the same height of the existing WHB bank wall. The wall should be complete with tie in bars and joint support where necessary. The masonry wall is to be constructed from 100mm thick solid block (minimum), the blocks will be bedded and jointed on a cement sand mortar mix 1:3 mix. The joints are to be no more than 10mm wide. Both faces must be finished with a cement sand mortar finish and tiled as per the rest of the walling.
         3. **Timber stud partition walling.** The Contractor is to construct a timber stud partition wall directly on top of the masonry separating wall. The timber stud wall is to be 100mm thk timber stud; 100x100mm timber frame fixed 600mm c/c both sides and cladded on both sides with plycem board. The structure to be secured firmly on the newly built masonry wall and extend to the underside of the internal ceiling. The timber stud wall is to be finished as per all internal painting as stated at serial 7.d.(11).
         4. **Privacy wall.** There is a requirement for a privacy wall to be constructed along the back edge of the shower area. This is to be of a masonry block construction tiled to match surrounding vertical surfaces. The masonry wall on the male side must have 3 points of access and egress; left, centre and right hand side. The masonry wall on the female side must have to points of access and egress; left and right hand side. The wall must be 1.2m in height from top of shower area floor and furnished with 8 clothes hooks on the male side and 4 on the female side at 1m above FFL. Due to the height and length of the wall there must be intermittent piers constructed within the wall.
         5. **Showers.** There is to be 13No. shower units (shower head c/w hot and cold taps) surface mounted to the structural wall, these are to be evenly mounted across the full length of the shower area. All water supply pipework is to be uPVC material, and is to be robustly secured to the wall using proprietary pipe clips. All pipework must be surface mounted to allow for ease of maintenance. The pipework must be adequately sized and have isolation valves to each individual shower.
      6. **WC Works.** The following Works are to be carried out for the 15No. WCs:
         1. 380 x 660 x 750mm white ceramic 6ltr water closet toilet to BS EN 14055. The toilet is to come fitted with ball valve and associated connections, chrome effect push button flush, suitably sized thermoplastic toilet seat, flexible hose and Ø100mm horizontal outlet ready to connect to soil waste pipework.
         2. The toilet is to be secured to the floor with appropriate fixings at the designated fixing points and sealed around the base with a white bacteria resistant silicone sealant. An isolation valve is to be fitted to the existing water supply pipework before a standard stainless steel braided hose is used to connect the water supply to the cistern.
         3. The WC is to have a wall mounted toilet roll holder fixed securely to the side wall, this is to be positioned on the opposite wall to that of the door hinges.
         4. All doors are to be replaced with new timber doorsets (incl. door frames). The door is to include a suitable thumb lock securing mechanism located internally of the WC. These doors are to swing internally of the WC. Doors and frames shall finish above floor level in such a way that timber work does not come in contact with standing water. There must be a door stop installed onto the wall to prevent the door and ironmongery from striking the tiled walls upon opening and closing. All ironmongery (door handles) should be at the same height on the doors and run true.
         5. The ceramic toilets are to have a horizontal soil outlet. This soil outlet will be connected to soil pipework that will pass perpendicular through the structural wall and then connect into a continuous Ø100mm soil waste pipe that is fixed and running to a fall on the external face of the structural wall. This will then connect into the nearest manhole / s.
         6. All water supply pipework is to be uPVC in material. All pipework must be surface mounted to allow for ease of maintenance. The pipework must be adequately sized and have 1 isolation valve to each individual toilet.
      7. **WHB Works.** The following Works are to be carried out for the 26No. WHBs:
         1. The contractor is to provide 24No. WHB to BS EN 14688: 2006 complete with taps, trap, flexible hose connections, isolation valves, wall fixings and plug. 2 matching taps are to be provided, one hot and one cold (clearly identified) with the hot tap fitted to the left hand side of the WHB. Taps are to be self-closing non-concussive (push) to BS 5412 chrome finished. The trap is to be a P trap or bottle trap made from HTPE to BE EN 274-1: 2002.
         2. Flexible hoses are to be of a suitable length to fit to the existing water supply pipework and to have a stainless steel braided outer and rubber inner. Isolating valves are to be fitted to each water supply pipe before the connection of the flexible hose. A suitably sized rubber plug is to be provided secured to the sink with a stainless steel chain; the plug must fit the sink correctly to prevent passage of water when in place.
         3. The sink is to be mounted to the proposed surface with suitable fixings to allow a large adult to lean his weight onto the front of the WHB without any undue movement. All connections are to be secure and free from leaks and additional seals such as PTFE tape are to be used where required. When installed the joining edge between the WHB and the wall is to be carefully sealed with a suitable sanitary (bacteria resistant) silicone sealant
         4. All WHB are to have a 300 x 450 mm (width x height) mirror securely fixed above.
         5. All water supply pipework is to be uPVC in material. All pipework must be surface mounted to allow for ease of maintenance. The pipework must be adequately sized.
         6. The soil waste pipe must be suitably sized and connect into the existing soil waste outlet points.
      8. **Urinal area.** The following Works are to be carried out for the 9No. urinals:
         1. The Contractor must provide 9No. White ceramic urinals to BS EN 14055, similar to previously installed. The urinal is to come fitted with a chrome effect push button flush, flexible hose and a vertical outlet ready to connect to soil waste pipework.
         2. The urinal is to be secured to the wall with appropriate fixings at the designated fixing points and sealed around the perimeter with a white bacteria resistant silicone sealant. An isolation valve is to be fitted to the new surface mounted water supply pipework.
         3. The ceramic urinals are to have a horizontal soil outlet. This soil outlet will be connected to soil pipework that will pass perpendicular through the structural wall and then connect into a continuous Ø100mm soil waste pipe that is fixed and running to a fall on the external face of the structural wall. This will then connect into the nearest manhole / s.
         4. All water supply pipework is to be uPVC in material. All pipework must be surface mounted to allow for ease of maintenance. The pipework must be adequately sized and have 1 isolation valve to each individual urinal as previously stated.
      9. **Internal plastering / rendering.** The Contractor is to plaster / render all areas where there is defect or blowing areas of plaster / render by the following:
         1. Rake out any damaged areas and ensure all traces of plaster / render, dust or other material are removed from the said area.
         2. Use only clean potable water and clean uncontaminated washed sharp / rendering sand and fresh Portland cement. An approved salt retarding additive must be mixed with the gauging water before use.
         3. Apply a first scratch coat of 3 parts washed sharp / rendering sand to one part fresh OPC, incorporating an approved salt retarding additive in the gauging water.
         4. Apply a full coat of the same mix, while the scratch coat is still “green”, combed to provide a key for the second coat and giving an overall thickness of not less than 3/8th inch or 10mm. Ensure that this is stopped a minimum of ½” or 15mm above the floor and / or vertically tiled areas.
         5. Once this coat has cured, apply a full second coat ½” (12mm) thick to a mix of four parts sharp / rendering sand to one part OPC, using a minimum of the gauging solution to give a dense coat. Ensure that this coat is stopped at least 1” or 25mm above the floor and / or vertically tiled areas.
         6. Leave for at least twenty-four hours to cure before finishing with a 1/8” (3mm) of multi-finish or similar. This must not be over-trowelled and must be stopped at least 1” (25mm) above the floor and / or vertically tiled areas.
      10. **Ceiling.** The contractor shall replace all existing ceiling plasterboard. The contractor shall ensure that the ceiling is finished as follows:
          1. The Contractor is to replace all existing ceiling plasterboard with new sheets. The replacement plasterboard is to be fixed in position as per the manufacturer’s guidelines and recommended trade standards.
          2. The plasterboard shall be 9.5mm thick and 2.4m (length) x 1.2m (width).
          3. All plasterboard joints are to be taped and skimmed, to provide a flush and blemish free surface.
      11. **Painting / Redecoration.** The contractor shall make good and redecorate all walled surfaces (internal and external). The contractor shall also ensure that existing floor tiling is industrially cleaned prior to handover.
          1. The Contractor is to ensure, prior to any works going ahead, that all areas to be treated are clean, sound and free from excessive dust, plaster droppings, moisture, surface liquids, grease, etc.
          2. All materials shall comply with relevant British Standards and NHBC requirements.
          3. Under no circumstances are paints to be diluted in any way unless specifically required to do so under the manufacturer’s guidelines.
          4. Painted work shall provide adequate cover.
          5. Where brush marks, run or abnormal roughness occurs; work shall be rubbed down and re-painted.
          6. Completed work shall, if necessary, be protected against dirt and damage.
          7. Rendered Surfaces. All cracks and other damages shall be stopped and filled. If necessary, surfaces shall be rubbed down with glass paper.
          8. All surface mounted pipework is to be cleaned down from paint after walls have been finished.
          9. All internal walls are to be painted magnolia.
          10. The ceiling is to be painted white.
          11. All external walls are to be painted country cream.
      12. **Water supply pipework.** The water supply pipework is fed from the adjoining Plant room. This is where all ablution furniture that demands a hot and / or cold water supply will be fed from. The pipework must:
          1. Have an isolation valve at the start of the run entering the ablution block.
          2. Be of a uPVC material.
          3. Suitably sized for the demand and the pressure head required for all ablution furniture.
      13. **Roof Works.** The Contractor is to supply and install profiled sheeting (gauge 28) to the existing roof joists that matches the existing. The sheets are to be laid with a minimum of 150mm overlaps and fixed via the ridges (not troughs) to the roof joists with the appropriate screws with top caps to prevent any leakage, in accordance with the manufacturer’s installation recommendations. All soffits and fascia’s are to be installed to match existing. The soffits and fascia’s are to be constructed from cement board and finished with white paint. All soffits and fascia’s are to be fixed to the existing roof joists.
      14. **Testing and Commissioning.** The Testing and Commissioning is to be carried out by the Contractor with the Authority present.

**Management of the Works**

1. **Liaison with the Authority.** The Contractor shall designate one person from within his organisation who will be responsible for liaising with the Authority or his representative (SO) on a day to day basis and as the need arises. The Liaison Officer must have the capability of reading, writing, speaking and receiving instructions in the English Language, including being able to understand and interpret technical drawings and specifications. The Liaison Officer must be able to explain the work operations to persons performing the work in a language that those performing the work are capable of understanding. The person so designated shall be responsible for communicating with the Authority regarding notification of intended work and explaining the effect that the Works will or may have on the operation or systems within the site. The Liaison Officer will be responsible for responding to the Authority's enquiries and dealing with any issues or complaints. It is a requirement that the Contractor's Liaison Officer makes daily contact with the Authority such that an active rather than a responsive attitude to liaison is maintained. The Contractor's Liaison Officer is a key person in achieving the successful execution of this Contract.
2. **Supervision.** The Contractor shall accept responsibility for co-ordination, supervision and administration of the Works, including all sub-contracts. They shall arrange and monitor a Programme with each Sub-Contractor, local Employer and any statutory undertaker, and obtain and supply information as necessary for co-ordination of the work. In addition to constant management and supervision of the Works provided by the Liaison Officer, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory progress and quality.
3. **Co-ordination of Engineering Services.** The site organisation staff must include one or more persons with appropriate knowledge and experience of Construction and Civil engineering in relation to the Works generally.
4. **Approvals.** Where products or work are specified to be approved or the Authority instructs or requires that they are to be approved, the same must be supplied and executed to comply with all requirements.
5. **Notice of Completion.** The Contractor is to provide the Authority at least 7 days notice of the anticipated dates of Practical Completion of the whole or parts of the Works.
6. **Quality Standards / Control.** The Contractor will ensure quality standards and controls.
   1. **General Quality of Products.** All products shall conform to the following subparagraphs:
      1. Products to be new unless otherwise specified by the Authority.
      2. For products specified to a BS or EN obtain certificates of compliance from manufacturers when requested.
      3. Where a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and / or source unless otherwise approved. Produce written evidence of sources of supply when requested by PM.
      4. Ensure that the whole quantity of each product required to complete the work is of consistent type, size, quality and overall appearance.
      5. Where consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together.
      6. If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a Programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.
   2. **Proprietary Products.** All products shall conform to the following subparagraphs.
      1. Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations / instructions. Inform PM if these recommendations / instructions conflict with any other specified requirement. Submit copies to PM when requested.
      2. The tender will be deemed to be based on the products specified and recommendations on their use given in the manufacturer’s literature current at the date of tender.
   3. **Checking Compliance of Products.** The Contractor shall check all delivery tickets, labels, identification marks and where appropriate the products themselves to ensure that all products comply with the Contract Documents. In particular, check that the products comply with the following sub-paragraphs.
      1. The sources, types, qualities, finishes and colours are correct, and match any approved samples.
      2. All accessories and fixings that should be supplied with the products have been supplied.
      3. Sizes are correct. Where tolerances are critical, measure a sufficient quantity to ensure compliance.
      4. The delivered quantities are correct, to ensure that shortages do not cause delays in the Works.
      5. The products are clean, undamaged and otherwise in good condition.
      6. Any products with a limited shelf life are not out of date.
   4. **Protection of Products.** All products shall be protected to ensure that they remain in the condition they are required to be in. In particular the Contractor is to ensure that products are to be prevented from overstressing, kept clean, protected from the elements and kept in original wrappings until required for the Works.
7. **Setting Out.** The Contractor is responsible for all setting out and shall check out the dimensions of the site against those detailed by the Authority, and record the results. The Contractor shall inform the Authority when overall setting out is complete and before commencing Works.

# Defects in Existing Construction / Services. This shall be reported to the PM without delay. Obtain instructions before proceeding with work which may be covered up or otherwise hinder access to the defective construction, or be rendered abortive by the carrying out of remedial work. This is particular relevant in relation to the expansion of the existing service runs.

# Timing of Inspections. The Contractor is to agree dates and times of inspections with the PM four days in advance, to enable the PM and other affected parties to be present. On the previous working day to each such inspection the Contractor is to confirm to the PM that the work in question will be ready or, if not ready, agree a new date and time.

# Proposals for Rectification of Defective Work. As soon as possible after any part(s) of the Works are known to be not in accordance with the Contract, or appear that they may not be in accordance, the Contractor is to submit proposals to the PM for inspection, making good, or removal and re-execution. Such proposals may be unacceptable to the PM and he may issue contrary instructions.

# Quality Control. The Contractor is to establish and maintain procedures to ensure that the Works, including the work of all Sub-contractors, comply with specified requirements. This is to include all testing of materials that are to be incorporated into the Works (e.g. concrete). The Contractor is to maintain full records, keep copies on site for inspection by the PM, and submit copies of particular parts of the records on request. The records must include the following:

# Identification of the element, item, batch or lot including location in the Works.

# The nature and dates of inspections by the Contractor or PM, tests and approvals.

# The nature and extent of any non-conforming work found.

# Details of any corrective action.

# Work at or after completion. The Contractor is required to undertake the following Works prior to handover.

# Make good all damage consequent upon the Works, including levelling of ground.

# Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.

# Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

# Making Good Defects. The Contractor is to make arrangements with the PM and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. The PM is to be informed by the Contractor when remedial Works to the various parts of the Works are completed and ready for approval.

# Documents to be provided by Contractors

# Work Based Information. For the purposes of the proposed Contract, the Contractor shall provide as a minimum a written scheme detailing the proposed method of works for each element of the proposed Works. Due to the simple nature of the proposed Works, design drawings will not be required, though pictorial representation of proposals included within the written scheme will be acceptable.

# Site Diary. The Contractor shall keep an up to date, daily, site diary. This document is to be used to record all decisions made on the site both verbal and written. The document is also to be used to record visits to site and note anything, which has a direct effect on the Contract in terms of cost and extensions to time, or any other occurrence that affects the Works Programme. All changes must have been agreed and authorised by the Authority. The site diary shall list in writing all issued Variation Orders (VO) and site instructions, including amended drawings, and verbal decisions made on site. All verbal decisions must be recorded in writing no less than 24hrs after they have been made and entered in the site diary. The Contractor shall on request make the site diary available for the Authority to inspect. This document will be used as the audit trail in light of any disputes, concerning the Contract.

# General Conditions

# Permits to Work (PTW) and Authorisation. The Contractor shall comply with the Client’s PTW system and the JSP 375, Volume 3, (details of which are obtainable from the Authority SO), including the provision of method statements, risk assessments, Permit to Dig, etc.

# The responsibility remains with the Contractor to obtain all necessary authorisations including but not limited to a Permit to Dig, security and access to the camp and site, fencing / screens to isolate other existing facilities from the Works, etc. required to commence and complete the Works.

# The Contractor shall at all times ensure that full coordination, cooperation and liaising with the SO is achieved and maintained.

**Drawings**

DIO/BATSUB/SITE/G/001 - Site Location Plan

DIO/BATSUB/Bldg253/C/001 - Existing Bldg 253

DIO/BATSUB/Bldg253/C/002 - Proposed Bldg 253

1. The Health & Safety at Work Act 1974. [↑](#footnote-ref-1)
2. Construction (Design & Management) Regulations 2015 (CDM 2015). [↑](#footnote-ref-2)
3. BS 5228 Control of Noise on Construction sites, Part 1, 2 & 3. [↑](#footnote-ref-3)
4. JSP 375 Management of Health and Safety in Defence. [↑](#footnote-ref-4)