

# Preliminaries

## Saltash Library Refurbishment

**Client:**

**Job No.:** 37310

**Reference:** 37310

**Issue Date:** 03-12-2025

**Latest Revision:**

**Suitability:**

## Contents

PM_10 Project information.....	1
PM_35 Project performance requirements.....	4
PM_40 Design and approvals information .....	5
PM_50 Financial and commercial information .....	8
PM_55 Contract information .....	10
PM_60 Construction management information.....	13
PM_70 Testing, commissioning and completion information.....	27
PM_80 Asset management information.....	31
Ro Roles .....	32

## PM\_10

### Project information

#### Project management

##### PM\_10\_10\_60/10 Project description

---

- 1 Project reference: 37310
- 2 Project title: Saltash Town Council
- 3 Project description: Internal refurbishment

##### PM\_10\_10\_60/20 Drawings and other documents

---

- 1 Details: NBS Specification - 37310 Saltash Town Council
- 2 Reference: Electronic
- 3 Status: Provided
- 4 Contract drawings
  - 4.1 Generally: The same as the tender drawings.
  - 4.2 CAD data: In accordance with [BS EN ISO 19650-1](#).
- 5 Cross references
  - 5.1 Accuracy: Check remainder of the annotation or item description against the terminology used in the cited section or clause.
  - 5.2 Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
  - 5.3 Relevant clauses: Clauses in the cited specification section dealing with general matters, ancillary products and execution also apply.
  - 5.4 Discrepancy or ambiguity: Give immediate notice in writing setting out the nature and assessed impact of the conflict. Do not proceed until instructions are received.
  - 5.5 Document precedence: Specification takes precedence over referenced documents.
- 6 Dimensions: Use numbered dimensions only. Do not scale direct from drawings.

##### PM\_10\_10\_60/30 Project locations

---

- 1 Details: Saltash Library, Callington Road, Saltash, PL12 6DX

##### PM\_10\_10\_60/40 Existing buildings on, or adjacent to the site

---

- 1 Details: Adjacent to the site is a care home, medical centre and open greenery.

##### PM\_10\_10\_60/50 Surrounding land and building uses

---

- 1 Details: Residential and public buildings.

##### PM\_10\_10\_60/60 Access

---

- 1 Details: Access to the site is afforded from the west elevation with parking on site.

### **PM\_10\_10\_60/70 Contract area/ types of work**

---

- 1 Contract Area: Saltash Library, Callington Road, Saltash, PL12 6DX
- 2 Scope: Minor works

### **PM\_10\_10\_60/80 The works/ services**

---

- 1 Details: Internal refurbishment to various sections of the ground floor of the property. Please see the schedule of works and accompanying tender documents.
- 2 Related works: Provide trades with necessary details of related types of work. Before starting each new type or section of work, ensure that previous related work is complete, in accordance with the project documents, to a suitable standard, and in a suitable condition to receive new work.

### **PM\_10\_10\_60/140 Products provided by, or on behalf of, employer/ client/ purchaser**

---

- 1 General: Details of products to be fixed as part of the contract work are given in the systems Use for no other purpose than the works.
- 2 Handling: Accept delivery, check against receipts and take into appropriate storage.
- 3 Surplus products: Keep safe and obtain instructions.

### **PM\_10\_20\_28/10 Production information**

---

- 1 Draft version
  - 1.1 Scope: Submit two copies, one may be returned with comments.  
  
Ensure that necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- 2 Proposed amendments: Support any request for substitution or variation contained in the production information with relevant details to demonstrate compliance with the specified requirements.
- 3 Instructions issued during review: If review comments are considered to involve a variation which has not already been acknowledged as such, give notice without delay, and do not proceed until instructed.
- 4 Matters likely to affect programme: Make reasonable allowance for completing production information, submission (including for CDM purposes), comment, inspection, amendment, resubmission and reinspection.

### **PM\_10\_20\_28/20 Nominated subcontractors or suppliers: production information**

---

- 1 General
  - 1.1 Scope: Design and production information during the contract is required.
- 2 Examination: Check dimensions are correct, account is taken of related work and construction is practicable. Note comments on copies of the design and production information then submit to CA and subcontractor. Such checking will not relieve the CA or the subcontractors of their respective responsibilities for design, coordination and documentation. Ensure that necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- 3 Final version of information: Distribute copies to affected subcontractors and others; keep one copy on site.

Ω End of Section

## PM\_35 Project performance requirements

### Project management

#### PM\_35\_10\_60 Performance compliance requirements

---

- 1 Requirement: Proof of compliance with specified performance.

Ω End of Section

## PM\_40

### Design and approvals information

#### Project management

#### PM\_40\_60\_23 Description terminology

---

- 1 Attendance: Includes:
  - The provision of temporary roads, pavings and paths, standing scaffolding, standing power-operated hoisting plant;
  - The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;
  - The provision of water;
  - The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;
  - The use of standing mess rooms, sanitary accommodation and welfare facilities; and
  - The provision of all health and safety facilities and all fire safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the [Joint Fire Code](#).

Additional requirements should be described as 'Special Attendance'.
- 2 Building Manual: A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
- 3 Construction Work: Permanent work together with temporary work.
- 4 Contractor : The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes main contractor, prime contractor, supplier, service provider, builder, subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
- 5 Contractor's choice: Selection delegated to the contractor, but liability to remain with the specifier.
- 6 Contractor's design: Design to be carried out or completed by the contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
- 7 Cost: The amount paid or given by one party to another in exchange for goods, work, supplies or services.
- 8 Designer: A person or organization carrying out design on a project.
- 9 Deviation: Difference between a specified dimension or position and the actual dimension or position.
- 10 Drawings: Definitions as [BSRIA Building Applications Guide: Design framework for building services. 5th edition](#).
- 11 Employer: The party to the contract for whom the goods, work, supplies or services are provided. Includes client (in consultancy contracts and CDM

Regulations), the employer, building owner or purchaser (in construction contracts), the developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements – which may be defined terms in certain standard contract forms.

- 12 Estimate: An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.
- 13 Execute: To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
- 14 Existing: Items retained in place to receive new work.
- 15 Fastener: Device for mechanically attaching something to something else.
- 16 Manufacturer and Product reference: Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.

Product reference – the proprietary brand name and/ or identifier by which the particular product, component or system is described.

References are as specified in the manufacturer's technical literature current on the date specified.

- 17 Manufacturer's standard: Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
- 18 Permanent Work: Work to be constructed and completed in accordance with the contract.
- 19 Price: An indication of the amount required to be paid by one party to another in exchange for goods, work, supplies or services.
- 20 Product: Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the works.
- 21 Requirements: A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.
- 22 Schedule of rates: The subdivision of product and execution prices by a predetermined unit basis.
- 23 Schedule of Work/ Work Schedule: The subdivision of work items by a predetermined classification. Can form the basis of a pricing document where bills of quantities are not used.
- 24 Schematic: A drawing of a system showing components, products, systems and their interconnections.
- 25 Site equipment: The contractor's apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the works and the remedying of defects.

Includes appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.

Excludes: temporary work, employer's products and equipment or anything intended to form or forming part of the permanent works.

- 26 Specification: Written description of requirements.
- 27 System: Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

- 28 Temporary work: Incidental work to undertaken during construction but not intended to form part of the completed work.

Ω End of Section

## PM\_50

### Financial and commercial information

#### Project management

#### PM\_50\_50\_10 Tender enquiry

---

- 1 Details: Single stage traditional tender process

#### PM\_50\_50\_30 Tender acceptance criteria

---

- 1 Tender acceptance period: Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 13 weeks from the date for return of tender.
- 2 Assurance: Nothing contained in this document or its application should be inferred to guarantee that a tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

#### PM\_50\_50\_35 Tender documents

---

- 1 Tender documents: As described in the relevant section.

#### PM\_50\_50\_50 Tender instruction

---

- 1 Qualifications: Do not amend or alter documents without written instruction.
- 2 Confidentiality: Do not reveal details of parts of the tender or supporting documents (except for the necessary purposes of preparing that tender) without express written permission.

#### PM\_50\_50\_50/10 Compliance with tender rules

---

- 1 Compliance: Failure to comply may result in tenders being rejected at the sole discretion of the employer.
- 2 Costs: No liability is accepted for costs incurred in the preparation of a tender.

#### PM\_50\_50\_50/20 Pricing

---

- 1 Pricing: Price and extend each item individually as instructed. Do not group items together.
- 2 Currency: Pounds sterling.

#### PM\_50\_50\_55 Tender site visit strategy

---

- 1 Nature of the site: Ascertain before tendering, including access thereto and local conditions and restrictions likely to affect the execution of the work.
- 2 Arrangements for visit: Arrange through the contract administrator a suitable time to undertake the site visit.

#### PM\_50\_50\_60 Tender return

---

- 1 Tender submission
  - 1.1 Destination: Saltash Town Council
  - 1.2 Time and date: 19th January 2026
  - 1.3 Format: Electronic

- 2 Documents to be included: Tender form, Priced schedule.
- 3 Inability to tender: Advise immediately if the work as defined in the tender documents cannot be tendered.

Define those parts, stating reasons for the inability to tender.

### **PM\_50\_50\_75/20 Error resolution**

---

- 1 Arithmetic and technical errors: The tenderer will be given an opportunity to confirm an offer, or amend it to correct genuine errors. If correction means that the tender is no longer eligible for acceptance under the selected assessment criteria then it will be disqualified from that process.

Ω End of Section

## PM\_55

### Contract information

#### Clauses

#### JCT Minor Works Building Contract (MW)

---

- 1 The Contract: [JCT Minor Works Building Contract 2024 Edition](#).
- 1 Requirement: Allow for the obligations, liabilities and services described

#### RECITALS

#### First The Works and the Contract Administrator

---

- 1 The work comprises: The internal refurbishment of ground floor of saltash library. Please refer to the schedule of work and accompanying tender documents.
- 1 Architect/ Contract Administrator: Bailey Partnership (Group) Ltd

#### Second Contract Documents

---

- 1 Contract drawings : Please refer to the schedule of work and accompanying tender documents.
- 1 Contract documents
  - 1.1 The following have been prepared which show and describe the work to be done: A specification. Work schedules.

#### ARTICLES

#### 4 Architect/ Contract Administrator

---

- 1 Architect/ Contract Administrator: Bailey Partnership (Group) Ltd

#### 5 CDM Regulations – Principal Designer and Principal Contractor

---

- 1 Principal Designer: Bailey Partnership (Group) Ltd
- 1 Principal Contractor: To be appointed

#### 6 Building Regulations – Principal Designer and Principal Contractor

---

- 1 Principal Designer: Bailey Partnership (Group) Ltd
- 1 Principal Contractor: TBC

#### 9 Legal proceedings

---

- 1 Amendments: None

#### CONTRACT PARTICULARS

#### Fourth Recital and the JCT Fluctuations Option Base Date

---

- 1 Base Date: 12th January 2026

#### Fourth Recital and clause 4.2 Construction industry scheme (CIS)

---

- 1 Employer at the Base Date: Is not a 'contractor' for the purposes of the CIS.

### **Fifth Recital CDM Regulations**

---

- 1 The project: Is not notifiable.

### **Sixth Recital Framework Agreement**

---

- 1 Framework Agreement: Does not apply.

### **Article 8 Arbitration**

---

- 1 Article 8 and Schedule 1: Do not apply.

### **Clause 1.6.2 Addresses for service of notices by the Parties**

---

- 1 Employer
  - 1.1 Address: Saltash Town Council
  - 1.1 Email:
- 1 Contractor
  - 1.1 Address: To be completed by contractor
  - 1.1 Email:

### **Clause 2.2 Commencement and Completion**

---

- 1 Works commencement date: TBC
- 1 Date for Completion: TBC

### **Clause 2.8 Liquidated damages**

---

- 1 Damages
  - 1.1 Rate: 500
  - 1.1 Per: week

### **Clause 2.10 Rectification period**

---

- 1 Period: Six months from the date of practical completion.

### **Clause 4.3 and 4.4 Interim payments**

---

- 1 Interim Valuation Dates
  - 1.1 The first Interim Valuation Date: One month after possession.
  - 1.1 Thereafter at intervals of: One month thereafter.
- 1 Payments due prior to practical completion
  - 1.1 Percentage of the total value of the work etc.: 95%.
- 1 Payments becoming due on or after practical completion
  - 1.1 Percentage of the total amount to be paid: 97½%.

### **Clause 4.9.1 Supply of documentation for computation of amount to be finally certified**

---

- 1 Period: One month.

### **Clause 5.3. Contractor's Public Liability insurance – injury to persons or property**

---

- 1 Insurance cover: For any one occurrence or series of occurrences arising out of one event.
- 1 Amount: £5 million

### **Clauses 5.4, 5.5 and 5.6 Insurance of the Works etc. – alternative provisions**

---

- 1 Clause: 5.6 (Works and existing structures insurance by other means) applies.
- 1 Where Clause 5.4 or 5.5 applies, percentage to cover professional fees: 15%.
- 1 Where Clause 5.6 applies, details of the required policy or policies: To be agreed by the employer and contractor.

### **Clause 6.2.3.2 Service of notices by email**

---

- 1 Employer's email: sinead.burrows@saltash.gov.uk
- 1 Contractor's email: To be completed by the contractor

### **Clause 7.1 Notification and negotiation of disputes**

---

- 1 The respective nominees of the Parties are
  - 1.1 Employer's nominee: To be completed by the employer
  - 1.1 Contractor's nominee: To be completed by the contractor
- 1 Or such replacement as each Party may notify to the other from time to time

## **CONDITIONS - No Amendments**

### **Section 1: Definitions and Interpretation - No Amendments**

### **Section 2: Carrying out the Works - No Amendments**

### **Section 3: Control of the Works - No Amendments**

### **Section 4: Payment - No Amendments**

### **Section 5: Injury, Damage and Insurance - No Amendments**

### **Section 6: Termination - No Amendments**

### **Section 7: Settlement of Disputes - No Amendments**

## **EXECUTION**

### **EXECUTION**

---

- 1 The Contract: Will be executed under hand.

## **CONTRACT GUARANTEE BOND - No Amendments**

Ω End of Section

## PM\_60

### Construction management information

#### Project management

##### PM\_60\_10\_50 Site access information

---

- 1 Details: Through Saltash Town Council
- 2 Limitations: Liaison with client required for access
- 3 Access for inspections: Provide access at reasonable times for both on-site and off-site work.

##### PM\_60\_10\_55/10 Site branding information

---

- 1 Name boards and advertisements: By Agreement with client.
- 2 Special requirements: None

##### PM\_60\_10\_65/10 Health and safety information

---

- 1 Content: Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
- 2 Include
  - 2.1 Policy document: A copy of the contractor's health and safety policy documents, including risk assessment procedures.
  - 2.2 Records: Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
  - 2.3 Training: Records of training and training policy.
  - 2.4 Personnel: The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

##### PM\_60\_10\_75/10 Use of the site

---

- 1 General: The site will be unoccupied for the duration of the works.

##### PM\_60\_10\_75/20 Traffic and vehicles

---

- 1 Limitations: All parking is to be in agreed areas or on public roads.

##### PM\_60\_10\_75/30 Storage, accommodation, mechanical plant, temporary works and services

---

- 1 Position: Submit proposed details of intended siting.
- 2 Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

##### PM\_60\_10\_75/40 Management and staff – contract minimum and additional requirement

---

- 1 Details: By the contractor.

## **PM\_60\_10\_75/50 Control and protection – contract minimum and additional requirement**

- 1 Details: By the contractor

## **PM\_60\_10\_75/90 Surveying equipment**

- 1 General: Provide the equipment described below and maintain in accurate condition.
- 2 Equipment: No specific equipment required.

## **PM\_60\_10\_75/100 Personal protective equipment**

- 1 General: Provide the equipment described below for the sole use of other members of the project team, in sizes to be specified.
- 2 Safety helmets
  - 2.1 Standard: To [BS EN 397](#), neither damaged nor time expired.
- 3 High-visibility waistcoats
  - 3.1 Standard: To [BS EN ISO 20471](#).
- 4 Safety boots
  - 4.1 Standard: To [BS EN ISO 20345](#), with steel insole and toecap.
- 5 Disposable respirators
  - 5.1 Standard: To [BS EN 149](#), FFP1S.
- 6 Eye protection
  - 6.1 Standard: To [BS EN ISO 16321-1](#) and [BS EN ISO 16321-3](#), as appropriate.
- 7 Ear protection
  - 7.1 Standard: Muffs to [BS EN 352-1](#), plugs to [BS EN 352-2](#).
- 8 Hand protection
  - 8.1 Standard: To [BS EN 388](#), [BS EN 407](#), [BS EN ISO 21420](#) or [BS EN 511](#) as appropriate.

## **PM\_60\_10\_83 Temporary services information**

- 1 Details: Allow for compliance with contract obligations.

## **PM\_60\_10\_83/10 Water**

- 1 Supply: The existing mains may be used for the works as described below.
- 2 Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

## **PM\_60\_10\_83/30 Water restrictions**

- 1 Emergency legislation: If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.
- 2 Suitability: Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.

## **PM\_60\_10\_83/40 Gas**

- 1 Supply: The existing mains may be used for the works as described below.

- 2 Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

### **PM\_60\_10\_83/50 Lighting and power**

---

- 1 Supply: Electric power from the existing mains may be used for the works as described below.
- 2 Particular requirements
  - 2.1 Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

### **PM\_60\_10\_83/60 On-site communications**

---

- 1 Communications
  - 1.1 General: The contractor is to provide a contact for the client.

### **PM\_60\_10\_85 Temporary works information**

---

- 1 Details: Allow for compliance with contract obligations.

### **PM\_60\_10\_85/10 Parking**

---

- 1 Requirement: Provide and maintain exclusively for use by employer/ purchaser and their representatives and consultants.

### **PM\_60\_20\_60 Pre-construction information**

---

- 1 Scope: Integral with the project specification, including but not restricted to the following:
  - 1 Description of project.
  - 2 Client's consideration and management requirements.
  - 3 Environmental restrictions and on-site risks.
  - 4 Significant design and construction hazards.
  - 5 The health and safety file.

### **PM\_60\_20\_79/10 Setting out methodology**

---

- 1 General: Submit details of methods and equipment to be used in setting out the works.
- 2 Levels and dimensions: Check and record the results on a copy of drawings. Give notification of discrepancies and obtain instructions before proceeding.
- 3 Completion of setting out: Give notice before commencing construction.

### **PM\_60\_30\_19/40 Method statements**

---

- 1 Method statements: Prepare describing how and when the following procedures are to be carried out.
- 2 Procedures: All types of work
- 3 Submittal date: Within one week of request.

### **PM\_60\_30\_19/80 Alternative method proposals**

---

- 1 General: In addition to and at the same time as tendering for the works as defined in the tender documents, alternative methods of construction and installation may

be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.

- 2 Alternative method proposals: Include a complete and precise statement of the effects on cost and programme.
- 3 Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the health and safety plan.
- 4 Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the works.

### **PM\_60\_30\_19/90 Alternative time proposals**

---

- 1 General: In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the contract, an alternative proposal based upon a different date or period may be submitted.
- 2 Date for Completion: If any such proposal is accepted, the date for completion or period inserted in the contract will be the date stated in or determined from the alternative proposal.

### **PM\_60\_30\_20/20 Programme**

---

- 1 Master programme: When requested, and before starting work on site, submit a master programme for the works in an approved form.
- 2 Include
  - 2.1 Planning: Planning and mobilization by the contractor including subcontractor's work.
  - 2.2 Engineering services: Running in, adjustment, commissioning and testing of engineering services and installations.
  - 2.3 Instructions: Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - 2.4 Concurrent work: Work by others and concurrent with the contract. The nature and scope of which, the relationship with preceding and following work and relevant limitations are suitably defined in the contract documents.

### **PM\_60\_30\_45/50 Existing structures**

---

- 1 Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- 2 Supports
  - 2.1 Requirements: Provide and maintain incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, which 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.

- 3 Adjacent structures: Monitor and immediately report excessive movement.

### **PM\_60\_30\_45/70 Materials for recycling or reuse**

---

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

### **PM\_60\_30\_45/90 Scaffolding**

---

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

### **PM\_60\_40\_40/20 Domestic subcontracts**

---

- 1 Details: Provide details of proposed subcontractors and the work for which they will be responsible.

### **PM\_60\_40\_40/100 Ownership of products**

---

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

### **PM\_60\_40\_60/10 Monitoring**

---

- 1 Progress
  - 1.1 Records: Record on a copy of the programme kept on site.
  - 1.2 Delays: Minimize. Take appropriate action to recover lost time.
  - 1.3 Corrective action: Where progress falls below target, submit proposals.
  - 1.4 Submittal date: As soon as possible.
  - 1.5 Completion forecast: Submit on the last working day of each week.
- 2 Key Performance Indicators
  - 2.1 Performance: Record performance against each KPI.
  - 2.2 Corrective action: Where performance falls below target, submit proposals.
  - 2.3 Submittal date: As soon as possible.

### **PM\_60\_40\_60/20 Progress meetings**

---

- 1 General: Meetings will be held to review progress and other matters arising from administration of the contract.
- 2 Frequency: Every month.
- 3 Venue: TBC
- 4 Accommodation: Ensure availability at the time of such meetings.
- 5 Attendees: Contractors team  
Bailey Partnership  
Clients team
- 6 Chairperson
  - 6.1 Name: James Barron, Bailey Partnership
  - 6.2 Duties: Chair

### PM\_60\_50\_12 Cash flow forecast

---

- 1 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 and based on the programme for the works.

### PM\_60\_50\_23/40 Proposed instructions

---

- 1 Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

### PM\_60\_60\_26/40 Noise and vibration

---

- 1 Noise control: In accordance with [BS 5228-1](#).
- 2 Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- 3 Restrictions: Obtain consent before using percussion tools and other noisy appliances.

Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

### PM\_60\_60\_26/60 Pollution

---

- 1 Prevention: Protect the site, the works and the general environment including the atmosphere, land and water courses against pollution.
- 2 Contamination: If pollution occurs inform immediately, including to the appropriate authorities and provide relevant information.

### PM\_60\_60\_26/120 Nuisance

---

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

### PM\_60\_60\_26/130 Asbestos-containing materials

---

- 1 Requirement: Report immediately suspected materials discovered during execution of the works. Do not disturb and agree methods for safe removal or encapsulation.

### PM\_60\_60\_26/160 Moisture

---

- 1 Wetness or dampness: Prevent where this may cause damage to the works.
- 2 Drying out: Control humidity and the application of heat to prevent:

Blistering and failure of adhesion.

Damage due to trapped moisture.

Excessive movement.

### **PM\_60\_60\_26/180 Infected timber and contaminated materials**

- 1 Removal: Where instructed to remove material affected by fungal and/ or insect attack from the building, minimize the risk of infecting other parts of the building.
- 2 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.

### **PM\_60\_60\_26/190 Waste**

- 1 Waste: Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
- 2 Requirement: Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
- 3 Disposal: Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the Waste Regulation Authority.
- 4 Recyclable material: Sort and dispose at a materials recycling facility approved by the Waste Regulation Authority.
- 5 Documentation: Retain on site.

### **PM\_60\_60\_26/210 Invasive species**

- 1 General: Prevent the introduction or spread of species (e.g. plants or animals) that may adversely affect the site and the works economically, environmentally or ecologically.
- 2 Requirement: Report immediately suspected invasive species discovered during execution of the works. Do not disturb and agree methods for safe eradication or encapsulation.

### **PM\_60\_60\_26/220 Existing services**

- 1 Confirmation: Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.
- 2 Identification: Before starting work, check and mark positions of mains and services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- 3 Work adjacent to services: Comply with service authority's or 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.

- 4 Identifying services
  - 4.1 Below ground: Use signboards, giving type and depth.
  - 4.2 Overhead: Use headroom markers.
- 5 Damage to services
  - 5.1 Action: Immediately give notice and notify appropriate service authority or statutory undertaker.

- 5.2 Repair: Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.
- 6 Liability: Measures taken to deal with an emergency will not affect the extent of the contractor's liability.
- 7 Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's or statutory undertakers recommendations.

#### **PM\_60\_60\_26/240 Roads and footpaths**

---

- 1 Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- 2 Damage: Make good if caused by site traffic, or otherwise consequent upon the works, to the satisfaction of the employer, local authority or other owner.

#### **PM\_60\_60\_40/10 Insurance**

---

- 1 Documentary evidence: Before starting work on site, submit details and/ or policies and receipts for the insurances required by the conditions of contract.

#### **PM\_60\_60\_40/110 Insurance claims**

---

- 1 Notice: If an event occurs which may give rise to a 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/ client, the person administering the contract on their behalf and the insurers.
- 2 Failure to notify: Indemnify the employer/ client against loss, which may be caused by failure to give such notice.

#### **PM\_60\_60\_60/10 Removal or replacement of existing work**

---

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

#### **PM\_60\_60\_60/20 Ownership of materials**

---

- 1 Alteration or clearance work: Materials arising become the property of the contractor except where otherwise stated. Remove from site as work proceeds.

#### **PM\_60\_60\_60/30 Measurement**

---

- 1 Covered work: Give notice before covering work required to be measured.

#### **PM\_60\_60\_60/40 Service runs**

---

- 1 General: Provide adequate space and support for services, including unobstructed routes and fixings.
- 2 Ducts, chases and holes: Form during construction rather than cut in situ.
- 3 Coordination with other works: Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.

#### **PM\_60\_60\_60/50 Security**

---

- 1 Protection: Safeguard the site, the works, products, materials, and existing buildings affected by the works from damage and theft.

- 2 Access: Take reasonable precautions to prevent unauthorized access to the site, the works and adjoining property.

### **PM\_60\_60\_60/70 Stability**

---

- 1 Responsibility: Maintain the stability and structural integrity of the works and adjacent structures during the contract.
- 2 Design loads: Obtain details, support as necessary and prevent overloading.

### **PM\_60\_60\_75/20 Explosives**

---

- 1 Use: Not permitted.

### **PM\_60\_60\_75/50 Fire prevention**

---

- 1 Requirement: Prevent personal injury or death, and damage to the works or other property from fire.
- 2 Standard: Comply with the [Joint Fire Code: Fire Prevention on Construction Sites](#).

### **PM\_60\_60\_75/60 Smoking on site**

---

- 1 Smoking on site: Not permitted.

### **PM\_60\_60\_75/70 Burning on site**

---

- 1 Burning on site: Not permitted.

### **PM\_60\_60\_75/150 Existing features**

---

- 1 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.

### **PM\_60\_60\_75/160 Existing work**

---

- 1 Protection: Prevent damage to existing work, structures or other property during the execution of the works.
- 2 Removal: Minimum amount necessary.
- 3 Replacement work: To match existing.

### **PM\_60\_60\_75/170 Building interiors**

---

- 1 Protection: Prevent damage from exposure to the environment, including weather, flora, fauna and other causes of material degradation during the execution of the works.

### **PM\_60\_60\_75/180 Existing furniture, fittings and equipment**

---

- 1 Protection: Prevent damage or move as necessary to enable the works to be executed. Reinstate in original positions.
- 2 Removal by employer/ client
  - 2.1 Timing: Before work starts in relevant areas.

### PM\_60\_60\_88/10 Meter readings

---

- 1 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.

### PM\_60\_70\_17/10 Outline construction phase health and safety plan

---

- 1 Content
  - 1.1 Risk assessment: Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
  - 1.2 Management system: Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
  - 1.3 Selection: Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
  - 1.4 Communication: Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
  - 1.5 Emergency: Procedures including those for fire prevention and escape.
  - 1.6 Records: Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
  - 1.7 Personnel : Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
  - 1.8 Monitoring: Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.

### PM\_60\_70\_17/20 Construction phase health and safety plan

---

- 1 Confirmation: Do not start construction work until written confirmation is received that the construction phase health and safety plan includes the procedures and arrangements required by the [Construction \(Design and Management\) Regulations](#).
- 2 Content: Develop the plan from and draw on the outline construction phase health and safety plan and the pre-construction information.

### PM\_60\_70\_25/10 Health and safety hazards

---

- 1 Limitations: The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.
- 2 Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if additional information is required to ensure the safety of persons and the works.

- 3 Training: Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

### **PM\_60\_70\_40/20 Health and safety information**

---

- 1 Content: Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.
- 2 Include
  - 2.1 Policy document: A copy of the contractor's health and safety policy documents, including risk assessment procedures.
  - 2.2 Records: Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
  - 2.3 Training: Records of training and training policy.
  - 2.4 Personnel : The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

### **PM\_60\_70\_75/10 Supervision**

---

- 1 Requirement: The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
- 2 Evidence: Submit, including: details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work-related assessments; and management structure.
- 3 Replacement of supervisory personnel: Give maximum possible notice before changing supervisory personnel.

### **PM\_60\_90\_40/10 Safety provisions for site visits**

---

- 1 Access: Provide at reasonable times.
- 2 Inspections: Agree dates and times several days in advance, to enable affected parties to be present.
- 3 Safety: Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious) which will require compliance when visiting the site.
- 4 Protective clothing and/ or equipment: Provide and maintain on site for visitors to the site.

### **PM\_60\_90\_40/30 Inspections**

---

- 1 Standard: Inspection, or other action, of products or executions must not be taken as approval, unless confirmed in writing and including: date of inspection; part of the work inspected; respects or characteristics which are approved; extent and purpose of the approval; and associated conditions.

### **PM\_60\_90\_40/40 Defects in existing work report**

---

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

### **PM\_60\_90\_70 Quality control and management report**

---

- 1 Details: If products of different manufacture to those specified are proposed, submit details with the tender, giving reasons for each proposed substitution. Unless notified at tender stage, proposals for substitutions may not be considered.
- 2 Compliance: Substitutions accepted will be subject to verification requirements detailed in the specification.

### **PM\_60\_90\_70/20 Substitution of products**

---

- 1 Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- 2 Reasons: Submit reasons and relevant information for the proposed substitution.
- 3 Information to be submitted: 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 or guarantee.

- 4 Alterations to adjacent work: If needed, provide details of scope, nature and cost.
- 5 Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

### **PM\_60\_90\_70/30 Equivalent products**

---

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

### **PM\_60\_90\_70/40 Substitution of standards**

---

- 1 Specification: To British Standard or European Standard.
- 2 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 recognized in the UK.
- 3 Ordering: Submit notification of all such substitutions before ordering.
- 4 Documentary evidence: Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

### **PM\_60\_90\_70/90 Workmanship skills**

---

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

### **PM\_60\_90\_70/130 Quality of products**

---

- 1 Generally: New.
- 2 Supply: Each product from the same source or manufacturer.
- 3 Quantity: Whole quantity of each product required to complete the works is to be of consistent kind, size, quality and overall appearance.
- 4 Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- 5 Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.
- 6 Recycling: Proposals for recycled products may be considered.

### **PM\_60\_90\_70/220 Quality of execution**

---

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

### **PM\_60\_90\_70/270 Samples**

---

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

### **PM\_60\_90\_70/280 Approval of products**

---

- 1 Programme: Undertake or arrange submissions, samples, inspections and tests to suit the works programme.
- 2 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.
- 3 Complying sample: Retain on site in good, clean condition. Remove when no longer required.

### **PM\_60\_90\_70/290 Approval of execution**

---

- 1 Programme: Undertake or arrange submissions, samples, inspections and tests to suit the works programme.

- 2 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.
- 3 Complying sample: Retain on site in good, clean condition. Remove when no longer required.

Ω End of Section

## PM\_70

# Testing, commissioning and completion information

## Project management

### PM\_70\_15 Compliance and certification documents

---

- 1 Proprietary products: Retain on site evidence that the proprietary product specified has been supplied.
- 2 Performance specification: Submit upon request, evidence of compliance with performance specifications, including test reports indicating properties tested, pass or fail criteria, test methods and procedures, test results, identity of testing agency, test dates and times, identities of witnesses and analysis of results.

### PM\_70\_15/10 Services regulations

---

- 1 Services: New and existing services must comply with the by-laws or regulations of the relevant statutory authority.

### PM\_70\_15/20 Water regulations and byelaws notification

---

- 1 Requirements: Notify water undertaker of work carried out to, or which affects, new or existing services. Submit required plans, diagrams and details.
- 2 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.

### PM\_70\_15/40 Water regulations and byelaws – contractor's certificate

---

- 1 Content
  - 1.1 Installation: Describe the new installation and/ or the work carried out to an existing installation, including the address.
  - 1.2 Statement: Confirm that the installation complies with the relevant water regulations or by-laws.
  - 1.3 Inspection: Provide the contractor's name and address, the name and signature of the individual responsible for checking compliance and the date on which the installation was checked.
- 2 Submit: Certificate on completion of the work, include a copy to the water undertaker.

### PM\_70\_15/50 Electrical installation certificate

---

- 1 Certification: The original certificate is to be lodged in the Building Manual at the completion of relevant electrical work.

### PM\_70\_80 Commissioning information

---

- 1 General: Submit relevant drawings and preliminary performance data to enable users to become familiar with the installation.
- 2 Submittal date: At commencement of commissioning.

### PM\_70\_85\_10/40 The building manual

---

- 1 Responsibility for production: The Contractor.

- 2 General: Obtain and provide comprehensive information for owners and users of the completed works. Include an overview of the main design principles and describe key components and systems within the finished works to enable proper understanding, efficient and safe operation and maintenance.

### **PM\_70\_85\_10/130 Content of the building manual**

---

- 1 General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- 2 Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- 3 Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- 4 Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

### **PM\_70\_85\_10/140 Presentation of building manual**

---

- 1 Format: Electronic.
- 2 Hard copy documents
  - 2.1 Presentation: A4 size, plastics-covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover-titled.
  - 2.2 Selected drawings : Where these are needed to illustrate or locate items mentioned in the Building Manual: if larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- 3 As-built/ record drawings: The main sets may form annexes to the Building Manual.

### **PM\_70\_85\_20 Defects rectification report**

---

- 1 Non-compliant items
  - 1.1 Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution: Submit proposals
  - 1.2 Submittal date: As soon as possible after discovery of items which are, or appear to be, non-compliant.
- 2 Acceptability: Such proposals may be unacceptable, and contrary instructions may be issued.

### **PM\_70\_85\_20/30 Measures to establish acceptability**

---

- 1 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, and will not be considered as grounds for revision of the completion date.

### **PM\_70\_85\_20/40 Rectification and defects**

---

- 1 Notice: Give reasonable notice for access to the various parts of the works.
- 2 Access arrangements: Saltash Town Council
- 3 Completion: Give notice when remedial works have been completed.

### **PM\_70\_85\_30/10 Tests and inspection schedule**

---

- 1 Timing: Agree and record dates and times of tests and inspections to enable affected parties to be represented.
- 2 Confirmation: Provide one working day prior to each test or inspection. If sample or test is not ready, agree a new date and time.
- 3 Records: Submit a copy of test certificates and retain copies on site.

### **PM\_70\_85\_35/100 Work before completion**

---

- 1 General: Make good damage consequent upon the works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.
- 2 Cleaning: Clean the works thoroughly inside and out, including accessible ducts and voids. Remove splashes, deposits, efflorescence, rubbish and surplus materials.
- 3 Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- 4 COSHH dated data sheets: Obtain for materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- 5 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.
- 6 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.
- 7 Security at completion
  - 7.1 General: Leave the works secure with accesses closed and locked, where appropriate.
  - 7.2 Keys: Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

### **PM\_70\_85\_40/20 The health and safety file**

---

- 1 Responsibility for production: The contractor.
- 2 Content: To be agreed.

### **PM\_70\_85\_52/10 Manufacturer's recommendations and instructions**

---

- 1 General: Comply with manufacturer's printed recommendations and instructions current on the date of the invitation to tender.
- 2 Exceptions: Submit details of changes to recommendations or instructions.
- 3 Execution: Use ancillary products and accessories supplied or recommended by main product manufacturer.
- 4 Products: Comply with limitations, recommendations and requirements of relevant valid certificates.

### **PM\_70\_85\_64/20 Mechanical and electrical services**

---

- 1 Final tests and commissioning: Carry out so that services are in full working order at completion of the works.

- 2 Confirmation: Provide a Building Regulations notice, signed by a suitably qualified person, to Building Control, confirming that systems have been commissioned in accordance with approved procedures.
- 3 Records: Include in the building manual.

#### **PM\_70\_85\_96 Works completion certificate**

---

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

#### **PM\_70\_90/20 Technical information**

---

- 1 Availability: Retain on site for reference by supervisory personnel.
- 2 Information: Manufacturer's current information and relevant British Standards, relating to products to be used in the works.

Ω End of Section

## PM\_80

### Asset management information

#### Project management

##### PM\_80\_10\_50 Maintenance requirements

---

- 1 Scope: Provide a comprehensive maintenance service. Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items.
- 2 Plant and equipment to be maintained: TBD
- 3 Terms: TBD
- 4 Commencement: TBD
- 5 Duration: TBD

##### PM\_80\_10\_50/10 Maintenance instructions and guarantees

---

- 1 Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the works.
- 2 Information location: In 'Building Manual'.
- 3 Emergency call-out services
  - 3.1 Telephone numbers: Provide for use after completion.
  - 3.2 Extent of cover: TBD

Ω End of Section

## Ro Roles

### Roles

#### Ro\_10\_20\_14 Client

---

- 1 Name: Saltash Town Council
- 2 Address: The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
- 3 Contact: Sinead Burrows
- 4 Telephone: TBC
- 5 Email address: sinead.burrows@saltash.gov.uk

### Delivery team roles

#### Ro\_30\_10\_19 Contract administrator

---

- 1 Name: Bailey Partnership (Group) Ltd
- 2 Address: Lyster Court, Craigie Drive, Millfields, Plymouth, PL1 3JB
- 3 Contact: James Barron
- 4 Telephone: 07484 468798
- 5 Email address: james.barron@baileyp.co.uk

### Official roles

#### Ro\_30\_30\_67 Principal contractor

---

- 1 Duties: TBC
- 2 Name: TBC
- 3 Address: TBC
- 4 Contact: TBC
- 5 Telephone: TBC
- 6 Email address: TBC
- 7 Competence
  - 7.1 Standard: TBC
  - 7.2 Evidence of competence
    - 7.2.1 Submittals: TBC
    - 7.2.2 Timing: TBC

#### Ro\_30\_30\_68 Principal designer

---

- 1 Duties: Principle Designer
- 2 Name: Bailey Partnership (Group) Ltd
- 3 Address: Lyster Court, Craigie Drive, The Millfields, Plymouth, PL1 3JB
- 4 Contact: Josh Butler
- 5 Telephone: 01752 229259
- 6 Email address: j.butler@baileyp.co.uk

Design roles - No Amendments

Ω End of Section

Bailey Partnership is the trading name of Bailey Partnership (Group) Ltd,  
Company Number 15873896 - Incorporated on 3 August 2024, Private Limited Company registered in England and Wales.  
Registered office: Lyster Court, 2 Craigie Drive, The Millfields, Plymouth, PL1 3JB.  
A list of Directors names is available at the above address.  
Regulated by RICS.