

Kendall
Kingscott

Client

Royal Institution of
Cornwall

Project Number

230794

Document Number

0200

Revision Number

T02

Date

26-04-2024

Roof Repair Works (MEND)

Preliminaries

TENDER

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A10

Project particulars

Clauses

110 The Project

1. Name: Roof Repair Works (MEND)
2. Nature: External pitched & flat roof replacement works
3. Location: Royal Cornwall Museum, 25 River street, Truro, TR1 2SJ.
4. Timescale for construction work: 37 weeks

120 Employer (client)

1. Name: Royal Institute of Cornwall
2. Address: Royal Cornwall Museum, 25 River street, Truro, TR1 2SJ.
3. Contact: Jonathan Morton
4. Telephone:

01872272205

5. Email:

enquiries@royalcornwallmuseum.org.uk

130 Principal contractor (CDM)

1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email: TBC

140 Architect/ contract administrator

1. Name: Kendall Kingscott Ltd
2. Address: Windward House, Fitzroy Road, Exeter Devon, EX1 3LJ
3. Contact: Tom Cooke
4. Telephone: 01392 266890
5. Email: tom.cooke@kendallkingscott.co.uk

150 Principal designer

1. Name: Kendall Kingscott Ltd
2. Address: Windward House, Fitzroy Road, Exeter, Devon, EX1 3LJ
3. Contact: Tom Cooke
4. Telephone: 01392 266890
5. Email: tom.cooke@kendallkingscott.co.uk

Ω End of Section

A11

Tender and contract documents

Clauses

110 Tender Drawings

1. The tender drawings are: Listed within the Document Issue Sheets

120 Contract drawings

1. The contract drawings: The same as the tender drawings.

160 Pre-construction information

1. Format: The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

Ω End of Section

A12

The site/ existing buildings

Clauses

110 The site

1. Description: The Royal Cornwall Museum is situated in the heart of the city of Truro. The site is bordered to the front by River Street and to the back by the Leats and residential flats beyond. The site is bordered to the sides by other mixed use commercial premises.

120 Existing buildings on/ adjacent to the site

1. Description: As indicated on the location plan.

140 Existing utilities and services

1. Drawings: (Information shown is indicative only): Refer to tender documentation.

160 Soils and ground water

1. Information: Included in the tender documents.

170 Site investigation

1. Report: Included in the tender documents.

200 Access to the site

1. Description: As indicated on the Site Logistics Plan
2. Limitations: As indicated on the Site Logistics Plan
3. Access for inspections: Provide access at reasonable times for both on-site and off-site work.

210 Parking

1. Restrictions on parking of the Contractor's and employees' vehicles: As indicated on the site logistics plan.

220 Use of the site

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

230 Surrounding land/ building uses

1. General: Adjacent or nearby uses or activities are as follows:
 - 1.1. Mixed use commercial premises.

240 Health and safety hazards

1. General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
 - 1.1. Refer to the Pre-Construction Information Document.
2. Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
3. Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 Site visit

1. Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. Arrangements for visit: Kendall Kingscott Ltd. as clause A10/140

Ω End of Section

A13

Description of the work

Clauses

120 The works

1. Description: External flat and pitched roof replacement works incorporating thermal improvements, window replacement, and render replacement.

130 Work by others concurrent with the Contract

1. Description: Internal Refurbishment – Please see the attached Tender Drawings
External Landscaping – Please see the attached Tender Drawings.

Ω End of Section

A20

JCT intermediate building contract with contractor's design (ICD)

REVISED

Clauses

Intermediate building contract with contractor's design (ICD)

- The Contract: JCT Intermediate Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

The recitals

First – The Works

- Comprise: External flat and pitched roof replacement works including thermal improvements, window replacement, and render replacement.
- Location: As shown on the project information.

Second – Contractor's designed portion

- The Works include the design and construction of
 - Installation of external scaffolding and over roof to facilitate roof replacement works .

Third – Contract drawings

- The Contract Drawings: As listed in clause A11/120.

Fourth – Other documents supplied by the Employer

- Comprise: The Works Schedules, The Specification, & The CDP Document
- Named person: The whole of the text referring to a named person as a subcontractor Select from list will be deleted.

Fifth A – Pricing by the Contractor

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
 - Work Schedules, Specification.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will be deleted.

Ninth – Information release schedule

- The Ninth Recital will be deleted.

Eleventh – Division of the works into sections

- The Eleventh Recital will not be deleted.

Articles

3 – Architect/ Contract Administrator

- Architect/ Contract Administrator: See clause A10/140.

4 – Quantity Surveyor

- Quantity Surveyor: See clause A10/160.

5 – Principal Designer

- Principal designer: See clause A10/150.

6 – Principal Contractor

- Principal contractor: See clause A10/130.

9 – Legal proceedings

- Amendments: None

Contract particulars

Fourth Recital – Employer's Requirements

- Comprise: Contained within the contract documents and CDP documents

Sixth Recital – Contractor's Proposals/ CDP Analysis

- Comprise: TO BE COMPLETED BY CONTRACTOR
- Specific Requirements: To be provided 3 weeks prior to the commencement of the works. The contractors shall seek approval from the Contract Administrator prior to commencement with the works.

Eighth Recital and Clause 4.6 – Construction industry scheme

- Employer at Base Date is not a 'contractor' for the purposes of the CIS.

Tenth Recital – CDM Regulations

- The project is notifiable.

Eleventh Recital – Description of Sections

- Description of Sections
 - As described within the schedule of works and contract specification.

Twelfth Recital – Framework Agreement

- Framework agreement: Does not apply

Thirteenth Recital and Schedule 5 – Supplemental provisions

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 applies.

- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies, the respective nominees of the parties are
 - Employer's nominee: Tim Fenton, Kendall Kingscott Ltd, Windward House, Fitzroy Road, Exeter, EX1 3LJ.
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR. Or such replacement as each party may notify to the other from time to time.

Article 8 – Arbitration

- Article 8 and clauses 9.3 to 9.8 (arbitration) apply.

Clause 1.1 – Base Date REVISED

- Base Date: 21 May 2024

Clause 1.1 – BIM Protocol

- BIM Protocol (where applicable): Not Applicable

Clause 1.1 – Date for completion of the Works ADDED

- Date for completion of the Works (where completion by sections does not apply): 16 May 2025

Clause 1.7 – Addresses for service of notices

- Employer
 - Address: See clause A10/120
- Contractor
 - Address: TO BE COMPLETED BY CONTRACTOR
 - Fax Number: TO BE COMPLETED BY CONTRACTOR

Clause 2.4 – Date of possession of the site ADDED

- Date of Possession of the site: 02 September 2024

Clause 2.23.2 – Liquidated Damages

- Damages: At the rate of £1,000.00 per week.

Clause 2.30 – Rectification period

- Period: Twelve months from the date of practical completion of the Works.

Clause 2.34.3 – Contractor's designed portion

- Limit of Contractor's liability for loss of use: 1,000,000.00

Clause 4.3 and 4.9 – Fluctuations Provision

- Fluctuations provision: no Fluctuations Provision applies

Clause 4.7 – Advance payment and advance payment bond

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1 – Interim payments – Interim Valuation Dates

- The first Interim Valuation Date is: one month after the commencement of the works, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1 – Interim payments – percentage of value

- Not achieved practical completion: Where the works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95.
- Completed works: Where the works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5.

Clause 4.10.4 – Listed items – uniquely identified

- The Contract Particulars item for clause 4.10.4 will be deleted.

4.10.5 – Listed items – not uniquely identified

- Listed items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 – Contractor's Public Liability Insurance: Injury to persons or property

- Insurance cover for any one occurrence or series of occurrences arising out of one event: £5,000,000.00

Clause 6.7 and Schedule 1 – Works Insurance – insurance options

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): TO BE COMPLETED BY CONTRACTOR
- Where Insurance Option C applies, Paragraph C1: applies

Clause 6.15 – Joint Fire Code

- Joint Fire Code: Applies.
- Application: State whether the insurer under Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': Yes.

Clause 6.18 – Joint Fire Code – amendments/ revisions

- Joint Fire Code – Amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor.

Clause 6.19 – Contractor's Design Portion – Professional Indemnity Insurance

- Level of cover: Amount of indemnity required:
 - relates to claims or series of claims arising out of one even;
 - and is £ 5,000,000.00.
- Cover for pollution and contamination claims: Is required, with a sub-limit of indemnity of £2,000,000.00
- Expiry of required period of CDP Professional Indemnity Insurance: 12 years

Clause 8.9.2 – Period of suspension (termination by Contractor)

- Period of suspension: Two months

Clauses 8.11.1.1 to 8.11.1.5 – Period of suspension (termination by either Party)

- Period of suspension: Two months

Clause 9.2.1 – Adjudication

- The Adjudicator is: President or a Vice President
- Nominating body – where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors

Clause 9.4.1 – Arbitration

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institution of Chartered Surveyors.

The conditions – No Amendments**Section 1: Definitions and Interpretation – No Amendments****Section 2: Carrying out the Works – No Amendments****Section 4: Payment – No Amendments****Section 5: Variations – No Amendments****Section 6: Injury, Damage and Insurance – No Amendments****Section 7: Assignment and Collateral Warranties – No Amendments****Section 8: Termination – No Amendments****Section 9: Settlement of Disputes – No Amendments****Execution****Execution**

- The contract: Will be executed as a deed.

Deleted clauses**270 Clause 1.1 – Dates for completion of Sections** **DELETED****290 Clause 2.4 – Date of possession of the site** **DELETED****320 Clause 2.29 – Section Sums** **DELETED****490 Clause 7.2.2 – Guarantee from the Contractor's parent company** **DELETED****610 3.7 – Named subcontractors** **DELETED**

Ω End of Section

A30

Tendering/ subletting/ supply REVISED

Main contract tendering

110 Scope

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

145 Tendering procedure

1. General: In accordance with NBS Guide to Tendering for Construction Projects.
2. Errors: Alternative 2 is to apply.

160 Exclusions

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

170 Acceptance of tender

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

190 Period of validity

1. Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 10 weeks.
2. Date for possession/ commencement: See section A20.

191 Tender site visits ADDED

1. By appointment only – see Instructions for Tendering Contractors

Pricing/ submission of documents

210 Preliminaries in the specification

1. Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with SMM7 RICS NRM.

220 Pricing of preliminaries

1. Abbreviations: The following have been used:
2. F = Fixed charge item.
 - 2.1. TR = Time related charge item.

250 Priced documents

1. Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.

2. Measurements: Where not stated, ascertain from the drawings.
3. Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
4. Submit: With tender

300 Quantities in the priced document

1. Quantities: Where included in the priced document, these have been prepared in accordance with SMM7/ NRM2 only where and to the extent stated.
2. Other items, descriptions and measurements not prepared in accordance with SMM7/ NRM2: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

310 Tender

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

440 Schedule of rates ADDED

1. Schedule of rates (unpriced): Included with the tender documents. The contractor may insert additional items.
2. Fully priced copy
 - 2.1. Submittal date: With the tender documents.

480 Programme

1. Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
2. Submit: With tender

500 Tender stage method statements REVISED

1. Method statements: Prepare, describing how and when the following is to be carried out:
 - 1.1. Scaffold erection and overroof installation.
 - 1.2. Flat and pitched roof replacement work
 - 1.3. Cold roof insulation installation in roof voids above galleries – note that the specification requires that the contractor employs a specialist access subcontractor to facilitate such works
2. Statements: Submit with the tender.

510 Alternative method tenders

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/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
2. Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must 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.

5. Submit: With tender

515 Alternative time tenders

1. General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
2. Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

520 Design documents

1. Scope: Include the following in the Contractor's Proposals:
 - 1.1. Design drawings: Scaffold & Over-roof drawing
 - 1.2. Technical information: Scaffold specification
2. Submit: With tender.

530 Substitute products

1. Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
2. Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 Quality control resources

1. Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
2. QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. Submit: With the Tender

550 Health and safety information

1. Content: Describe the 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. A copy of the health and safety policy document, including risk assessment procedures.
 - 2.2. Accident and sickness records for the past five years.
 - 2.3. Records of previous Health and Safety Executive enforcement action.
 - 2.4. Records of training and training policy.
 - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. Submit: With the Tender

570 Outline construction phase health and safety plan

1. Content: Submit the following information within one week of request:
 - 1.1. Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - 1.2. Details of the management structure and responsibilities.
 - 1.3. Arrangements for issuing health and safety directions.

- 1.4. Procedures for informing other contractors and employees of health and safety hazards.
- 1.5. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- 1.6. Procedures for communications between the project team, other contractors and site operatives.
- 1.7. Arrangements for cooperation and coordination between contractors.
- 1.8. Procedures for carrying out risk assessment and for managing and controlling the risk.
- 1.9. Emergency procedures including those for fire prevention and escape.
- 1.10. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- 1.11. Arrangements for welfare facilities.
- 1.12. Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- 1.13. Arrangements for consulting with and taking the views of people on site.
- 1.14. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- 1.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- 1.16. Review procedures to obtain feedback.

590Site Waste Management Plan

1. Development
 - 1.1. Responsibility: The Contractor
 - 1.2. Content: Principle Contractor for the purposes of the plan
 - 1.2.1. Location plan
 - 1.2.2. Description of the project
 - 1.2.3. Estimated project cost
 - 1.2.4. Types and quantities of waste that will be generated
 - 1.2.5. Resource management options for these wastes including proposals for minimisation/re-use/recycling.
 - 1.2.6. The use of appropriate and licensed waste management contractors.
 - 1.2.7. Record keeping procedures
 - 1.2.8. Waste auditing protocols
 - 1.3. Submittal date: With Tender

599Freedom of Information Act

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

Subletting/ supply

630Domestic subcontracts

1. General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.

2. Details: Provide details of all subcontractors and the work for which they will be responsible.
3. Submit: Within one week of request

Deleted clauses

440 Contract sum analysis DELETED

Ω End of Section

A31

Provision, content and use of documents

Definitions and interpretations

110 Definitions

1. Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

120 Communication

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

130 Products

1. Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
2. Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 Site equipment

1. Definition: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

140 Drawings

1. Definitions: To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.
2. CAD data: In accordance with ISO 19650.

145 Contractor's choice

1. Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

150 Contractor's Design

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

155 Submit proposals

1. Meaning: Submit information in response to specified requirements.

160 Terms used in specification

1. Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes removal and disposal of associated pipework, wiring, ductwork or other services.

2. Remediate: Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. Fix: Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.
4. Supply and fix: As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. Keep for recycling: As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. Repair: Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. Refix: Fix removed products.
11. Ease: Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
13. System: Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

170 Manufacturer and product reference

1. Definition: When used in this combination:
 - 1.1. Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - 1.2. Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 Substitution of products

1. Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. Reasons: Submit reasons for the proposed substitution.
3. Documentation: Submit relevant information, including:
 - 3.1. manufacturer and product reference;
 - 3.2. cost;
 - 3.3. availability;
 - 3.4. relevant standards;
 - 3.5. performance;

- 3.6. function;
 - 3.7. compatibility of accessories;
 - 3.8. proposed revisions to drawings and specification;
 - 3.9. compatibility with adjacent work;
 - 3.10. appearance;
 - 3.11. copy of warranty/ guarantee.
- 4. Alterations to adjacent work: If needed, advise scope, nature and cost.
 - 5. Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 Cross references

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

220 Referenced documents

- 1. Conflicts: Specification prevails over referenced documents.

230 Equivalent products

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

240 Substitution of standards

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

250 Currency of documents and information

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

260 Sizes

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

Documents provided on behalf of employer

410 Additional copies of drawings/ documents

1. Additional copies: Issued free of charge.

440 Dimensions

1. Scaled dimensions: Do not rely on.

460 The specification

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

Documents provided by contractor/ subcontractors/ suppliers

510 Design and production information

1. Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
2. Design/ production information: Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
3. Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
4. Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.
5. Final version of design/ production information: Submit one copy.

550 Named subcontractors: Design and production information

1. General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
2. Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
3. Information from Subcontractors
 - 3.1. Obtain in time to meet the programme and in accordance with NAM/T where applicable.
 - 3.2. Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
4. Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
5. Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.
6. Submit one copy.

600 Contractor's Design information

1. General: Complete the design and detailing of parts of the Works as specified.
2. Provide
 - 2.1. Production information based on the drawings, specification and other information.
 - 2.2. Liaison to ensure coordination of the work with related building elements and services.
3. Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
4. Information required: Scaffolding & Over-roof drawings
 - 4.1. Format: Electronic
5. Submit: Within one week of request.

620As-built drawings and information

1. Contractor designed work: Provide drawings/ information:
2. Submit: At least two weeks before date for completion.

630Technical literature

1. Information: Keep on site for reference by all supervisory personnel:
 - 1.1. Manufacturers' current literature relating to all products to be used in the Works.
 - 1.2. Relevant British, EN or ISO Standards.

640Maintenance 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: Provide telephone numbers for use after completion. Extent of cover: twenty four hours seven days a week.

Document/ data interchange – No Amendments

Ω End of Section

A32

Management of the works REVISED

Generally

110 Supervision

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

115 Considerate Constructors Scheme

1. Registration: Before starting work, register the site and pay the appropriate fee.
2. Contact
 - 2.1. Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 OYX.
 - 2.2. Tel: 01920 485959.
 - 2.3. Fax: 01920 485958.
 - 2.4. Free phone: 0800 7831423.
 - 2.5. Web: www.ccscheme.org.uk.
 - 2.6. E mail: enquiries@ccscheme.org.uk.
3. Standard: Comply with the scheme's Code of Considerate Practice.
 - 3.1. Minimum compliance level: Compliance

118 Vehicle safety requirements

1. Vehicle equipment: Ensure that all vehicles have the following:
 - 1.1. Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - 1.2. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - 1.3. Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - 1.4. Side under run guards.
2. Driver training
 - 2.1. Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - 2.2. Drivers must have a valid driving licence and be legally able to drive the vehicle.
3. Scheme membership: Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)
4. Level of accreditation: Gold
5. Submittal date: Before commencement of operations on site

120 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.

130 Insurance claims

1. Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the employer/ client, the person administering the Contract on their behalf and the Insurers.
2. Failure to notify: Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

140 Climatic conditions

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

150 Ownership

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

Programme/ progress

210 Programme

1. Master programme: When requested and before starting work on site, submit in an approved form a master programme for the works, which must include details of:
 - 1.1. Design, production information and proposals provided by the contractor/ subcontractors/ suppliers, including inspection and checking (see section A31).
 - 1.2. Planning and mobilization by the contractor.
 - 1.3. Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - 1.4. Running in, adjustment, commissioning and testing of all engineering services and installations
 - 1.5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - 1.6. Work by or on behalf of the employer and concurrent with the contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the contract documents.
2. Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, exclude it and confirm this when submitting the programme.
3. Submit: one copy

230 Submission of programme

1. Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 Notice of commencement of work

1. Part of the work: Work on-site

2. Notice period (minimum): One month

250 Monitoring REVISED

1. Progress: Record on a copy of the programme kept on site.
2. Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
3. Key Performance Indicators
 - 3.1. Details: In accordance with the type of policy relating to the works on-site.
 - 3.2. Performance: Record progress against each KPI.
 - 3.3. Corrective action: If performance falls below target, submit proposals as soon as possible.

260 Site meetings

1. General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. Frequency: Every month
3. Location: Royal Cornwall Museum
4. Accommodation: Ensure availability at the time of such meetings.
5. Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
6. Chairperson (who will also take and distribute minutes): Contract Administrator

265 Contractor's progress report

1. General: Submit a progress report at least two business days before the site meeting.
2. Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - 2.1. A progress statement by reference to the master programme for the Works.
 - 2.2. Details of any matters materially affecting the regular progress of the Works.
 - 2.3. Subcontractors' and suppliers' progress reports.
 - 2.4. Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

270 Contractor's site meetings

1. General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

280 Photographs

1. Number of locations: All areas
2. Frequency of intervals: Weekly

285 Partial possession by Employer

1. Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

290 Notice of completion

1. Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. Associated works: Ensure necessary access, services and facilities are complete.

3. Period of notice (minimum): One month

310 Extensions of time

1. Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
2. Details: As soon as possible submit:
 - 2.1. Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - 2.2. An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - 2.3. All other relevant information required.

Control of cost

410 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. Base on the programme for the Works.

420 Removal/ replacement of existing work

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

430 Proposed instructions

1. Estimates: If a proposed instruction requests an estimate of cost, submit without delay, and in any case within seven days.
2. Include
 - 2.1. A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - 2.2. Details of any additional resources required.
 - 2.3. Details of any adjustments to be made to the programme for the Works.
 - 2.4. Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
3. Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

440 Measurement

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

450 Daywork vouchers

1. Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
2. Content: Before delivery each voucher must be:
 - 2.1. Referenced to the instruction under which the work is authorised.
 - 2.2. Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
3. Submit: By the end of the week in which the work has been executed.

470 Products not incorporated into the Works

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

475 Listed products stored off site

1. Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
2. Include for products purchased from a supplier
 - 2.1. A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
3. Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor
 - 3.1. Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

480 Labour and equipment returns

1. Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
2. Records must show
 - 2.1. The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
 - 2.2. The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

Ω End of Section

A33

Quality standards/ control

Standards of products and executions

110 Incomplete documentation

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

120 Workmanship skills

1. Operatives: Appropriately skilled and experienced for the type and quality of work.
2. Registration: With Construction Skills Certification Scheme.
3. Verification: When requested, operatives must produce evidence of skills/ qualifications.

130 Quality of products

1. Generally: New. (Proposals for recycled products may be considered).
2. Supply of each product: From the same source or manufacturer.
3. Whole quantity of each product required to complete the Works: 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.

135 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 dimensions.
4. Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
5. Location and fixing of products: Adjust joints open to view so they are even and regular.

140 Evidence of Compliance

1. Proprietary products: Retain on site evidence that the proprietary product specified has been supplied.
2. Performance specification: Submit evidence of compliance, including test reports indicating:
 - 2.1. Properties tested.
 - 2.2. Pass/ fail criteria.
 - 2.3. Test methods and procedures.
 - 2.4. Test results.
 - 2.5. Identity of testing agency.
 - 2.6. Test dates and times.

- 2.7. Identities of witnesses.
- 2.8. Analysis of results.

150 Inspections

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

160 Related work

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

170 Manufacturer's recommendations/ 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.

180 Water for the works

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

Samples/ approvals

210 Samples

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

220 Approval of products

- 1. Submissions, samples, inspections and tests: Undertake or arrange 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 in good, clean condition on site. Remove when no longer required.

230 Approval of execution

1. Submissions, samples, inspections and tests: Undertake or arrange 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 in good, clean condition on site. Remove when no longer required.

Accuracy/ setting out generally

320 Setting out

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. Notify discrepancies and obtain instructions before proceeding.
3. Inform: When complete and before commencing construction.

330 Appearance and fit

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

340 Critical dimensions

1. Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
2. Location: Detailed on drawings and agreement with the Contract Administrator prior to commencement on site.

350 Levels of structural floors

1. Maximum tolerances for designed levels to be
 - 1.1. Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: ± 10 mm.
 - 1.2. Floors to receive dry board/ panel construction with little or no tolerance on thickness: ± 10 mm.
 - 1.3. Floors to receive mastic asphalt flooring/ underlays directly: ± 10 mm.
 - 1.4. Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): ± 15 mm.
 - 1.5. Floors to receive fully bonded screeds/ toppings/ beds: ± 15 mm.
 - 1.6. Floors to receive unbonded or floating screeds/ beds: ± 20 mm.

360 Record drawings

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

Services generally

410 Services regulations

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

420 Water regulations/ byelaws notification

1. Requirements: Notify Water Undertaker of any work carried out to (or which affects) new or existing services and submit any required plans, diagrams and details.
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.

430 Water regulations/ byelaws contractor's certificate

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

435 Electrical installation certificate

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

440 Gas, oil and solid fuel appliance installation certificate

1. Before the completion date stated in the Contract: Submit a certificate stating:
 - 1.1. The address of the premises.
 - 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
 - 1.3. Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - 1.4. The Contractor's name and address.
 - 1.5. A statement that the installation complies with the appropriate safety, installation and use regulations.
 - 1.6. The name, qualification and signature of the competent person responsible for checking compliance.
 - 1.7. The date on which the installation was checked.
2. Certificate location: Health and Safety File

445 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.
3. Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 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. Building Regulations notice: Copy to be lodged in the Building Manual.

Supervision/ inspection/ defective work

510 Supervision

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

520 Coordination of engineering services

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

530 Overtime working

1. Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - 1.1. Minimum period of notice: One week
2. Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 Defects in existing work

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:
 - 2.1. Hinder access to defective products or work; or
 - 2.2. Be rendered abortive by remedial work.

550 Access for inspection

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

560 Tests and inspections

1. Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
2. Confirmation: One working day prior to each such 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.

570 Air permeability

1. Testing organization: UKAS accredited and registered with the Air Tightness Testing and Measurement Association (ATTMA) or the Independent Air Tightness Testing Scheme (iATS).
2. Method

- 2.1. Pressure test in accordance with the ATTMA publication: TSL1 – Measuring Air Permeability in the Envelopes of Simple Buildings Fan Pressurisation Method.
3. Standard
 - 3.1. Design airtightness value (maximum): 5 m³/(h.m²).
4. Results
 - 4.1. Content: Include test results and all supporting data.
 - 4.2. Copies: Required for building control inspection and inclusion in building manual.
 - 4.3. Electronic deposit: Through the ATTMA lodgement database
 - 4.4. Additional copies: Provide on request.

580 Continuity of thermal insulation

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

590 Resistance to passage of sound

1. Method: Pre-completion testing
2. Compliance: Submit results of testing
 - 2.1. Copies: Incorporate in the Building Manual.

595 Energy performance certificate

1. Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - 1.1. Building Type: Non-dwelling
 - 1.2. Method: Simplified Building Energy Model (SBEM)
2. Format
 - 2.1. Certificate: To be incorporated in the Building Manual.
3. Submit: Before the date for completion stated in the contract

610 Proposals for rectification of defective products/ executions

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

620 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:

- 1.1. Will be at the expense of the Contractor.
- 1.2. Will not be considered as grounds for revision of the completion date.

630 Quality control

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

Work at or after completion

710 Work before completion

1. General: Make good all damage consequent upon the Works.
2. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
3. Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
5. COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. 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.
7. Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 Security at completion

1. General: Leave the Works secure with, where appropriate, all accesses closed and locked.
2. Keys: Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 Making good defects

1. Remedial work: Arrange access with Contract Administrator.
2. Rectification: Give reasonable notice for access to the various parts of the Works.
3. Completion: Notify when remedial works have been completed.

740 Highway/ sewer adoption

1. Adoption procedure: Highways Act, Section 38, or Water Industry Act, Section 104
2. Standard: To the technical approval of the relevant statutory authority
3. Defects liability/ rectification period: 12 months
4. Maintenance

- 4.1. Undertake to the satisfaction of the relevant statutory authority, including:
- 5. Making good of damage due to reasonable wear and tear occurring during the period.
- 5.1. Clean at the end of the period.

Ω End of Section

A34

Security/ safety/ protection

Security, health and safety

110 Pre-construction information

1. Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - 1.1. Description of project: Sections A10 and A11.
 - 1.2. Client's consideration and management requirements: Sections A12, A13 and A36.
 - 1.3. Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - 1.4. Significant design and construction hazards: Section A34.
 - 1.5. The health and safety file: Section A37.

120 Execution hazards

1. Common hazards: Not listed. Control by good management and site practice.
2. Significant hazards: The design of the project includes the following:
 - 2.1. Hazard: Refer to the Pre-Construction Information document and all other tender document information.

130 Product hazards

1. Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: 'Workplace Exposure Limits'.
2. Common hazards: Not listed. Control by good management and site practice.
3. Significant hazards: Specified construction materials include the following:
 - 3.1. Hazard: Refer to the Pre-Construction Information document and all other tender document information.

140 Construction phase health and safety plan

1. Submission: Present to the employer/ client no later than two weeks before commencement on site.
2. Confirmation: Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.
3. Content: Develop the plan from, and draw on, the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

150 Security

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
3. Special requirements: CCT required on scaffolding

160 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.

170 Occupied premises

1. Extent: Existing buildings will be occupied and/ or used during the contract as follows: The Royal Cornwall Museum will be occupied throughout the duration of the works. .
2. Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

180 Access control

1. Controlled areas: Contractors site compound, Works areas, Scaffolding
2. Control type: Key fob with reader, Access card with reader, or lock and key.
3. Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
4. Return of credentials: When requested or on completion of the work to which the controlled area relates.

190 Occupier's rules and regulations

1. Compliance: Conform to the occupier's rules and regulations affecting the site.

200 Mobile telephones and portable electronic equipment

1. Restrictions on use
 - 1.1. None.

210 Safety provisions for site visits

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

220 Working precautions/ restrictions

1. Hazardous areas: Operatives must take precautions as follows:
 - 1.1. Work area: Refer to the Pre-Construction Information document and all other tender document information.
 - 1.2. Precautions: Refer to the Pre-Construction Information document and all other tender document information.
2. Permit to work: Operatives must comply with procedures in the following areas:
 - 2.1. Work area: Refer to the Pre-Construction Information document and all other tender document information.

Protect against the following

310 Explosives

1. Use: Not permitted.

330 Noise and vibration

1. Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.

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: Do not use:
 - 3.1. Percussion tools and other noisy appliances without consent during the hours of 10am – 4pm.
 - 3.2. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340Pollution

1. Prevention: Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. Contamination: If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

350Pesticides

1. Use: Not permitted.

360Nuisance

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

370 Asbestos containing materials

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

371 Dangerous or hazardous substances

1. Duty: Report immediately suspected materials discovered during execution of the works.
 - 1.1. Do not disturb.
 - 1.2. Agree methods for safe removal or remediation.

375 Antiquities

1. Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
2. Preservation: Keep objects in the exact position and condition in which they were found.

380Fire prevention

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

390Smoking on-site

1. Smoking on-site: Not permitted.

400 Burning on-site

1. Burning on-site: Not permitted.

410 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:
 - 2.1. Blistering and failure of adhesion.
 - 2.2. Damage due to trapped moisture.
 - 2.3. Excessive movement.

420 Infected timber/ Contaminated materials

1. Removal: Where instructed to remove material affected by fungal/ 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 microorganisms are within acceptable levels.

430 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 of at a materials recycling facility approved by the waste regulation authority.
5. Documentation: Retain on-site.

440 Electromagnetic interference

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

450 Laser equipment

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

460 Powder actuated fixing systems

1. Use: Not permitted.

470 Invasive species

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

Protect the following

510 Existing services

1. Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. Work adjacent to services
 - 3.1. Comply with service authority's/ statutory undertaker's recommendations.
 - 3.2. 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: If any results from execution of the Works:
 - 5.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - 5.2. Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - 5.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
6. Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 Roads and footpaths

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

530 Existing topsoil/ subsoil

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

540 Retained trees/ shrubs/ grassed areas

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

550 Retained trees

1. Protected area: Unless agreed otherwise, do not:
 - 1.1. Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area.
 - 1.2. Sever roots exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
 - 1.3. Change level of ground within an area 3 m beyond branch spread.

555 Wildlife species and habitats

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

560 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.

570 Existing work

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

580 Building interiors

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

600 Existing furniture, fittings and equipment

1. Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
2. Extent: Before work in each room starts, the following will be removed:

610 Especially valuable/ vulnerable items

1. Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - 1.1. Museum Artefacts.
2. Method statement: Submit within one week of request describing special protection to be provided.

620 Adjoining property

1. Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

625 Adjoining property restrictions

1. Precautions
 - 1.1. Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - 1.2. Pay all charges.
 - 1.3. Remove and make good on completion or when directed.
2. Damage: Bear cost of repairing damage arising from execution of the Works.

630 Existing structures

1. Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. Supports: During execution of the Works:

- 2.1. Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
- 2.2. Do not remove until new work is strong enough to support existing structure.
- 2.3. Prevent overstressing of completed work when removing supports.
3. Adjacent structures: Monitor and immediately report excessive movement.
4. Standard: Comply with BS 5975 and BS EN 12812.

640Materials for recycling/ 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.

Ω End of Section

A35

Specific limitations on method/ sequence/ timing

Clauses

110 Scope

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

120 Design constraints

1. Details: Other works onsite as described within the tender documentation

130 Method/ sequence of work

1. Specific Limitations: Include the following in the programme:
 - 1.1. Phasing of the project as described within the tender documents.

140 Scaffolding

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

180 Completion in sections or in parts

1. General: Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
2. Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

Ω End of Section

A36

Facilities/ temporary work/ services

Generally

110 Spoil heaps, temporary works and services

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

Accommodation

210 Room for meetings

1. Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
2. Furniture and Equipment: Provide table and chairs for 12 people.

260 Sanitary accommodation

1. Requirement: Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

280 Accommodation Use/ Location

1. Restrictions
 - 1.1. Location Refer to the Site Logistics Plan within the Tender Documentation.

Temporary works

310 Roads

1. Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - 1.1. Details: Refer to the Pre-Construction Information document and all other tender document information.
 - 1.2. Restrictions on use: Provide suitable protective measures and reinstate to required specification on completion

320 Temporary works

1. Employer's specific requirements: Provide: Refer to the Pre-Construction Information document and all other tender document information. .

340 Name boards/ advertisements

1. Name boards/ advertisements: Not permitted.

Services and facilities

410 Lighting

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

420 Lighting and power

1. Supply: Electricity from the existing mains may be used for the Works as follows:
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

425 Gas

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

430 Water

1. Supply: The existing mains may be used for the Works as follows:
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

440 Telephones

1. Temporary on site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay all charges.
2. Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.

470 E-mail and internet facility

1. General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and other members of the project team.
2. Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by other members of the project team.

520 Use of permanent heating system

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

530 Beneficial use of installed systems

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

540 Meter readings

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

550 Thermometers

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

570 Personal protective equipment

1. General: Provide for the sole use of other members of the project team, in sizes to be specified:
 - 1.1. Safety helmets to BS EN 397, neither damaged nor time-expired. Number required: 4
 - 1.2. High-visibility waistcoats to BS EN ISO 20471 Class 3. Number required: 5.
 - 1.3. Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 4
 - 1.4. Disposable respirators to BS EN 149.FFP1S.
 - 1.5. Eye protection to BS EN ISO 16321-1 and BS EN ISO 16321-3.
 - 1.6. Ear protection – muffs to BS EN 352-1, plugs to BS EN 352-2
 - 1.7. Hand protection – to BS EN 388, 407, 420 or 511, as appropriate.

Ω End of Section

A37

Operation/ maintenance of the finished works REVISED

Generally

110 The building manual ADDED

1. Purpose: The manual is to be a comprehensive information source and guide for owners and users of the completed works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
2. Scope
 - 2.1. Part 1: General: content as clause 120.
 - 2.2. Part 2: Fabric: content as clause 130.
 - 2.3. Part 3: Services: content as clause 140.
 - 2.4. Part 4: The Health and Safety File: content as clause 150.
 - 2.5. Part 5: Building User Guide: content as clause 151.
3. Responsibility: The building manual is to be produced by the Contractor and must be complete no later than 2 weeks after Practical Completion.
4. Compilation
 - 4.1. Prepare all information for contractor designed or performance specified work including as-built drawings.
 - 4.2. Obtain or prepare all other information to be included in the manual.
5. Reviewing the manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
6. Final copies of the manual
 - 6.1. Number of copies: 2.
 - 6.2. Format: 2 electronic and 1 paper.
 - 6.3. Latest date for submission: 4 weeks before the date for completion stated in the contract.
7. As-built drawings and schedules
 - 7.1. Number of copies: 2
 - 7.2. Format: Electronic.

115 The Health and Safety File REVISED

1. Responsibility: The Principal Designer
2. Content: Obtain and provide the following information: TBC by the Contract Administrator.
3. Format: Electronic.
4. Delivery to: Kendall Kingscott Ltd, Exeter By (date): To be issued at each Sectional Completion.

120 Content of the building manual part 1: General ADDED

1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. Index: list the constituent parts of the manual, together with their location in the document.
3. The Works

- 3.1. Description of the buildings and facilities.
- 3.2. Ownership and tenancy, where relevant
- 3.3. Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
4. The Contract
 - 4.1. Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - 4.2. Overall design criteria.
 - 4.3. Environmental performance requirements
 - 4.4. Relevant authorities, consents and approvals.
 - 4.5. Third party certification, such as those made by “competent” persons in accordance with the Building Regulations
5. Operational requirements and constraints of a general nature
 - 5.1. Maintenance contracts and contractors.
 - 5.2. Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
 - 5.3. Emergency procedures and contact details in case of emergency.
6. Description and location of other key documents.
7. Timescale for completion: 2 weeks after Practical Completion.

130 Content of the building manual part 2: Building fabric ADDED

1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. Detailed design criteria, including
 - 2.1. Floor and roof loadings.
 - 2.2. Durability of individual components and elements.
 - 2.3. Loading restrictions.
 - 2.4. Insulation values.
 - 2.5. Fire ratings.
 - 2.6. Other relevant performance requirements.
3. Construction of the building
 - 3.1. A detailed description of methods and materials used.
 - 3.2. As-built drawings recording the construction, together with an index.
 - 3.3. Information and guidance concerning repair, renovation or demolition/ deconstruction.
4. Periodic building maintenance guide chart.
5. Inspection reports.
6. Manufacturer’s instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
7. Fixtures, fittings and components schedule and index.
8. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.

9. Test certificates and reports required in the specification or in accordance with legislation, including
 - 9.1. Air permeability.
 - 9.2. Resistance to passage of sound.
 - 9.3. Continuity of insulation.
 - 9.4. Electricity and Gas safety.
 - 9.5. Roofing system guarantees.
10. Timescale for completion: 2 weeks after Practical Completion.

140 Content of the building manual part 3: Building services **ADDED**

1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
2. Detailed design criteria and description of the systems, including
 - 2.1. Services capacity, loadings and restrictions
 - 2.2. Services instructions.
 - 2.3. Services log sheets.
 - 2.4. Manufacturers' instruction manuals and leaflets index.
 - 2.5. Fixtures, fittings and component schedule index.
3. Detailed description of methods and materials used.
4. As-built drawings for each system recording the construction, together with an index, including
 - 4.1. Diagrammatic drawings indicating principal items of plant, equipment and fittings
 - 4.2. Record drawings showing overall installation
 - 4.3. Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - 4.4. Identification of services – a legend for colour coded services.
5. Product details, including for each item of plant and equipment
 - 5.1. Name, address and contact details of the manufacturer.
 - 5.2. Catalogue number or reference
 - 5.3. Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - 5.4. Information and guidance concerning dismantling, repair, renovation or decommissioning.
6. Operation: A description of the operation of each system, including:
 - 6.1. Starting up, operation and shutting down
 - 6.2. Control sequences
 - 6.3. Procedures for seasonal changeover
 - 6.4. Procedures for diagnostics, troubleshooting and faultfinding.
7. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
8. Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including
 - 8.1. Electrical circuit tests.
 - 8.2. Corrosion tests.
 - 8.3. Type tests.

- 8.4. Work tests.
- 8.5. Start and commissioning tests.
- 9. Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- 10. Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- 11. Lubrication: Schedules of all lubricated items
- 12. Consumables: A list of all consumable items and their source.
- 13. Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- 14. Emergency procedures for all systems, significant items of plant and equipment.
- 15. Annual maintenance summary chart.
- 16. Timescale for completion: 2 weeks after Practical Completion.

150 Content of the building manual part 4: the Health and Safety File **ADDED**

- 1. Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - 1.1. residual hazards and how they have been dealt with
 - 1.2. hazardous materials used
 - 1.3. information regarding the removal or dismantling of installed plant and equipment
 - 1.4. health and safety information about equipment provided for cleaning or maintaining the structure;
 - 1.5. the nature, location and markings of significant services,
 - 1.6. information and as-built drawings of the structure, its plant and equipment
- 2. Timescale for completion: 2 weeks after Practical Completion.
- 3. Submit to: The Contract Administrator.

151 Content of the building manual part 5: the building user guide **ADDED**

- 1. Content: Obtain and provide the following:
 - 1.1. Building services information.
 - 1.2. Emergency information.
 - 1.3. Energy & environmental strategy.
 - 1.4. Water use.
 - 1.5. Transport facilities.
 - 1.6. Materials & waste policy.
 - 1.7. Re-fit/ re-arrangement considerations.
 - 1.8. Reporting provision.
 - 1.9. Training.
 - 1.10. Links & references.
- 2. Timescale for completion: 2 weeks after Practical Completion.

160 Presentation of Health & Safety File

- 1. Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.

2. Selected drawings needed to illustrate or locate items mentioned in the Manual: Where 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 drawings: The main sets may form annexes to the Manual.

190 Maintenance service

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

220 Training

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

Ω End of Section

A40

Contractor's general cost items: management and staff

Clauses

110 Management and staff

1. Cost-significant items: As required

Ω End of Section

A41

Contractor's general cost items: site accommodation

Clauses

110 Site accommodation

1. Details: Site accommodation required or made/ not made available by the Employer: See section A36.
2. Cost significant items: As required

Ω End of Section

A42

Contractor's general cost items: services and facilities

Clauses

110 Services and facilities

1. Details: Services or facilities required or made/ not made available by the Employer: See section A36.
2. Cost significant items: As required
 - 2.1. **POWER**
 - 2.2. **LIGHTING**
 - 2.3. **FUELS**
 - 2.4. **WATER**
 - 2.5. **TELEPHONE & ADMINISTRATION SAFETY, HEALTH & WELFARE STORAGE OF MATERIALS**
 - 2.6. **RUBBISH DISPOSAL**
 - 2.7. **CLEANING**
 - 2.8. **DRYING OUT**
 - 2.9. **PROTECTION OF WORKS IN ALL SECTIONS SECURITY**
 - 2.10. **MAINTAIN PUBLIC & PRIVATE ROADS**
 - 2.11. **SMALL PLANT & TOOLS**

Ω End of Section

A43

Contractor's general cost items: mechanical plant

Clauses

110 Mechanical plant

1. Cost significant items: As required

- 1.1. **CRANES**
- 1.2. **HOISTS**
- 1.3. **PERSONNEL TRANSPORT**
- 1.4. **EARTHMOVING PLANT CONCRETE PLANT**
- 1.5. **PAVING & SURFACING PLANT**
- 1.6. **ADDITIONAL MECHANICAL PLANT ITEMS**

Insert below further cost items as may be required, with fixed charges and time related charges as required.

Ω End of Section

A44

Contractor's general cost items: temporary works

Clauses

110 Temporary works

1. Details: Temporary works required or made/ not made available by the Employer: See section A36.
2. Cost significant items: As required
 - 2.1. **TEMPORARY ROADS**
 - 2.2. **TEMPORARY WALKWAYS**
 - 2.3. **ACCESS SCAFFOLDING**
 - 2.4. **SUPPORT SCAFFOLDING & PROPPING HOARDING, FANS, FENCING, ETC. HARDSTANDING**
 - 2.5. **TRAFFIC REGULATIONS**
 - 2.6. **ADDITIONAL TEMPORARY WORK ITEMS**
Insert below further cost items as may be required, with fixed charges and time related charges as required.

Ω End of Section

A50

Work/ products by/ on behalf of the employer

Clauses

120 Products provided by/ on behalf of employer

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

Ω End of Section

A53

Work by statutory authorities/ undertakers

Clauses – No Amendments

Ω End of Section

A54

Provisional work/ items **REVISED**

Clauses

310A Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen asbestos removal works.
2. Description of work: Allow for the removal of unforeseen ACM's including appointment of a specialist Contractor, HSE notification, monitoring and certification as described in clause 3.01.7 of the Schedule of Works.
3. Provisional Sums: Include £50,000.00.
4. Allow for general attendance.

310B Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen works to existing structure.
2. Description of work: Allow for unforeseen repair works to the existing timber substrate of the tapered gutter as as stated in clause 4.01.14 of the Schedule of Works.
3. Provisional sums: Include £1,500.00.
4. Allow for general attendance.

310C Work where compliance with SMM7/ NRM2 is not required

1. Item: Timber repairs to existing timber fascia boards.
2. Description of work: Allow for unforeseen additional removal and replacement of defective timber fascia boards over the provisional quantity allowed for as stated in clause 4.02.3 of the Schedule of Works.
3. Provisional sums: Include £1,500.00.
4. Allow for general attendance.

310D Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen works to existing laylight structural opening and kerb detail.
2. Description of work: Allow for unforeseen works to the existing structural opening and kerb detail required in order to complete the laylight installation as stated in clause 4.05.2 of the Schedule of Works.
3. Provisional sums: Include £2,000.00.
4. Allow for general attendance.

310E Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen works to existing roof covering.
2. Description of work: Allow for unforeseen issues related to the removal of the existing waterproof covering that may necessitate localised repairs to the existing deck as stated in clause 4.06.2 of the Schedule of Works.
3. Provisional sums: Include £10,000.00.
4. Allow for general attendance.

310F Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen works to existing roof covering.

2. Description of work: Allow for unforeseen issues related to remedial works that may be required to either the existing waterproofing or existing roof falls as stated in clause 4.06.2 of the Schedule of Works.
3. Provisional sums: Include £10,000.00.
4. Allow for general attendance.

310G Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen lead detailing and flashing works.
2. Description of work: Allow for unforeseen lead detailing and additional lead flashing works as stated in clause 4.12.2 of the Schedule of Works.
3. Provisional sums: Include £5,000.00.
4. Allow for general attendance.

310H Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen works to existing gutter structure.
2. Description of work: Allow for unforeseen repair works to the existing timber substrate of the gutter as stated in clause 4.12.6 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

310I Work where compliance with SMM7/ NRM2 is not required

1. Item: External Door Ironmongery.
2. Description of work: Allow for additional external door ironmongery as stated in clause 4.16.1 of the Schedule of Works.
3. Provisional sums: Include £1,000.00.
4. Allow for general attendance.

310J Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen fabrication works.
2. Description of work: Allow for unforeseen/ additional fabrication works required to the existing access stair as stated in clause 4.19.3 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

310K Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen works to existing structure.
2. Description of work: Allow for unforeseen works to the existing structure upon removal of the existing slate hanging as stated in clause 5.02.11 of the Schedule of Works.
3. Provisional sums: Include £3,000.00.
4. Allow for general attendance.

310L Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Timber repairs to existing rafters.
2. Description of work: Allow for materials associated with the timber repairs to the existing rafters as stated in clause 5.03.1 of the Schedule of Works.

3. Provisional sums: Include £7,500.00.
4. Allow for general attendance.

310M Work where compliance with SMM7/ NRM2 is not required REVISED

1. Item: Unforeseen works to existing sarking boards.
2. Description of work: Allow for additional sarking board repairs to the existing pitched roofs as stated in clause 5.03.3 of the Schedule of Works.
3. Provisional sums: Include £7,500.00.
4. Allow for general attendance.

310N Work where compliance with SMM7/ NRM2 is not required REVISED

1. Item: Unforeseen detailing between flat and pitched roofs.
2. Description of work: Allow for unforeseen detailing works at the junction between the pitched and flat roofs as stated in clause 5.07.3 of the Schedule of Works.
3. Provisional sums: Include £7,500.00.
4. Allow for general attendance.

310O Work where compliance with SMM7/ NRM2 is not required REVISED

1. Item: Works to existing soil & vent pipes.
2. Description of work: Allow for works to raise the existing soil and vent pipes where required to suit the new roof covering level as stated in clause 5.07.6 of the Schedule of Works.
3. Provisional sums: Include £2,000.00.
4. Allow for general attendance.

310P Work where compliance with SMM7/ NRM2 is not required REVISED

1. Item: Unforeseen lead detailing works.
2. Description of work: Allow for unforeseen lead detailing and additional lead flashing works as stated in clause 5.08.2 of the Schedule of Works.
3. Provisional sums: Include £5,000.00.
4. Allow for general attendance.

310Q Work where compliance with SMM7/ NRM2 is not required REVISED

1. Item: Unforeseen works to existing structure.
2. Description of work: Allow for unforeseen works to the existing timber framework upon removal of the existing slate hanging as stated in clause 5.09.2 of the Schedule of Works.
3. Provisional sums: Include £3,000.00.
4. Allow for general attendance.

310R Work where compliance with SMM7/ NRM2 is not required REVISED

1. Item: Timber repairs to existing timber fascia boards.
2. Description of work: Allow for unforeseen additional removal and replacement of defective timber fascia boards over the provisional quantity allowed for as stated in clause 5.12.2 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.

4. Allow for general attendance.

310S Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Replacement ridge vents.
2. Description of work: Allow for replacing the existing ridge vents to roof R3. The new vents are to match the existing in appearance and size and the Contractor shall use the existing as a template. The new ridge vents are to be constructed from Iroko as stated in clause 5.14 of the Schedule of Works.
3. Provisional sums: Include £2,000.00.
4. Allow for general attendance.

310T Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: External Door Ironmongery.
2. Description of work: Allow for additional external door ironmongery as stated in clause 5.15.1 of the Schedule of Works.
3. Provisional sums: Include £1,000.00.
4. Allow for general attendance.

310U Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Timber repairs to existing rafters.
2. Description of work: Allow for materials associated with the timber repairs to the existing rafters as stated in clause 6.05.1 of the Schedule of Works.
3. Provisional sums: Include £7,500.00.
4. Allow for general attendance.

310V Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen works to existing sarking boards.
2. Description of work: Allow for additional sarking board repairs to the existing pitched roofs as stated in clause 6.05.3 of the Schedule of Works.
3. Provisional sums: Include £7,500.00.
4. Allow for general attendance.

310W Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen works to valleys.
2. Description of work: Allow for unforeseen works to the valleys as stated in clause 6.05.4 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

310X Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen detailing between flat and pitched roofs.
2. Description of work: Allow for unforeseen detailing works at the junction between the pitched and flat roofs as stated in clause 6.10.3 of the Schedule of Works.
3. Provisional sums: Include £7,500.00.

4. Allow for general attendance.

310Y Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Works to existing soil & vent pipes.
2. Description of work: Allow for works to raise the existing soil and vent pipes where required to suit the new roof covering level as stated in clause 6.10.6 of the Schedule of Works.
3. Provisional sums: Include £2,000.00.
4. Allow for general attendance.

310Z Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen lead detailing works.
2. Description of work: Allow for unforeseen lead detailing and additional lead flashing works as stated in clause 6.11.5 of the Schedule of Works.
3. Provisional sums: Include £5,000.00.
4. Allow for general attendance.

311A Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen works to existing gutter structure.
2. Description of work: Allow for unforeseen repair works to the existing timber substrate of the tapered gutter as stated in clause 6.12.1 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

311B Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen lead detailing works.
2. Description of work: Allow for unforeseen lead detailing works when forming the chute outlets through the existing wall construction at either end of the lead lined gutter as stated in clause 6.12.4 of the Schedule of Works.
3. Provisional sums: Include £3,000.00.
4. Allow for general attendance.

311C Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen works to existing gutter structure.
2. Description of work: Allow for unforeseen repair works to the existing timber substrate of the tapered gutter as stated in clause 6.13.1 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

311D Work where compliance with SMM7/ NRM2 is not required **REVISED**

1. Item: Unforeseen lead detailing works.
2. Description of work: Allow for unforeseen lead detailing works required during the lead lined gutter as stated in clause 6.13.5 of the Schedule of Works.
3. Provisional sums: Include £1,000.00.

4. Allow for general attendance.

311E Work where compliance with SMM7/ NRM2 is not required REVISED

1. Item: Timber repairs to existing timber fascia boards.
2. Description of work: Allow for unforeseen additional removal and replacement of defective timber fascia boards over the provisional quantity allowed for as stated in clause 6.15.2 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

311F Work where compliance with SMM7/ NRM2 is not required

1. Item: New roof insulation installation to Roof S5.
2. Description of work: Allow for providing and installing new insulation to Roof S5 upon completion of the slate removal works as stated in clause 7.07 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

311G Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen concrete window cill replacements.
2. Description of work: Allow for unforeseen concrete window cill replacements upon inspection of the existing condition as stated in clause 8.02.3 of the Schedule of Works.
3. Provisional sums: Include £2,500.00.
4. Allow for general attendance.

311H Work where compliance with SMM7/ NRM2 is not required

1. Item: Unforeseen fire stopping works.
2. Description of work: Allow for unforeseen/ additional fire stopping works as described in clause 9.01.5 of the Schedule of Works.
3. Provisional sums: Include £7,500.00.
4. Allow for general attendance.

590 Contingencies

1. Provisional sum: Include: £75,000.00.

Ω End of Section

A55

Dayworks

Clauses

150A Daywork charges

1. General: Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a daywork basis at the following rates:
 - 1.1. BRICKLAYER: £.....%
 - 1.2. CARPENTER/JOINER: £.....%
 - 1.3. PAINTER/DECORATOR: £.....%
 - 1.4. PLUMBER: £.....%
 - 1.5. ROOFER: £.....%
 - 1.6. LABOURER: £.....%
 - 1.7. Plant will be valued on an invoice plus percentage basis. The Contractor shall identify the fixed percentage: £.....%
 - 1.8. Materials will be valued on an invoice plus percentage basis. The Contractor shall identify the fixed percentage: £.....%
 - 1.9. Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETE BY CONTRACTOR %.

Ω End of Section

A56

Advance procurement

Clauses

110 Fixing

1. Scope: Items procured in advance do not include for Main Contractor's receiving, unloading, handling, storing, returning packing, hoisting into position and fixing, which must be allowed for in the appropriate work section.

Ω End of Section



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