

**Tender Document – Rev A**  
**Refurbishment & Modernisation Works**  
**The Byways, 11 Court Close, Kirby**  
**Muxloe, Leicester, LE9 2DD**



**For**  
**Kirby Muxloe Parish Council**

**SHAUN CHURCH  
& ASSOCIATES**  
Chartered Surveyors ♦ Project Managers

2 Danhurst Avenue, Western Park, Leicester, LE3 6DB  
Email: [schurchsca@aol.co.uk](mailto:schurchsca@aol.co.uk) Mobile: 07775 950696  
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Revision	Date	Reviewed by	Signed on behalf of
190106	11/02/2019	SNC	Shaun Church & Associates Limited
Rev A	02/04/2019	SNC	SNC



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# SHAUN CHURCH & ASSOCIATES

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Project: **Refurbishment & Modernisation – The Byways, 11 Court Close, Kirby Muxloe, Leicester, LE9 2DD**

Client: **Kirby Muxloe Parish Council**

Job Number: **190106**

<b>CONTENTS PAGE</b>	<b>PAGE NUMBERS</b>
<b>SECTION 1 – PRELIMINARIES</b>	<b>1/1 – 1/28</b>
<b>SECTION 2 – NBS/WORKMANSHIP SPECIFICATION</b>	<b>2/1 – 2/46</b>
<b>SECTION 3 – SCHEDULE OF WORK &amp; FINAL SUMMARY</b>	<b>3/1 – 3/27</b>

## **APPENDIX A EXISTING & PROPOSED LAYOUT PLANS & ELEVATION DRAWINGS**

## **APPENDIX B THAMES LABORATORIES GENERAL SPECIFICATION**

## **APPENDIX C PROJECT PROGRAMME**

## **SECTION 1 – PRELIMINARIES REV A**

### **SHAUN CHURCH & ASSOCIATES**

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#### **A10 PROJECT PARTICULARS**

##### **110 THE PROJECT**

- Name: **Refurbishment & Modernisation – The Byways, 11 Court Close, Kirby Muxloe, Leicestershire, LE9 2DD.**
- Nature: **Refurbishment & Modernisation Works.**
- Location: **11 Court Close, Kirby Muxloe, Leicester, LE9 2DD.**
- Length of contract: **11 Weeks.**

##### **120 EMPLOYER (CLIENT)**

- Name: **Kirby Muxloe Parish Council.**
- Address: **Station Road, Kirby Muxloe, Leicestershire, LE9 2EN.**
- Contact: **Sue Hackett.**
- Telephone: **0116 2386408.**
- Email: [admin@kirbymuxloeparishcouncil.org.uk](mailto:admin@kirbymuxloeparishcouncil.org.uk).

##### **130 PRINCIPAL CONTRACTOR (CDM)**

- Name: **THE CONTRACTOR CHOSEN TO PROCEED WITH THE WORKS.**
- Address: **TBC.**
- Contact: **TBC.**
- Telephone: **TBC.**
- E-mail: **TBC.**

##### **140 ARCHITECT/ CONTRACT ADMINISTRATOR**

- Name: **Shaun Church & Associates Limited.**
- Address: **2 Danehurst Avenue, Western Park, Leicester, LE3 6DB.**
- Contact: **Mr. S. Church BSc (Hons), MRICS.**
- Telephone: **07775 950696.**
- E-mail: [schurchsca@aol.co.uk](mailto:schurchsca@aol.co.uk).

##### **150 Principal Designer**

- Name: **Shaun Church & Associates Limited.**
- Address: **2 Danehurst Avenue, Western Park, Leicester, LE3 6DB.**
- Contact: **Mr. S. Church BSc (Hons), MRICS.**
- Telephone: **07775 950696.**
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#### 190 CLERK OF WORKS

- Name: **Shaun Church & Associates Limited.**
- Address: **2 Danehurst Avenue, Western Park, Leicester, LE3 6DB.**
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#### A11 TENDER AND CONTRACT DOCUMENTS

##### 160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

#### A12 THE SITE/ EXISTING BUILDINGS

##### 110 THE SITE

- Description: **The Byways, 11 Court Close, Kirby Muxloe, Leicester, LE9 2DD.**

##### 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: **Residential Accommodation, Public Tennis Courts, Public Roads & Carparks.**

##### 200 ACCESS TO THE SITE

- Description: **Court Close, Kirby Muxloe, Leicester.**
- Limitations: **None.**

##### 210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: **There are no restrictions.**

##### 220 USE OF THE SITE

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

##### 230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
  - **Residential Accommodation, Public Tennis Courts, Public Roads & Carparks.**



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#### **240 HEALTH AND SAFETY HAZARDS**

- 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: **Asbestos – Please see Asbestos Refurbishment & Demolition Survey Report prepared by Thames Laboratories.**
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

#### **250 SITE VISIT**

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: **Sue Hackett on telephone: 0116 2386408.**

#### **A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)**

##### **JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN**

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

#### **THE RECITALS**

##### **First - THE WORKS AND THE CONTRACT ADMINISTRATOR**

- The work comprises: **Refurbishment and modernisation of The Byways, 11 Court Close, Kirby Muxloe, Leicestershire, LE9 2DD.**
- Architect/ Contract Administrator: See clause A10/140.

##### **Second - CONTRACTOR'S DESIGNED PORTION**

- The Works include the design and construction of:
  - **The complete central heating system,**
  - **The complete electrical installation,**
  - **The active fire detection system,**
  - **The kitchen layout and installation although an initial preliminary concept has been prepared,**



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#### Third - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.  
Contract documents: The following have been prepared which show and describe the work to be done:  
- **Preliminaries, Specification, Schedule of work & drawings,**

#### Fourth - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: **The Preliminaries, Specification, Schedule of Works & Drawings.**

#### THE ARTICLES

##### 3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.  
4 and 5 – PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR
- Principal Designer: See clause A10/150.

#### CONTRACT PARTICULARS

##### Fifth Recital and Schedule 2 - BASE DATE

- Base date: **This is deemed a small contract and not necessary.**

##### Fifth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at base date **N/A** a 'contractor' for the purposes of the CIS.

#### Sixth Recital - CDM REGULATIONS

- The project **is unlikely to be** notifiable.

#### Seventh Recital - FRAMEWORK AGREEMENT

- Framework agreement: **N/A.**
- Details: **N/A.**
- Date: **N/A.**
- Title: **N/A.**
- Parties: **N/A.**

#### Article 7 - ARBITRATION

- Article 7 and Schedule 1.

#### Clause 1.1 - CDM PLANNING PERIOD

- **Shall mean the period prior to commencement of the works and as works progress on site.**



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#### Clause 2.3 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: **Monday 3<sup>rd</sup> June 2019.**
- Date for Completion: **Friday 16<sup>th</sup> August 2019.**

#### Clause 2.9 - LIQUIDATED DAMAGES

- At the rate of **£285.00 per week.**

#### Clause 2.11 - RECTIFICATION PERIOD

- Period: **6 Months from the date of practical completion.**

#### Clause – RETENTION PERCENTAGE

- **Percentage: 5% and reduced to 2.5% at Penultimate Certificate stage.**

#### Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE

#### FINALLY CERTIFIED

- **Period: 1 Month from the date of practical completion.**

#### Clause 4.11 and Schedule 2 - CONTRIBUTION, LEVY AND TAX CHANGES

- Schedule 2 (Fluctuations Option) applies.

#### Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): **a minimum of £5,000,000.00 Public Liability, All Risks & Employer's Liability**

#### Clause 7.2 - ADJUDICATION

- The Adjudicator is: **TBC.**
- Nominating body: **The President or Vice President or the Chairman or Vice Chairman of the Royal Institution of Chartered Surveyors.**

#### Schedule 1 paragraph 2.1 - ARBITRATION

#### THE CONDITIONS

#### SECTION 1: DEFINITIONS AND INTERPRETATION

##### 1.4 - RECKONING PERIODS OF DAYS

##### 1.7 - APPLICABLE LAW

#### SECTION 2: CARRYING OUT THE WORKS

#### SECTION 3: CONTROL OF THE WORKS

#### SECTION 4: PAYMENT

#### SECTION 5: INJURY, DAMAGE AND INSURANCE

#### SECTION 6: TERMINATION

#### SECTION 7: SETTLEMENT OF DISPUTES

#### EXECUTION

- The Contract: **Signed under hand.**

#### CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: **N/A.**



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#### A30 TENDERING/ SUBLETTING/ SUPPLY

#### MAIN CONTRACT TENDERING

##### 110 SCOPE

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

##### 145 TENDERING PROCEDURE

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

##### 160 EXCLUSIONS

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

##### 170 ACCEPTANCE OF TENDER

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

##### 190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than **6 Months**.
- Date for possession/ commencement: See section A20.

#### PRICING/ SUBMISSION OF DOCUMENTS

##### 210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

##### 250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.



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#### **310 TENDER**

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

#### **530 SUBSTITUTE PRODUCTS**

- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

#### **SUBLETTING/ SUPPLY**

##### **645 'LISTED' DOMESTIC SUBCONTRACTORS**

- General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.
- The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.
- Additions to lists:
  - The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
  - The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
- Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.
- Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.



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#### **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

##### **DEFINITIONS AND INTERPRETATIONS**

##### **110 DEFINITIONS**

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

##### **120 COMMUNICATION**

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

##### **130 PRODUCTS**

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

##### **135 SITE EQUIPMENT**

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

##### **140 DRAWINGS**

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

##### **145 CONTRACTOR'S CHOICE**

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

##### **150 CONTRACTOR'S DESIGN**

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



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#### **155 SUBMIT PROPOSALS**

- Meaning: Submit information in response to specified requirements.

#### **160 TERMS USED IN SPECIFICATION**

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

#### **170 MANUFACTURER AND PRODUCT REFERENCE**

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



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#### **200 SUBSTITUTION OF PRODUCTS**

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

#### **210 CROSS REFERENCES**

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

#### **220 REFERENCED DOCUMENTS**

- Conflicts: Specification prevails over referenced documents.

#### **230 EQUIVALENT PRODUCTS**

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



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#### **240 SUBSTITUTION OF STANDARDS**

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

#### **250 CURRENCY OF DOCUMENTS**

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

#### **260 SIZES**

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

#### **DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER**

#### **410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS**

- Additional copies: Issued free of charge.

#### **440 DIMENSIONS**

- Scaled dimensions: Do not rely on.

#### **450 MEASURED QUANTITIES**

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities are not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

#### **460 THE SPECIFICATION**

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



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#### DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

##### 600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide: **Drawings, Specification & Calculations suitable for these works.**
- Production information based on the drawings, specification and other information.
- Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission for comment, amendment, resubmission etc.
- Information required:
  - **The complete central heating system,**
  - **The complete electrical installation,**
  - **The active fire detection system,**
  - **The kitchen layout and installation although an initial preliminary concept has been prepared,**
- Format: **Word/PDF.**
- Number of copies: **One.**
- Submit: Within one week of request.

##### 620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:  
**At least two weeks before date for completion.**

##### 630 TECHNICAL LITERATURE

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

##### 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.



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## SECTION 1 – PRELIMINARIES REV A

### SHAUN CHURCH & ASSOCIATES

Chartered Surveyors • Project Managers

2 Danehurst Avenue, Western Park,  
Leicester, LE3 6DB

Email: schurchsca@aol.co.uk

Mobile: 07775 950696

Website: www.scassociatesltd.co.uk

Project: **Refurbishment & Modernisation – The Byways, 11 Court Close, Kirby Muxloe, Leicester, LE9 2DD**

Client: **Kirby Muxloe Parish Council**

Job Number: **190106**

#### A32 MANAGEMENT OF THE WORKS

##### GENERALLY

##### 110 SUPERVISION

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

##### 120 INSURANCE

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

##### 125 PROFESSIONAL INDEMNITY INSURANCE

- Provide and maintain insurance in respect of Contractor Designed Works:
  - **Minimum level of cover: £500,000.00.**
  - Period of insurance for these purposes: **12 Months.**
- Documentary evidence: Submit details before starting work on site and/or policies and receipts for the insurances required.
- Format: **PDF.**

##### 130 INSURANCE CLAIMS

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

##### 140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

##### 150 OWNERSHIP

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



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#### PROGRAMME/ PROGRESS

##### 210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.
  - Running in, adjustment, commissioning and testing of all engineering services and installations.
- Submit: **Prior to works commencing.**

##### 245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of **5 days**.

##### 250 MONITORING

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

##### 260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: **Monthly.**
- Location: **Kirby Muxloe Parish Council, Station Road, Kirby Muxloe, Leicestershire, LE9 2EN.**
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

##### 290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): **1 week.**



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#### **310 EXTENSIONS OF TIME**

- 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.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - All other relevant information required.

#### **CONTROL OF COST**

#### **420 REMOVAL/ REPLACEMENT OF EXISTING WORK**

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

#### **430 PROPOSED INSTRUCTIONS**

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

#### **440 MEASUREMENT**

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

#### **A33 QUALITY STANDARDS/ CONTROL**

#### **STANDARDS OF PRODUCTS AND EXECUTIONS**

#### **110 INCOMPLETE DOCUMENTATION**

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents.

Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.



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#### **120 WORKMANSHIP SKILLS**

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

#### **130 QUALITY OF PRODUCTS**

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

#### **135 QUALITY OF EXECUTION**

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

#### **140 COMPLIANCE**

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



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#### **150 INSPECTIONS**

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

#### **160 RELATED WORK**

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

#### **170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

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

#### **SAMPLES/ APPROVALS**

##### **210 SAMPLES**

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



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#### **220 APPROVAL OF PRODUCTS**

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

#### **ACCURACY/ SETTING OUT GENERALLY**

#### **320 SETTING OUT**

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

#### **330 APPEARANCE AND FIT**

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

#### **340 CRITICAL DIMENSIONS**

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.

#### **SERVICES GENERALLY**

#### **410 SERVICES REGULATIONS**

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

#### **420 WATER REGULATIONS/ BYELAWS NOTIFICATION**

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.



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#### **435 ELECTRICAL INSTALLATION CERTIFICATE**

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

#### **440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE**

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

#### **445 SERVICE RUNS**

- General: Provide adequate space and support for services, including unobstructed routes and fixings.
- Ducts, chases and holes: Form during construction rather than cut.
- 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**

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

#### **SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

#### **525 ACCESS**

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.



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#### **530 OVERTIME WORKING**

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
- Minimum period of notice: **48 hours.**
- 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**

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

#### **560 TESTS AND INSPECTIONS**

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

#### **580 CONTINUITY OF THERMAL INSULATION**

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

#### **610 DEFECTIVE PRODUCTS/ EXECUTIONS**

- 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.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.



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#### **WORK AT OR AFTER COMPLETION**

##### **710 WORK BEFORE COMPLETION**

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

##### **720 SECURITY AT COMPLETION**

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

##### **730 MAKING GOOD DEFECTS**

- Remedial work: Arrange access with **Sue Hackett on telephone: 0116 2386408**.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

#### **A34 SECURITY/ SAFETY/ PROTECTION**

##### **SECURITY, HEALTH AND SAFETY**

##### **120 EXECUTION HAZARDS**

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

##### **130 PRODUCT HAZARDS**

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



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#### 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/Principal Designer no later than **1 week before commencing**.
- Confirmation: Do not start construction work until the Employer/Principal Designer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

#### 150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

#### 160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.

#### PROTECT AGAINST THE FOLLOWING

##### 330 NOISE AND VIBRATION

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

##### 340 POLLUTION

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

##### 350 PESTICIDES

- Use: **Not permitted.**



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#### 360 NUISANCE

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

#### 370 ASBESTOS CONTAINING MATERIALS

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

#### 371 DANGEROUS OR HAZARDOUS SUBSTANCES

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

#### 380 FIRE PREVENTION

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

#### 390 SMOKING ON SITE

- Smoking on site: **Not permitted.**

#### 400 BURNING ON SITE

- Burning on site: **Not permitted.**

#### 410 MOISTURE

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



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#### **420 INFECTED TIMBER/ CONTAMINATED MATERIALS**

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

#### **430 WASTE**

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

#### **PROTECT THE FOLLOWING**

##### **510 EXISTING SERVICES**

- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
- Comply with service authority's/ statutory undertaker's recommendations.
- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
- Below ground: Use signboards, giving type and depth;
- Damage to services: If any results from execution of the Works:
- Immediately give notice and notify appropriate service authority/ statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.



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#### **520 ROADS AND FOOTPATHS**

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

#### **530 EXISTING TOPSOIL/ SUBSOIL**

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

#### **540 RETAINED TREES/ SHRUBS/ GRASSED AREAS**

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

#### **550 RETAINED TREES**

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

#### **555 WILDLIFE SPECIES AND HABITATS**

- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.

#### **560 EXISTING FEATURES**

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



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## **SECTION 1 – PRELIMINARIES REV A**

### **SHAUN CHURCH & ASSOCIATES**

Chartered Surveyors • Project Managers

2 Danehurst Avenue, Western Park,  
Leicester, LE3 6DB

Email: schurchsca@aol.co.uk

Mobile: 07775 950696

Website: www.scassociatesltd.co.uk

**Project: Refurbishment & Modernisation – The Byways, 11 Court Close, Kirby Muxloe, Leicester, LE9 2DD**

**Client: Kirby Muxloe Parish Council**

**Job Number: 190106**

#### **580 BUILDING INTERIORS**

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

#### **625 ADJOINING PROPERTY RESTRICTIONS**

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

#### **A36 FACILITIES/ TEMPORARY WORK/ SERVICES GENERALLY**

#### **110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES**

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

#### **ACCOMMODATION**

#### **230 TEMPORARY ACCOMMODATION**

- Facilities: The contractor to provide suitable sanitary and welfare facilities during the works.

#### **SERVICES AND FACILITIES**

#### **420 LIGHTING AND POWER**

- Supply: Electricity from the Employer's mains may be used for the Works.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

#### **430 WATER**

- Supply: The Employer's mains may be used for the Works.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

#### **440 TELEPHONES**

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.



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#### 570 PERSONAL PROTECTIVE EQUIPMENT

- All contractors/sub-contractors to have:
  - Safety helmets to BS EN 397
  - High visibility waistcoats to BS EN 471 Class 2.
  - Safety boots with steel insole and toecap to BS EN ISO 20345
  - Disposable respirators.
  - Eye protection to BS EN 166.
  - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.
  - Contractor to provide additional PPE etc. as and where appropriate.

#### A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS GENERALLY

#### 110 THE BUILDING MANUAL

- Responsibility: **The Contractor.**
- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Format: **Word/PDF.**
- Number of copies: **One.**
- Delivery to: **Sue Hackett.** by (date) **Practical Completion Date.**

#### 115 THE HEALTH AND SAFETY FILE

- Responsibility: **The Contractor.**
- Format: **Word/PDF.**
- Delivery to: **Sue Hackett.** by (date) **Practical Completion Date.**

#### 155 CONTENT OF THE BUILDING MANUAL

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



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#### 160 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- 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.
- As-built drawings: The main sets may form annexes to the Manual.

#### A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

#### 110 SITE ACCOMMODATION

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



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