ENFIELD COUNCIL – MAJOR CAPITAL WORKS

PRELIMINARIES

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1.1 INTRODUCTION

1.1.1 Enfield Council is procuring a Programme which is to commence in November 2020.

1.1.2 A list of indicative properties included in this Contract is provided.

1.1.3 The works compromise: Installation of Flat/Communal Automatic Fire Detection Systems (AFDS) and Emergency Lighting

The expected timescales for completion of works are as follows:

Component	Turnaround Time
Fire detection and lighting	4 working days

1.1.4 The Council recognises that installations may take longer than the prescribed 2 days where social distancing is required.

1.2 PROJECT PARTICULARS

1.2.1 The Project

Name: AFDS and emergency lighting
Nature: Improvement Works
Location: Various locations within the London Borough of Enfield
Length of Contract: Up to 1 year with the option to extend for a further year

1.2.2 Employer (Client)

Name: The Mayor and Burgesses of the London Borough of Enfield
Address: Civic Centre, Silver Street, Enfield EN1 3XA
Contact: TBC
Tel.: TBC
Email: TBC

1.2.3 Architect/Contract Administrator

Name: London Borough of Enfield
Address: The Edmonton Centre, 36-44 South Mall, Edmonton Green, London N9 0TN
Contact: TBC
Tel.: TBC
Email: TBC

1.2.4 Principal Designer

Name:
Address:
Contact:
Tel.:
Email:

1.2.5 Quantity Surveyor

Name: London Borough of Enfield
Address: The Edmonton Centre, 36-44 South Mall, Edmonton Green, London N9 0TN
Contact: TBC
Tel.: TBC
Email: TBC

1.2.6 Mechanical Engineer

Name: TBC
Address:
Contact:
Tel.:
Email:

1.2.7 Electrical Engineer

Name:
Address:
Contact:
Tel.:
Email:

1.2.8 Clerk of Works

Name: London Borough of Enfield
Address: The Edmonton Centre, 36-44 South Mall, Edmonton Green, London N9 0TN
Contact: TBC
Tel.: TBC
Email: TBC

1.3 THE SITE/EXISTING BUILDING

1.3.1 The Site

Description: The site is various locations within the London Borough of Enfield

1.3.2 Existing Buildings On/Adjacent to the Site

Description: A mixture of communal areas and flats

1.3.3 Existing Utilities and Services

The Contractor to undertake all surveys and apply to all Statutory Authorities to gain/obtain relevant approval prior to commencement of works.

1.3.4 Health and Safety File

Must be available for inspection during normal working hours.

1.3.5 Access to the Site

Description: All addresses are on the public highway or council land

Available Limitations: By arrangement with individual tenants

1.3.6 Parking

Parking of Contractor's vehicles will be subject to Highways Authority Regulations and must be agreed with the council in advance.

1.3.7 Use of the Site

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

1.3.8 Surrounding Land/Building Uses

General: adjacent or nearby buildings will be Residential housing.

1.3.9 Health and Safety Hazards

The nature and condition of the site/building cannot be fully and certainly ascertained in advance. However, a number of common hazards may be present, including but not exclusive to asbestos, slips trips and falls, legionella, and electrical/gas supplies.

The accuracy and sufficiency of this information is not guaranteed by the Employer or the Contract Administrator and the Contractor must ascertain for him/herself any information he may require to ensure the safety of all persons and the Works.

1.3.10 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: Before Tendering, ascertain the nature of the site, access thereto and the supply of labour and materials and all other conditions and restrictions (local or otherwise) likely to affect the execution of the works. No claim resulting from failure to do any of the foregoing will be admitted.

A general site visit may be made without appointment at any time, visits to individual properties to be made by appointment by contacting the Client Representative.

1.4 TENDERING/SUBLETTING/SUPPLY

MAIN CONTRACT TENDERING

1.4.1 Scope

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

1.4.2 Key Performance Indicators

The performance of the Contractor shall be kept under monthly review (format to be agreed Pre-Contract) by the Project Manager and Contract Administrator (CA) by reference to Enfield Council's own KPI's as set out in Appendix B. The Contractor shall use reasonable skill and care to achieve their targets as set out in the KPI's.

The Contractor shall provide to the Contract Administrator such information, in a timely manner. The project team shall consider and seek to agree the measures necessary to remedy any failure to achieve any of the targets set out in the KPI's.

1.4.3 Tendering Procedure

As set out in the Invitation to Tender.

1.4.4 Exclusions

Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered and state the reasons for the inability to tender.

1.4.5 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.

1.4.6 Period of Validity

Six months from tender acceptance

PRICING/SUBMISSION OF DOCUMENTS

1.4.7 Preliminaries in the Specification

The Preliminaries/General Conditions Sections must not be relied on as complying with SMM7.

1.4.8 Priced Documents

Do not alter or qualify the priced documents without written consent. Any tenders containing unauthorised alterations or qualifications may be rejected. Where measurements are not stated these are to be ascertained from site. Costs relating to items which are not priced will be deemed to have been included elsewhere within the tender.

1.4.9 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.

1.4.10 Basket Rates

Rates included within the Tender documents.

1.4.11 Programme

Programme of work: Prepare a summary showing the sequence and timing and submit with the tender.

1.4.12 Design Documents where Contractor's Design Applies

Submit upon request the following in the Contractor's Proposals:

- Fully detailed design drawings as required to meet with Full Building Regulations Approval and Technical information.
- All work sections, e.g. a full specification of products, equipment, plant and methods of construction for each section of the work.

1.4.13 Substitute Products

Enfield Council wishes to pursue a policy of standardised materials, goods, equipment and components used by all Contractors employed in the Works. No substitute products are allowed.

1.4.14 Quality Control Resources

Submit upon request a description of the organisation and resources to control the quality of the Works, including the work of sub-contractors.

1.4.15 Method Statement for Protecting Vulnerable Persons:

Submit upon request the measures to be adopted by the Contractor to ensure that where any members of the workforce may come into contact with children or other vulnerable people, risks are minimised.

1.4.16 Health and Safety Information

Submit upon request a description of the organisation and resources to safeguard the health and safety of operatives, including those of sub-contractors, and of any person whom the Works may affect.

Include:

- A copy of the Contractor's health and safety policy document, including risk assessment procedures
- Accident and sickness records for the past five years
- Records of previous Health and Safety Executive enforcement action
- Records of training and training policy

- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

1.4.17 Outline Construction Phase Health and Safety Plan

Submit upon request:

- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed
- Details of the management structure and responsibilities
- Arrangements for issuing health and safety directions
- Procedures for informing other contractors and employees of health and safety hazards
- Selection procedures for ensuring competency of other contractors, the self-employed and designers
- Procedures for communications between the project team, other contractors and site operatives
- Arrangements for co-operation and co-ordination between contractors
- Procedures for carrying out risk assessments and for managing and controlling the risk
- Emergency procedures including those for fire prevention and escape
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded
- Arrangements for welfare facilities if applicable
- Procedures for ensuring that all persons on site have received relevant health and safety information and training
- Arrangements for consulting with and taking the views of people on site
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements
- Review procedures to obtain feedback.

1.4.18 Site Waste Management Plan

Submit upon request.

Person responsible for developing the Plan: The Contractor.

Content: Include details of:

- Principal Contractor for the purposes of the regulations
- Location on the site
- Description of the project
- Estimated project cost
- Types and quantities of waste that will be generated
- Resource management options for these wastes including proposals for minimization/reuse/recycling
- The use of appropriate and licensed waste management contractors

- Record keeping procedures
- Waste auditing protocols.

SUBLETTING/SUPPLY

1.4.19 Domestic Sub-contracts

Comply with the Construction Industry Board 'Code of Practice for the selection of sub-contractors'.

Submit upon request details of all proposed sub-contractors and the work for which they will be responsible. Any subcontractors appointed subsequent to tender award shall be subject to the approval of the Client.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

1.4.20 The Specification

All Sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/SUB-CONTRACTORS/ SUPPLIERS

1.4.21 Design and Production Information

Master programme: Make reasonable allowance for completing design/production information, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and re-inspection.

Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify within 24hours and do not proceed until written instruction received. Claims for extra cost, if made after it has been carried out, may not be allowed.

Contractor's Design Information
Complete the design and detailing of parts of the Works as specified.

Provide:

- Production information based on the specification and other information.
- Liaison to ensure co-ordination of the work with related building elements and services and indicate how these elements relate to each other. This shall be accompanied by a summary of the design information.

PRODUCTION INFORMATION must be provided by the Contractor(s) 14 working days before any fabrication is programmed, as follows: all designs to be submitted to Contract Administrator for comment and make any necessary amendments.

Submit three copies of final version to Contract Administrator for distribution to all affected parties.

- All site-specific matters/constraints that are known to exist across the site should clearly be indicated so that all measures that may require special consideration to avoid any adverse effects on existing buildings are highlighted.

1.4.22 Maintenance Instructions and Guarantees

Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

Information location: In Building Manual.

Emergency call out services: Provide telephone numbers for use after completion.

Extent of cover: Twenty-four hours weekdays only.

1.5 MANAGEMENT OF THE WORKS

GENERALLY

1.5.1 Pre-Work

Prior to commencement of works within each property the Contractor is to carry out a condition survey which includes photographic evidence of the properties existing condition, schedule of works and budget costs based on tendered rates.

Photographs are to be retained for one year after practical completion to assist in settling disputes should the need arise. The Contractor is responsible for producing design drawings and dealing with Planning and Building Control. This should then be passed to Enfield Council for approval.

1.5.2 Access

The Contractor shall be responsible for arranging access to all properties. This procedure should involve prior notification to the residents as follows:

- 30-day notification letter (unless otherwise instructed by the Employer),
- 2-week notification letter,
- 1-week notification letter,
- 48-hour notification letter or phone call / text.

The letters should be containing a confirmation slip for the resident to sign and return to the Contractor confirming access. Door knocking as necessary. All letters should be approved by the Employer, Employer's RLO and Contract Administrator. If access is denied after the above procedure has been followed the Contractors RLO should contact the Employer's RLO with the relevant details. The Employer's RLO will at that point take over responsibility for arranging access. The Contractor should keep records of all correspondences and make it available to the Contract Administrator and Employers RLO. Should the Contractor fail to gain access to a property and such non access could lead to failure to complete the work within the timescales he should advise the occupant and the Contract Administrator of any unavoidable delays in completing the work and shall provide all correspondences as detailed above and clear information relating to revised completion dates. The Contractor's attention is drawn to the fact that access to every property during the hours stated cannot be guaranteed and the Contractor shall make due allowance for any disruption to work patterns which this may cause.

Contractors are only to contact those residents for which the details have been provided by Enfield for that specific work package.

1.5.3 Supervision

General: The Contractor shall provide adequate staff levels for the supervision and administration of the Works, including sub-contracts.

Co-ordination: Arrange and monitor a programme with each sub-contractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

1.5.4 Contractors Resident Liaison Officer (RLO)

The Contractor shall nominate one competent and suitably experienced, authorised person to take responsibility for liaison with residents. The role will mainly involve:

- Contractors initial introduction letters
- Resident Profiling
- Issuing Resident Information Packs
- Works access notification letters to residents prior to individual works start
- Designing and maintaining the Contractor's Complaint Procedure to be issued and agreed at the Pre-Contract meeting with the Employer RLO and the Contract Administrator
- Liaising with the Employer's resident liaison officer regarding progress, the agreed format of which will be used during site meetings to update the Employer
- Writing and issuing correspondence, in an agreed format, to residents
- The Contractor's liaison officer shall be available during the hours of 9am to 5pm and some out of hours times if necessary
- Note: The Contractor should allow for one designated person to undertake the RLO function.

1.5.5 Contractors Complaints Procedure

The Contractor is to note that all complaints must have an initial response and method of resolution within 2 working days and the Contractor will have a total of 10 working days from receipt to resolve.

1.5.6 Employers Resident Liaison Officer

A Resident Liaison Officer will not be provided by the Employer

1.5.7 Disclosure and Barring Service

Obtain DBS clearances for any members of the workforce who may come in contact with children or other vulnerable people during the course of the works. Submit to the Contract Administrator certification that DBS checks have been made. It is a requirement that the Contractor's permanent representative on site has DBS clearance on commencement of the works.

1.5.8 Council's Servants:

No servant (either full or part time) of the Borough Council shall be employed by the Contractor for cleaning, watching or other purposes in connection with the Works.

1.5.9 Prevention of Corruption:

Refer to contract documents.

1.5.10 Insurance

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

1.5.11 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, and the Insurers.

Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

1.5.12 Ownership

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

1.5.13 Strategic Partnering

Periodically throughout the Contract Term the Contractor may be required to attend strategic partnering meetings with other Contractors

Meet the Contractor Events

Periodically throughout the year the Contractor will be required to attend meet the Contractor events which will involve showcasing themselves to residents of Enfield.

The Contractor will be given a minimum of two weeks' notice to prepare for these events including printing of any necessary materials.

PROGRAMME/PROGRESS

1.5.14 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:

- Work stages or elements of the construction as appropriate for the Works
- Design and production information provided by the Contractor/ Sub-contractors/ Suppliers, including inspection and checking
- Earliest and latest start and finish dates for each activity and identify all critical activities
- Planning and mobilisation by the Contractor
- Running in, adjustment, commissioning and testing all engineering services and installations
- Work resulting from instructions issued in regard to the expenditure of provisional sums
- Work by or on behalf of the Employer and concurrent with the Contract the nature and scope of which, the relationship with proceeding and following work and any relevant limitations, are suitably defined in the Contract Documents.

1.5.15 Building Regulations

The Contractor shall provide all design information reasonably necessary to the Contract Administrator to satisfy the requirements of obtaining Building Regulations approval. The Contractor is to design to comply with, and is to allow for all costs in connection with complying with, all Building Regulations current at time of submission. Prior to commencement of work on site, the Contractor is required to provide full details of his submission under the Building Regulations. The Contractor shall provide notifications sufficiently in advance of the requirement for site inspections to be undertaken by the Local Authority Building Control Officers.

1.5.16 Monitoring

Progress: Record on a copy of the programme kept on site.

Actual progress against predicted progress to be indicated on subsequent updated programmes; to be issued monthly.

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.

On a weekly basis (Friday) the Contractor is required to submit an updated programme to the Contract Administrator showing progress of each site. This is to be provided in MS Project, Asta or similar.

1.5.17 Site Meetings

The Contract Administrator will hold regular site meetings to review progress and other matters arising from the administration of the Contract.

Attend all meetings and inform sub-contractors and suppliers when their presence is required.

Reissue programmes showing changes to the programme and progress on items. Issue report stating which activities are behind programme and how the situation will be remedied.

Issue a Contractors Progress Report (Appendix F) detailing each area of works.

The Contract Administrator will chair the meetings, take and distribute minutes.

1.5.18 Contractor's Progress Report (Appendix F)

General: Submit a progress report at least 3 business days before each site meeting.

The Contractor will be required at the end of each working week to submit a Contractor's Weekly Progress Report in an agreed format. The report shall be given to the Clerk of the Works to enable his/her comments to be added and the report passed to the Contract Administrator by Monday of the following week. Completion and submission of this form is in addition to the Contractor's obligation under the Contract to notify the Contract Administrator of matters likely to cause delay and will not in itself be considered as sufficient for that purpose before the site meeting.

Content: Notwithstanding the Contractor's obligations under the Contract the report must include:

- A progress statement by reference to the master programme for the Works
- Details of any matters materially affecting the regular progress of the Works
- Sub-contractors' and suppliers' progress reports
- Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

1.5.19 Contractor's Site Meetings

General: Hold meetings with appropriate sub-contractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

1.5.20 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): One month

1.5.21 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.

1.5.22 Process Summary

A summary of the process to be used is included as a flow chart at appendix G

CONTROL OF COST

1.5.23 Cashflow Forecast

Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each interim certificate throughout the contract period, based on the programme for the Works.

1.5.24 Proposed Instructions

Estimates: If a proposed instruction requests an estimate of cost, submit without delay.

Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense
- Details of any additional resources required
- Details of any adjustments to be made to the programme for the Works

- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

No works shall proceed until written confirmation of instructions is given by the Employer or their Representative.

1.5.25 Removal/Replacement of Existing Work

Extent and location: Agree before commencement.

Execution: Carry out in ways that minimise the extent of work.

1.5.26 Measurement

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

1.5.27 Valuations

Application by Contractor will be made in accordance with the contract documents

1.5.28 Labour and Equipment Returns

Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.

Records must show:

- 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 sub-contractors.

1.5.29 Occupied Premises

Adjacent housing and retail properties will be occupied. Carry out the work without undue inconvenience, nuisance and without danger to occupants and users. Notification of the works to be issued in writing to neighbouring properties prior to commencement of the works.

1.5.30 Appointments

Should the Contractor make an appointment with a Customer that arrangement must be adhered to. Any delays in meeting must be advised to the Customer in good time.

1.5.31 Introduction

The Contractor must present (whether or not requested) photo identification cards showing operatives and company names. If available, the order ticket relating to the repairs should also be shown as authorisation of the visit.

1.5.32 Appearance

The Contractor must at all times wear clean protective clothing showing the company name.

1.5.33 Vehicles

The Contractor must use only legal, clean and presentable vehicles clearly marked with the Contractor's name. Contractor's vehicles must only be parked or driven on highways or designated parking area. Parking on or driving over greensward is expressly prohibited.

1.5.34 Attitude

The Contractor must be polite and courteous at all times and treat the customer and their property with respect. Contractor must not be rude or over familiar. Contractor must not smoke or play radios etc. whilst in the vicinity of the customers' property.

1.5.35 Protection

The Contractor shall use new clean dust sheets to cover the area of the works and the Customers effects.

1.5.36 Customers Furniture, Fittings and Equipment

Prevent damage to any furniture, fittings or equipment in the property. Move as necessary to enable the works to be executed, cover and protect as necessary and replace in original positions.

1.5.37 Progress

The Contractor must advise the Customer of intended completion date/time and advise of any matters causing delays.

1.5.38 Cleaning

The Contractor shall keep clean the work area and is to clean up at the end of each working day including all debris, rubbish, packaging, waste etc. cleared from site.

1.5.39 Special Care

The Contractor shall take special care in properties where there are children, disabled, elderly or other vulnerable Customers.

1.5.40 Electricity

The Contractor shall not use the Customer's electricity for power tools.

1.6 QUALITY STANDARDS/CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

1.6.1 Incomplete Documentation

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.

1.6.2 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.

SAMPLES/APPROVALS

1.6.3 Resident Choice

NA

SUPERVISION/INSPECTION/DEFECTIVE WORK

1.6.4 Supervision

General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

Replacement: Give maximum possible notice before changing person in charge or site agent.

1.6.5 Overtime Working

No overtime shall be undertaken without express prior permission of the Employer or their Representative.

Notice: prior to overtime being worked, submit details of times, types and locations of work to be done. Minimum period of notice: One week

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.

1.6.6 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.

1.6.7 Proposals for Rectifications of 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.

1.6.8 Measures to Establish Acceptability

General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

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

1.6.9 Quality Control

Procedures: Establish and maintain to ensure that the Works, including the work of sub-contractors, comply with specified requirements.

Records: Maintain full records, keep copies on site for inspection, and submit copies on request.

Content of records:

- Identification of the element, item, batch or lot including location in the Works
- Nature and dates of inspections, tests and approvals
- Nature and extent of nonconforming work found
- Details of corrective action.

WORK AT OR AFTER COMPLETION

1.6.10 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. 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, drawers, ironmongery, appliances, valves and controls.

1.6.11 Making Good Defects

Remedial work: Arrange access with Contract Administrator

Rectification: Give reasonable notice for access to the various parts of the Works.

Completion: Notify when remedial works have been completed.

1.6.12 Response Times for Defects

Priority E – High risk emergency – respond the same day and within four hours. Any dangerous situation that needs to be contained and which is liable to cause serious damage to people or property, for example, flooding, structural damage, or no access to home.

Priority A – Medium risk urgent – complete the work within one working day. For a fault causing serious inconvenience or stress to residents or where if allowed to continue will be detrimental to the property, for example, loss of communal lighting, no water supply, the only toilet blocked, leaking or not flushing.

Priority B – Low risk urgent – complete the work within three working days. This is for work where there is a low risk and where the situation is causing inconvenience, for example, blocked sink, bath or basin, no water supply to one appliance, rotten floorboards or stair tread.

Priority C – Low risk routine – complete the work within seven working days. This is for work where the repair does not cause immediate inconvenience or is a danger to occupants or the public, for example, reglazing boarded windows, loose (but not dangerous) tiles.

1.7 SECURITY/SAFETY/PROTECTION

SECURITY, HEALTH AND SAFETY

1.7.1 Preconstruction Information

Location: Integral with the project Preliminaries, including but not restricted to the following Sections:

- Description of project
- Employer's consideration and management requirements
- Environment restrictions and on-site risks
- Significant design and construction hazards
- The Health and Safety File

1.7.2 Construction Phase Health and Safety Plan

The Outline Construction Phase Health and Safety Plan (developed from the augmented Pre-construction Information) must be submitted upon request. The Construction phase health and safety plan, developed from the Outline Construction Phase Health and Safety Plan must be submitted to the Contract Administrator and Principal Designer not less than 4 weeks before the proposed date for start of construction work. The Construction phase health and safety plan must include all the required information.

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 2015.

Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, and the Pre-Tender Health and Safety Plan/Preconstruction information.

1.7.3 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 unauthorised access to the site and vehicles, the Works and adjoining property.

Special requirements: Where risks are known to exist, these are included in the Pre-construction information.

No additional financial cost will be entertained by Enfield Council in relation to security matters within the Contract as stated above.

1.7.4 Stability

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

Design loads: Obtain details, support as necessary and prevent overloading.

1.7.5 Employer's Representatives Site Visits

Safety: Submit details in advance, to the Employer of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

1.7.6 Working Precautions/Restrictions

Hazardous areas: Operatives must take precautions as follows:

- Work area: Refer to Construction Phase Health and Safety Plan
- Precautions: Refer to Construction Phase Health and Safety Plan
- Permit to work: Operatives must comply with procedures in the following areas:
    - Work area: Refer to Construction Phase Health and Safety Plan
    - Procedures: Refer to Construction Phase Health and Safety Plan

PROTECT AGAINST THE FOLLOWING

1.7.7 Noise Consent by Local Authority

Consent: Granted by the Local Authority under Part III of the Control of Pollution Act relating to the Works providing the following conditions are met:

Comply generally with the recommendations of BS 5228: Part 1, Clause 9.3 for minimising noise levels during the execution of the works. Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. Do not use or permit employees to use radios or other audio equipment.

1.7.8 Noise Control

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

Noise levels from the Works: Maximum level: 90 dB(A) when measured from the Estate Boundaries.

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:

- Pneumatic drills and other noisy appliances without consent before 9am and after 5pm.
- Radios or other audio equipment or permit employees to use.

1.7.9 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 the appropriate Authorities and provide relevant information.

1.7.10 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 not roads.

1.7.11 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.

In the case of asbestos, the Contract Administrator shall arrange any necessary sampling and analysis before undertaking any work affecting the suspect material. The Principal/Main Contractor shall be responsible for giving any necessary prior notice to the Health & Safety Executive under the Asbestos Regulations, (latest edition); simultaneously, a copy of the notice must be provided to the Contract Administrator and LBE Asbestos Unit. In addition, should there be any subsequent change to the proposed start date for asbestos removal, a minimum 5 working days' notice must be provided to the Contract Administrator and LBE Asbestos Unit.

The removal of asbestos based materials shall be carried out by an approved and licensed asbestos removal contractor.

Should material suspected to contain or known to contain asbestos be accidentally disturbed, damaged, etc. the area is to be vacated immediately and secured out of bounds to all. The Contract Administrator must be notified immediately to enable testing, clean up to be undertaken and any revised scope of works agreed.

Note the Asbestos Register is indicative of Asbestos presence but is not an exhaustive record and the Contractor is to exercise caution, particularly when opening up voids and concealed areas.

Any works carried out (not necessarily removal, it could be encapsulation or other works affecting existing asbestos materials) must be recorded by completion of an ASB 15 Form. The Contract Administrator will provide the Principal Contractor with an ASB 15 form for completion and return to the Contract Administrator. It is essential that the Contract Administrator (or LBE officer if the Contract Administrator is a consultant) check the content of the forms; this is both to ensure the work has been completed satisfactorily and that the information on the forms is consistent with that on the LBE Asbestos Register/Asset Management System.

1.7.12 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.

1.7.13 Antiquities

Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.

Preservation: Keep objects in the exact position and condition in which they were found.

Special requirements: TBC

1.7.14 Fire Prevention

Duty: Prevent personal injury or death, and damage to the Works or other property from fire.

Standard: Comply with 'Fire Safety in Construction', HSE document.

1.7.15 Smoking and burning on Site

Smoking and burning on site: Not permitted.

1.7.16 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.

1.7.17 Infected Timber/Contaminated Materials

Removal: Where instructed to remove material affected by fungal/insect attack from the building, minimise 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.

1.7.18 Waste

Includes: Rubbish, debris, spoil, containers and surplus material.

Minimise: Keep the site and Works clean and tidy.

Remove: Frequently and dispose of offsite 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.

Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.

Waste transfer documentation: Retain on site.

1.7.19 Laser Equipment

Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.

Ensure laser beam is not set at eye level and is terminated at the end of its useful path. Do not use without approval and subject to submission of a method statement on its safe use.

1.7.20 Power Actuated Fixing Systems

Use: Not permitted.

1.7.21 Existing Work

Protection: Prevent damage to existing work, structures or other property during the course of the work.

1.7.22 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.

1.7.23 Existing Furniture, Fittings and Equipment

Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.

Extent: Before work in each room starts the Contractor will remove, set aside and cover all furniture as necessary.

1.7.24 Especially Valuable/Vulnerable Items

Protection: Ensure provision and maintenance of special protective measures to prevent damage.

1.7.25 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.

1.8 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING

1.8.1 Scope

General: the limitations described in this Section are supplementary to limitations described or implicit in information given in other Sections or on the drawings.

1.8.2 Method/Sequence of Work

Specific Limitations: Include the following in the programme:

Installation works to each element must be completed in their entirety and be free of all defects and snagging items before offering up and moving onto new works.

The Contractor is to be aware that parking is restricted within the estate / roads(s).

The Employer's Clerk of Works will visit site every day to inspect works in progress to ensure quality standards are met and maintained. The Clerk of Works will inspect each stage of work as directed by the Site Manager/Foreman. If the work stage is found to be acceptable then the Contractor can proceed to the next stage. The Employer bears no responsibility for delays caused by the Contractor's non-conformance to notify the Clerk of Works of completed stages. Attendance on site by the Clerk of Works can be made within three hours of notification.

1.8.3 Use or Disposal of Materials

Refer to Pre-Tender Health and Safety Plan for removal of asbestos and contaminated materials. No mechanical crushing or processing of waste materials on site.

1.8.4 Working Hours

Specific limitations: 9am - 5.30pm Monday to Friday. Note that noisy working should not commence until after 9am and should be completed by 5pm.

Overtime working or weekend working is not permitted unless prior written agreement has been obtained from the Contract Administrator.

1.8.5 Completion in Sections or in Parts

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.

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.

1.8.6 The Health and Safety File

Responsibility: The Contractor.

Content: Obtain and provide the following information:

- a brief description of the work carried out;
- any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services, etc.);
- key structural principles and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.);
- information regarding the removal or dismantling of installed plant and equipment;
- health and safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
- information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc.).

Format: CD x 2 copies

Delivery to: Principal Designer By: one week prior to Practical Completion.

1.9 RESIDENT CARE

1.9.1 Generally

When visiting a resident's property, the Contractor must explain to the resident what they are going to do, how long it will take and what disruption there will be.

1.9.2 Vulnerable Residents

The Client will highlight to the Contractor orders where there may be vulnerable residents. The Contractor will monitor the progress of these orders to completion by undertaking the following:

- Where there is no access the Contractor will make contact with the resident or their representative and arrange a new appointment. These orders are not to be cancelled where there is no access
- The Contractor's Resident Liaison Officer will visit jointly with operatives where required
- Adhere to the Client's safeguarding policy

- Ensure that all communications that are made with vulnerable residents take account of the requirement to communicate in a particular way.

1.9.3 Equality and Diversity

The Contractor and their supply chain will:

- Have appropriate equality and diversity arrangements in place
- Provide copies of their equality and diversity documentation
- Sign up to and comply with the Client's equality and diversity policy and arrangements.

The Contractor will be required to demonstrate their good practice and commitment to and promotion of equal opportunities throughout the term of the contract, including, but not limited to involvement in community events and attendance at the Client's specific training where required.

The Client will not tolerate any discriminatory behaviour by the Contractor or their operatives, agents or sub-contractors.

1.10 SOCIAL VALUE

1.10.1 Objectives

The Client has an important role in addition to providing good quality homes and services. This role can extend to shaping places and communities, providing opportunities to address disadvantage, enhancing our environment and improving the health and wellbeing of residents.

The Service Provider will work closely with the Client to deliver their social value objectives.