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**A10 PROJECT PARTICULARS**

 110 THE PROJECT

 • Name: Project Admiral

 • Nature: External refurbishment, including thermal insulation, cladding, windows, works to the balconies and re-roofing, together with internal works including heating and hot water improvements and fire precaution works.

 • Location: **Nelson Court, Drake Court, Grenville Court and Rodney Court**

Nelson Court, 9 Lagland Street, POOLE, BH15 1RT

Drake Court, 1 Lagland Street, Poole BH15 1RP

Grenville Court Grenville Court, South Road, POOLE, BH15 1PZ

Rodney Court Whatleigh Close, Poole, Dorset, BH15 1RL

 • Length of contract: 36 months

 120 EMPLOYER (CLIENT)

 • Name: Poole Housing Partnership Ltd (Borough of Poole)

 • Address: Beech House, 28-30 Wimborne Road, POOLE, BH15 2BU.

 • Contact: Client Project Manager - David J Hood

 • Telephone: 01202 264461

 • E-mail: d.hood@poole.gov.uk

 130 PRINCIPAL CONTRACTOR (CDM)

 • Name: TBC.

 • Address: TBC.

 • Contact: TBC.

 • Telephone: TBC.

 • E-mail: TBC.

 140 CONTRACT ADMINISTRATOR

 • Name: Arcus Consulting LLP.

 • Address: 10-11 Heathfield Terrace, Chiswick, London W4 4JE.

 • Contact: Andrew Greenwood

 • Telephone: 0208-742-2512

 • E-mail: a.greenwood@arcus.co.uk

 150 PRINCIPAL DESIGNER (CDM)

 • Name: Arcus Consulting LLP.

 • Address: 10-11 Heathfield Terrace, Chiswick, London W4 4JE

 • Contact: David Handforth

 • Telephone: 0208-742-2512

 • E-mail: d.handforth@arcus.co.uk

155 DESIGNER

 • Name: Arcus Consulting LLP.

 • Address: 320 Cobalt Business Exchange, Cobalt Park Way, Newcastle upon Tyne, NE28 9NZ.

 • Contact: Bobby Chakravarthy

 • Telephone: 0845 671 8571

 • E-mail: b.chakravarthy@arcus.uk.com

150 STRUCTURAL ENGINEER

• Name: Curtins.

 • Address: 6 The Ropewalk, Nottingham NG1 5DW

 • Contact: John Healey

 • Telephone: 0115 941 5551

 • E-mail: john.healey@curtins.com

 160 QUANTITY SURVEYOR

 • Name: Arcus Consulting LLP.

 • Address: 10-11 Heathfield Terrace, Chiswick, London W4 4JE

 • Contact: Loice Mhuru.

 • Telephone: 0208-742-2512.

 • E-mail: l.mhuru@arcus.uk.com.

**A11 TENDER AND CONTRACT DOCUMENTS**

 110 TENDER DRAWINGS

 • The tender drawings are as listed on drawing schedule included within Appendix A of this preliminaries document

120 CONTRACT DRAWINGS

 • The Contract Drawings: The same as the tender drawings and the accepted Design/Construction drawings produced by the contractor for the cladding as part of the contractors design requirement

 160 PRECONSTRUCTION INFORMATION

 • Format: The Preconstruction information is described in these preliminaries at Section A34.

 It refers to information given elsewhere including Appendix D of these preliminaries and other tender documents.

 180 OTHER DOCUMENTS

 • Inspection: Drawings and other documents relating to the Contract but not included in the

 tender documents may be seen by appointment during normal office hours at the office of

 the Employer.

 • The documents include: Building Manuals.

**A12 THE SITE/ EXISTING BUILDINGS**

 110 THE SITE

 • Description: Situated within Poole town centre are four, eleven storey tower blocks which for this project are known as the Project Admiral Tower blocks and comprise:- Nelson Court, Drake Court, Grenville Court and Rodney Court

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

 • Description: Buildings are generally housing and the sites located within predominantly residential areas. The blocks are a concrete frame construction with external walls of wimpy no-fines and traditional brickwork. They are now in need of major external refurbishment, including thermal insulation, cladding, windows, works to the balconies and re-roofing, together with some internal works associated with the heating and hot water system and fire precaution works.

 140 EXISTING UTILITIES AND SERVICES

 • Drawings: None.

 • Other information: None.

 180 HEALTH AND SAFETY FILE

 • Availability for inspection: The Health and Safety File for the site/ building is not available.

 • Other documents: None.

 • Arrangements for inspection: N/A.

 200 ACCESS TO THE SITE

 • Description: Access to the site is restricted and during the tender period is only allowed through prior appointment with Poole Housing Partnership

 • Limitations: The Contractor is to familiarise themselves with fully by visiting and inspecting the site thoroughly during the tender period.

 210 PARKING

 • Restrictions on parking of the Contractor's and employees' vehicles: No parking on the site will be permitted. Additionally the Contractor is to be mindful of parking provided for local residents and ensure that any operatives vehicles involved with the works do not inconvenience the local residents or the community.

 220 USE OF THE SITE

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

 • Limitations: All materials and waste associated with the site must be contained within the designated site compound areas or delivered only as and when required and waste removed as it arises to ensure no inconvenience is caused to the local residents and community.

 230 SURROUNDING LAND/ BUILDING USES

 • General: Adjacent or nearby uses or activities are as follows:

 - Generally residential dwellings.

 – some small commercial / industrial premises

230 SURROUNDING LAND/ BUILDING USES

• If in order to gain access to the site the contractor may carry out works to various trees as detailed on the tree schedule. Where the contractor wishes to carry out additional or different works the contractor may submit a proposal. Any such proposal will need the approval of the Borough of Poole’s Senior Arboriculture Officer”

 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.

 - Properties to remain occupied for the duration of the works

 • 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.

 • Site staff: Draw to the attention of all personnel working on the site the nature of any

 possible contamination and the need to take appropriate precautionary measures.

 250 SITE VISIT

 • 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: Contact the Client as at A10/120.

**A13 DESCRIPTION OF THE WORK**

120 THE WORKS

 • Description:

 Project Admiral’s task is to carry out an external refurbishment of these blocks and to overcome some poor construction details. This will ensure that these blocks remain structurally sound and fit for purpose for the next 30 years. The works are to include;

• Localised asbestos removal works

• Associated strip out works

• New insulated roof covering

• Insulated cladding system to external walls

• Replacement windows and external doors

• Works to automatic smoke ventilation system

• Alteration and extension of existing access control system

• Construction of new main entrance lobby structures

• Replacement electric heating system

**A14 CONTRACTORS DESIGN**

120 THE WORKS

 • Description:

 Description required

**A20 CONTRACT**

 • The Contract: **JCT Intermediate Building Contract with Contractor's Design 2016 Edition**

 **For full Contract terms and conditions refer to Appendix B - Specific Contract Conditions and Particulars included within this document.**

**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 2 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 120 days from the tender return date.**

 • Date for possession/ commencement: See section A20.

 **PRICING/ SUBMISSION OF DOCUMENTS**

 210 PRELIMINARIES IN THE SPECIFICATION

 • Measurement rules: Preliminaries/ General Conditions must not be relied on as having

 been prepared in accordance with RICS NRM.

 220 PRICING OF PRELIMINARIES

 • Abbreviations: The following have been used:

 - F = Fixed charge item.

 - TR = Time related charge item.

 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.

 • Submit: With tender.

 300 QUANTITIES IN THE PRICED DOCUMENT

 • Quantities: Where included in the priced document, these have been prepared in

 accordance with SMM7/ NRM2 only where and to the extent stated.

 • Other items, descriptions and measurements not prepared in accordance with SMM7/

 NRM2: Must be priced taking account of the information given elsewhere in the tender

 documents, including for all associated and ancillary work shown or clearly apparent as

 being necessary for the complete and proper execution of the work.

 310 TENDER

 • 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.

 360 PRICED ACTIVITY SCHEDULE

 • Submit: With tender.

 440 SCHEDULE OF RATES

 • Schedule of rates (unpriced): Included with the tender documents. The Contractor may

 insert additional items.

 • Fully priced copy: Submit with the tender documents.

 480 PROGRAMME

 • Programme of work: Prepare a summary showing the sequence and timing of the principal

 parts of the Works and periods for planning and design. Itemize any work which is

 excluded.

 • Submit: With tender.

 490 INFORMATION RELEASE SCHEDULE

 • Compatibility with programme: At the same time as submitting the proposed programme or

 summary, confirm that it is compatible with the Information Release Schedule.

 • Alternative proposals: If any part of the programme is not compatible with the Schedule

 submit alternative proposals and reasons for varying the times for release of information.

 500 TENDER STAGE METHOD STATEMENTS

 • Method statements: Prepare, describing how and when the following is to be carried out:

 - A) How the contractor intends to manage and resource the works and access to the each Section during the school summer holiday period up to 2 Sept 2016

 - B) How the contractor intends to manage, resource and maintain adequate health and safety safeguards and educational operational functionality to the school if works are still required after 2 Sept 2016

 - C) How the contractor intends to manage and resource the necessary welfare facilities,

 plant, materials and waste provision throughout the works as a whole and for each Section.

 • Statements: Submit with the tender.

 510 ALTERNATIVE METHOD TENDERS

 • General: In addition to and at the same time as tendering for the Works as defined in the

 tender documents, alternative methods of construction/ installation may be submitted for

 consideration. Alternatives, which would involve significant changes to other work, may not

 be considered.

 • Alternative tenders: Such alternatives will be deemed to be alternative tenders and each

 must include a complete and precise statement of the effects on cost and programme.

 • Safety method statement: Carry out a health and safety risk assessment for each

 alternative and where appropriate provide a safety method statement suitable for

 incorporation in the Health and Safety Plan.

 • Full technical data: Submit for each alternative together with details of any consequential

 amendments to the design and/ or construction of other parts of the Works.

 • Submit: With tender.

 520 DESIGN DOCUMENTS

 • Scope: Include the following in the Contractor's Proposals:

 - Design drawings: Contractor to provide full drawings showing all framing, fixings and materials

 - Technical information: TBC.

 • Submit: With tender.

530 SUBSTITUTE PRODUCTS

 • Details: If products of different manufacture to those specified are proposed, submit details

 with the tender giving reasons for each proposed substitution. Substitutions, which have

 not been notified at tender stage, may not be considered.

 • Compliance: Substitutions accepted will be subject to the verification requirements of

 clause A31/200.

 540 QUALITY CONTROL RESOURCES

 • Statement: Describe the organisation and resources to control the quality of the Works,

 including the work of subcontractors.

 • QA staff: Identify in the statement the number and type of staff responsible for quality

 control, with details of their qualifications and duties.

 • Submit: With the Tender.

 550 HEALTH AND SAFETY INFORMATION

 • Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, 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.

 • Submit: With the Tender.

 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

 • Content: Submit the following information within one week of 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 cooperation and coordination between contractors.

- Procedures for carrying out risk assessment 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.

- 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.

 590 SITE WASTE MANAGEMENT PLAN

 • The **Contractor will be required to develop a site waste management plan** which focuses on minimising waste and maximising reuse and recycling

 • Content: Include details of:

 - Principal Contractor for the purposes of the plan

 - Location of 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.

 • Additional requirements: None.

 • Submit with tender.

 599 FREEDOM OF INFORMATION

 • Records: Retain, make available for inspection and supply on request information

 reasonably required to allow response to requests made under the provisions of the

 Freedom of Information Act.

 • Determination: Submit requests received. Do not supply information to anyone other than

 the project participants without express written permission.

 • Confidentiality: Maintain at all times.

 **SUBLETTING/ SUPPLY**

 630 DOMESTIC SUBCONTRACTS

 • General: Comply with the Construction Industry Board 'Code of Practice for the selection of

 subcontractors'.

 • List: Provide details of all subcontractors and the work for which they will be responsible.

 • Submit: With tender.

 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.

 **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 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.

 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 manufacturers

 technical literature current on the date of the invitation to tender.

 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.

 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 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 is 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.

 **DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**

 510 DESIGN AND PRODUCTION INFORMATION

 • Master programme: Make reasonable allowance for completing design/ production

 information, submission (including information relevant to the CDM Regulations), comment,

 inspection, amendment, resubmission and re-inspection.

 • Design/ production information: Submit two copies, one could be returned with comments

 and this will be deemed to be a direction, notice or instruction under the Contract. Ensure

 that any necessary amendments are made without delay and resubmit unless it is

 confirmed that it is not required.

 • Contractor's changes to Employer's Requirements: Support request for substitution or

 variation with all relevant information.

 • Employer's amendments to Employer's Requirements: If considered to involve a variation,

 which has not already been acknowledged as a variation, notify without delay (maximum

 period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it

 has been carried out, may not be allowed.

 • Final version of design/ production information: Submit two copies.

 550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION

 • General: Certain Subcontractors are/ will be required to provide design/ production

 information during the contract as described in the Conditions of Contract, clause 3.7.

 • Master programme: Make reasonable allowance, based on information in section A30, for

 completing design/ production information, checking, submission (including information

 relevant to the CDM Regulations), comment, inspection, amendment, resubmission and

 re-inspection.

 • Information from Subcontractors:

 - Obtain in time to meet the programme and in accordance with NAM/T where applicable.

 - Check dimensions are correct, account is taken of all related work, and construction is

 practicable. Note any comments on one copy of the design/ production information, then

 submit with the required number of additional unmarked copies. Such checking will not

 relieve the CA or the Subcontractors of their respective responsibilities for design, co-

 ordination and documentation.

 • Inspection and comments: One copy will be marked and returned to Contractor. This will

 not relieve the Subcontractors of their responsibility for design and documentation. Ensure

 that any necessary amendments are made without delay and resubmit unless it is

 confirmed that it is not required.

 • Final version of information: Distribute copies to all affected Subcontractors and others and

 keep one copy on site.

 • Submit two copies.

 600 CONTRACTOR'S DESIGN INFORMATION

 • General: Complete the design and detailing of parts of the Works as specified.

 • Provide:

 - 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 (including information relevant to the CDM Regulations), comment,

 inspection, amendment, resubmission and re-inspection.

 • Information required: Please refer to the Specification in Part2 of these tender documents.

 - Format: electronic and hard copy.

 - Number of copies: 2.

 • Submit: Within two weeks of request.

 610 PRODUCTION INFORMATION

 • Contractor/ Domestic subcontractor provide: Please refer to the Specification in Part2 of

 these tender documents.

 • Submit:

 - For comment and make any necessary amendments.

 - Sufficient copies of final version for distribution to all affected parties.

 620 AS BUILT DRAWINGS AND INFORMATION

 • Contractor designed work: Provide drawings/ information:

 - Please refer to the Specification in Part 2 of these tender documents.

 • Submit: 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.

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

 of cover: twenty four hours seven days a week.

 650 ENERGY RATING CALCULATION

 • Calculation documentation:

 - Number of copies: 2.

 - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building

 Manual.

 **DOCUMENT/ DATA INTERCHANGE**

 850 ELECTRONIC DATA INTERCHANGE (EDI)

 • Data: Types and classes of communication: Correspondence and technical design

 information.

 • Parties: Between: All parties necessary to facilitate successful completion of the contract.

 • Requirements: Information is to be supplied in pdf format and editable format too where

 collaborative design work is required.

 **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.

 115 CONSIDERATE CONSTRUCTORS SCHEME

 • Registration: Before starting work, register the site and pay the appropriate fee:

 • Contact:

 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware,

 Hertfordshire, SG12 0YX.

 - Tel. 01920 485959.

 - Fax. 01920 485958.

 - Free phone 0800 7831423

 - Web. www.ccscheme.org.uk

 - E mail. enquiries@ccscheme.org.uk

 • Standard: Comply with the Scheme's Code of Considerate Practice.

 - Minimum compliance level: Compliance.

 118 FREIGHT VEHICLE SAFETY REQUIREMENTS

 • Vehicle equipment: Ensure that all freight vehicles have the following:

 - Audible alert to other road users to the planned movement of the vehicle when the

 vehicle's indicators are in operation.

 - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing

 the vehicle on the inside.

 - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.

 - Side under run guards.

 • Driver training:

 - Drivers must be trained on vulnerable road user safety through an approved course and

 hold a current valid Certificate of Competence.

 - Drivers must have a valid driving licence and be legally able to drive the vehicle.

 • Registration Scheme membership: Submit evidence of registration with and accreditation

 to the Freight Operator Registration Scheme (FORS)

 • Level of accreditation: Bronze.

 • Submittal date: Before commencement of operations on site.

 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.

 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.

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

 140 CLIMATIC CONDITIONS

 • Information: Record accurately and retain:

 - Daily maximum and minimum air temperatures (including overnight).

 - 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.

 **PROGRAMME/ PROGRESS**

 210 PROGRAMME

 • Master programme: When requested and before starting work on site, submit in an

 approved form a master programme for the Works, which must include details of:

 - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).

 - Planning and mobilization by the Contractor.

 - Earliest and latest start and finish dates for each activity and identification of all critical activities.

 - Running in, adjustment, commissioning and testing of all engineering services and installations

 - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)

 - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.

 • Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.

 • Submit: two copies.

 230 SUBMISSION OF PROGRAMME

 • Further information: Submission of the programme will not relieve the Contractor of the

 responsibility to advise of the need for further drawings or details or instructions in

 accordance with the Contract.

 240 COMMENCEMENT OF WORK

 • Notice: Before the proposed date for commencement of work on site give minimum notice

 of two 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.

 • Key Performance Indicators:

 - Details:

 A) Client satisfaction levels

 B) Completion of work Sections against target dates given

 C) Number of issues arising from defective installation works.

 - Record progress against each of the KPIs. If performance against KPI falls short of

 target, submit proposals for remediation.

 260 SITE MEETINGS

 • General: Site meetings will be held to review progress and other matters arising from

 administration of the Contract.

 • Frequency: Every two weeks.

 • Location: On site.

 • Accommodation: Ensure availability at the time of such meetings.

 • Attendees: Attend meetings and inform subcontractors and suppliers when their presence

 is required.

 • Chairperson (who will also take and distribute minutes): Contract Administrator.

 265 CONTRACTOR'S PROGRESS REPORT

 • General: Submit a progress report at least two days 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.

 - Subcontractors' and suppliers' progress reports.

 - Any requirements for further drawings or details or instructions to fulfil any obligations

 under the Conditions of Contract.

 270 CONTRACTOR'S SITE MEETINGS

 • General: Hold meetings with appropriate subcontractors and suppliers shortly before main

 site meetings to facilitate accurate reporting of progress.

 280 PHOTOGRAPHS

 • Number of locations: To all working areas clearly showing progress from commencement

 to completion.

 • Frequency of intervals: Weekly.

 • Image format: Digital JPEG.

 • Number of images from each location: 1.

 • Other requirements: None

 285 PARTIAL POSSESSION BY EMPLOYER

 • Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other

 associated facilities are also complete.

 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): Two days.

 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**

 410 CASH FLOW 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. Base on

 the programme for the Works.

 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.

 • 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.

 440 MEASUREMENT

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

 450 DAYWORK VOUCHERS

 • Before commencing work: Give reasonable notice to person countersigning daywork vouchers.

 • Content: Before delivery each voucher must be:

 - Referenced to the instruction under which the work is authorised.

 - Signed by the Contractor's person in charge as evidence that the operatives' names, the

 time daily spent by each and the equipment and products employed are correct.

 • Submit: By the end of the week in which the work has been executed.

 470 PRODUCTS NOT INCORPORATED INTO THE WORKS

 • Ownership: At the time of each valuation, supply details of those products not incorporated

 into the Works which are subject to any reservation of title inconsistent with passing of

 property as required by the Conditions of Contract, together with their respective values.

 • Evidence: When requested, provide evidence of freedom of reservation of title.

 475 LISTED PRODUCTS STORED OFF SITE

 • Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the

 Contractor.

 • Include for products purchased from a supplier:

- A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.

• Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:

 - Copies of the subcontract with the subcontractor and a written statement from the

 subcontractor that any conditions relating to the passing of property have been fulfilled.

 480 LABOUR AND EQUIPMENT RETURNS

 • 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 subcontractors.

 - The number, type and capacity of all mechanical, electrical and power-operated

 equipment employed in connection with the Works or Services

**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.

 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: Not defective, 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.

 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.

 180 WATER FOR THE WORKS

 • Mains supply: Clean and uncontaminated.

 • Other: Do not use until:

 - Evidence of suitability is provided.

 - Tested to BS EN 1008 if instructed.

 **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.

 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.

 230 APPROVAL OF EXECUTION

 • Submissions, samples, inspections and tests: Undertake or arrange to suit the Works

 programme.

 • Approval: Relates to the stated characteristics of the sample. (If approval of the finished

 work as a whole is required this is specified separately). Do not conceal, or proceed with

 affected work until compliance with requirements is confirmed.

 • 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.

 • Location: Detailed on drawings Please refer to the Specification of the tender

 documents.

 350 LEVELS OF STRUCTURAL FLOORS

 • Maximum tolerances for designed levels to be:

 - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in

 adhesive: +/- 10 mm.

 - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/-

 10 mm.

 - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.

 - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat

 (s): +/- 15 mm.

 - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.

 - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

 360 RECORD DRAWINGS

 • Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks

 and profiles. Retain on site throughout the contract and hand over on completion.

 **SERVICES GENERALLY**

 410 SERVICES REGULATIONS

 • 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.

 430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

 • On completion of the work: Submit (copy where also required to the Water Undertaker) a

 certificate including:

 - The address of the premises.

 - A brief description of the new installation and/ or work carried out to an existing

 installation.

 - The Contractor's name and address.

 - A statement that the installation complies with the relevant Water Regulations or

 Byelaws.

 - The name and signature of the individual responsible for checking compliance.

 The date on which the installation was checked.

 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: Health and Safety File.

 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**

 510 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.

 520 COORDINATION OF ENGINEERING SERVICES

 • Suitability: Site organisation staff must include one or more persons with appropriate

 knowledge and experience of mechanical and electrical engineering services to ensure

 compatibility between engineering and the Works generally.

 • Evidence: Submit when requested CVs or other documentary evidence relating to the staff

 concerned.

 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: two days.

 • 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.

 550 ACCESS FOR INSPECTION

 • Removal: Before removing scaffolding or other facilities for access, give notice of not less

 than one week.

 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 has

 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.

 • Submit: Before completion of the Works.

 • Copy: To be lodged in the Building Manual.

610 PROPOSALS FOR RECTIFICATION 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.

 620 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.

 630 QUALITY CONTROL

 • Procedures: Establish and maintain to ensure that the Works, including the work of

 subcontractors, 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**

 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 Contract Administrator.

 • 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**

 110 PRECONSTRUCTION INFORMATION

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

 sections:

 - Description of project: Sections A10 and A11.

 - Client's consideration and management requirements: Sections A12, A13 and A36.

 - Environmental restrictions and on-site risks: Section A12, A35 and A34.

 - Significant design and construction hazards: Section A34.

 The Health and Safety File: Section A37.

 120 EXECUTION HAZARDS

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

 • Significant hazards: The design of the project includes the following:

 - Hazard: The users of the school are children and hence extra vigilance and safety procedures are required to maintain separation between the works ares including storage and waste relating to the works.

 - Precautions assumed: The use of suitably high and robust barriers systems including solid high Heras fencing where appropriate.

 - Specification reference: NA

 - Drawing reference: NA.

 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.

 • Significant hazards: Specified construction materials include the following:

 - Hazard: Please refer to the tender documents.

 - Material: Please refer to the tender documents.

 - Specification reference: Please refer to the tender documents.

 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

 • Submission: Present to the Employer/ Client no later than Not later than two weeks before

 commencement of work on site.

 • 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.

 • Content: Develop the plan from and draw on the Outline Construction Phase Health and

 Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction

 information.

 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.

 • Special requirements: Any manoeuvrable plant and machinery is to disabled in such a way

 to prevent unauthorised use during non-working hours.

 160 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.

 170 OCCUPIED PREMISES

 • Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Should the Works be ongoing after 2 September 2016 then the school will be fully operational and in which case additional suitable health and safety processes and procedures shall be implemented to main separation between pupils/staff and the works area.

 • Works: Carry out without undue inconvenience and nuisance and without danger to

 Occupants, users and general public.

 • Overtime: If compliance with this clause requires certain operations to be carried out during

 overtime, and such overtime is not required for any other reason, the extra cost will be

 allowed, provided that such overtime is authorized in advance.

 180 ACCESS CONTROL

 • Controlled areas: All the school building accessed during the course of carrying out the

 works.

 • Control type: Key and access code control KMS Key Fob

 • Authorised persons: Submit a list of the names of all persons requiring access together

 with any other related information reasonably required.

 • Return of credentials: When requested or on completion of the work to which the controlled

 area relates.

 190 OCCUPIER'S RULES AND REGULATIONS

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

 • Copies:

 - Location: Attached at appendix to tender documents.

 200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

 • Restrictions on use:

 - None. The use of radio’s in communal areas and on scaffold etc is NOT permitted.

 210 EMPLOYER'S REPRESENTATIVES SITE VISITS

 • Safety: Submit details in advance, to the Employer or the person identified in clause

 A10/140, of safety provisions and procedures (including those relating to materials, which

 may be deleterious), which will require their compliance when visiting the site.

 • Protective clothing and/ or equipment: Provide and maintain on site for the Employer and

 the person stated in clause A10/140 and other visitors to the site.

 220 WORKING PRECAUTIONS/ RESTRICTIONS

 • Hazardous areas: Operatives must take precautions as follows:

 - Work area: Please refer to specification at Part 2 within these tender documents.

 - Precautions: Please refer to specification at Part 2 within these tender documents.

 • Permit to work: Operatives must comply with procedures in the following areas:

 - Work area: Please refer to specification at Part 2 within these tender documents.

 Procedures: Please refer to specification at Part 2 within these tender documents.

 **PROTECT AGAINST THE FOLLOWING**

 310 EXPLOSIVES

 • Use: Not permitted

 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.

 • Noise levels from the Works: Maximum level: 85 dB(A) when measured from 3m.

 • 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:

 - Percussion tools and other noisy appliances without consent during the hours of 18:00-

 08:30 hrs.

 - 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.

 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.

 375 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: None.

 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 Construction Industry Publications 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.

 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.

 440 ELECTROMAGNETIC INTERFERENCE

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

 450 LASER EQUIPMENT

 • Construction laser equipment: Install, use and store in accordance with BS EN 60825-1

 and the manufacturer's instructions.

 • Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is

 terminated at the end of its useful path.

 • Class 3A and Class 3B laser equipment: Do not use without approval and subject to

 submission of a method statement on its safe use.

 460 POWER ACTUATED FIXING SYSTEMS

 • Use: Not permitted.

 470 INVASIVE SPECIES

 • General: Prevent the spread of species (e.g. plants or animals) that may adversely affect

 the site or Works economically, environmentally or ecologically.

 • Special precautions: None.

 • Duty: Report immediately any suspected invasive species discovered during execution of

 the Works.

 - Do not disturb.

 - Agree methods for safe eradication or removal.

 **PROTECT THE FOLLOWING**

 510 EXISTING SERVICES

 • Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners

 of proposed works not less than one week before commencing site operations.

 • 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;

 - Overhead: Use headroom markers.

 • 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.

 - Any measures taken to deal with an emergency will not affect the extent of the

 Contractor's liability.

 • Marker tapes or protective covers: Replace, if disturbed during site operations, to service

 authority's/ statutory undertakers recommendations.

 520 ROADS AND FOOTPATHS

 • Duty: Maintain roads, footpaths and play areas 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.

 • Protection: Before starting work submit proposals for protective measures.

 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

 • General: Safeguard the following: Any species discovered during the works protected by

 the Wildlife and Country Act.

 • Protected habitats and species: Upon discovery immediately advise. Do not proceed until

 instruction is received.

 • Education: Ensure employees and visitors to the site receive suitable instruction and

 awareness training.

 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.

 • Special requirements: None.

 570 EXISTING WORK

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

 of the work.

 • Removal: Minimum amount necessary.

 • Replacement work: To match existing.

 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.

 600 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 Employer will remove the following:

 - None.

 610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

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

 damage to the following:

 - Any relevant item discovered during the works.

 • Method statement: Submit within one week of request describing special protection to be

 provided.

 620 ADJOINING PROPERTY

 • Permission: Obtain as necessary from owners if requiring to erect scaffolding on or

 otherwise use adjoining property.

 625 ADJOINING PROPERTY RESTRICTIONS

 • Precautions:

 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining

 property.

 - Pay all charges.

 - Remove and make good on completion or when directed.

 • Damage: Bear cost of repairing damage arising from execution of the Works.

 630 EXISTING STRUCTURES

 • Duty: Check proposed methods of work for effects on adjacent structures inside and

 outside the site boundary.

 • Supports: During execution of the Works:

 - Provide and maintain all incidental shoring, strutting, needling and other supports as may

 be necessary to preserve stability of existing structures on the site or adjoining, that may

 be endangered or affected by the Works.

 - Do not remove until new work is strong enough to support existing structure.

 - Prevent overstressing of completed work when removing supports.

 • Adjacent structures: Monitor and immediately report excessive movement.

 • Standard: Comply with BS 5975 and BS EN 12812.

 640 MATERIALS FOR RECYCLING/ REUSE

 • Duty: Sort and prevent damage to stated products or materials, clean off bedding and

 jointing materials and other contaminants.

 • Storage: Stack neatly and protect until required by the Employer or for use in the Works as

 instructed.

**A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

 110 SCOPE

 • General: The limitations described in this section are supplementary to limitations

 Expressed and implied in information given in other sections or on the drawings.

 120 DESIGN CONSTRAINTS

 • Details: Please refer to the tender documents.

 130 METHOD/ SEQUENCE OF WORK

 • Specific Limitations: Include the following in the programme:

 - Please refer to the tender documents.

 140 SCAFFOLDING

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

 160 USE OR DISPOSAL OF MATERIALS

 • Specific limitations: No waste materials are to allowed to accumulate on site other than in pre-determined areas and suitable containers to be no larger than an twelve yard skip.

 170 WORKING HOURS

 • Specific limitations: Mon-Fri07.00 to 17.00 hrs. site deliveries or waste collection shall NOT be between 08.30 to 09.30 hrs and 14.30 to .16.00 hrs Mon-Fri

 180 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.

 **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**

 210 ROOM FOR MEETINGS

 • Facilities: To be provided by the contractor

 • Furniture and Equipment: To be facilitated by the contractor. .

 220 SITE ACCOMMODATION

 • Purpose: Employer's site representative.

 • Facilities: Not required

 230 TEMPORARY ACCOMMODATION

 • Proposals for temporary accommodation and storage for the Works: Submit Proposals

 • Details to be included: Type of accommodation and storage, its siting and the programme

 for site installation and removal.

 260 SANITARY ACCOMMODATION

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

 280 ACCOMMODATION USE/ LOCATION

 • Restrictions:

 - Submit proposals

 Timing: As necessary to facilitate the works.

 290 PARKING

 • Parking is general not permitted – see appendix ?? Parking exclusion zone – Parking at the contractors expense is available at Borough of Poole- Harbourside 2 car park

 **TEMPORARY WORKS**

 340 NAME BOARDS/ ADVERTISEMENTS

 • General: Obtain approval, including statutory consents, and provide a temporary name

 board displaying:

 - Title of project: As stated in the contract.

 - Name of Employer: TBC.

 - Names of Consultants: To be provided by Consultant.

 - Names of Contractor and Subcontractors: To be provided by Contractor.

 Special requirements: None.

 **SERVICES AND FACILITIES**

 410 LIGHTING

 • Finishing work and inspection: Provide temporary lighting, the intensity and direction of

 which closely resembles that delivered by the permanent installation.

 420 LIGHTING AND POWER

 • Supply: Electricity from the Employer's mains may be used for the Works as follows:

 - Metering: N/A as free subject to reasonable usage.

 - Point of supply: From local source as agreed with CA.

 - Available capacity: Contractor to verify.

 - Frequency: 50 Hz.

 - Phase: Contractor to verify.

 - Current: Alternating.

 • 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 as follows:

 - Metering: N/A as free subject to reasonable usage.

 - Source: From local source as agreed with CA.

 - Location of supply point: Contractor to verify.

 - Conditions/ Restrictions: None.

 • Continuity: The Employer will not be responsible for the consequences of failure or

 restriction in supply.

 440 MOBILE TELEPHONES

 • Direct communication: As soon as practicable after the start on site:

 - provide the Contractor's person in charge with a mobile telephone.

 - pay all charges reasonably incurred.

 470 E-MAIL AND INTERNET FACILITY

 • General: Not required

 510 TEMPERATURE AND HUMIDITY

 • Levels required by the Employer: Maintain the following:

 - normal summer and winter temperatures and humidity to be maintained.

 520 USE OF PERMANENT HEATING SYSTEM

 • Permanent heating installation: May be used for drying out the Works/ services and

 controlling temperature and humidity levels.

 • Installation: If used:

 - Take responsibility for operation, maintenance and remedial work.

 - Arrange supervision by and indemnification of the appropriate Subcontractors.

 - Pay costs arising.

 530 BENEFICIAL USE OF INSTALLED SYSTEMS

 • Permanent systems: Unless specific permission is given by the Employer and installer, do

 not use for any purpose other than running in, testing and commissioning.

 • Other uses: If permission is given for any other use of a system before the Works are

 accepted as complete, it must be subject to a separate written agreement between the

 parties and in accordance with the recommended procedures given in NJCC Guidance

 Note 10.

 540 METER READINGS

 • Charges for service supplies: Where to be apportioned ensure that:

 - Meter readings are taken by relevant authority at possession and/ or completion as

 appropriate.

 - Copies of readings are supplied to interested parties.

 550 THERMOMETERS

 • General: Provide on site and maintain in accurate condition a maximum and minimum

 thermometer for measuring atmospheric shade temperature, in an approved location.

 570 PERSONAL PROTECTIVE EQUIPMENT

 • General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be

 specified:

 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.

 - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 2.

 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2.

 - Disposable respirators to BS EN 149.FFP1S.

 - 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.

 **A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**

 **GENERALLY**

 110 THE BUILDING MANUAL

 • Purpose: The Manual is to be a comprehensive information source and guide for owners

 and users of the completed Works. It should provide an overview of the main design

 principles and describe key components and systems to enable proper understanding,

 efficient and safe operation and maintenance.

 • Scope:

 - Part 1: General: Content as clause 120.

 - Part 2: Fabric: Content as clause 130.

 - Part 3: Services: Content as clause 140.

 - Part 4: The Health and Safety File: Content as clause 150.

 - Part 5: Building User Guide: Content as clause 151.

 • Responsibility: The Building Manual is to be produced by the Contractor and must be

 complete no later than two weeks before Practical Completion of the works.

 • Information provided by others: Details: As defined within the tender documents.

 • Compilation:

 - Prepare all information for Contractor designed or performance specified work including

 as-built drawings.

 - Obtain or prepare all other information to be included in the Manual.

 • Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and

 resubmit. Do not proceed with production of the final copies until authorized.

 • Final copies of the Manual:

 - Number of copies: 2.

 - Format: digital and hard copy.

 - Latest date for submission: two days before the date for completion stated in the contract.

 • As-built drawings and schedules:

 - Number of copies: 2.

 - Format: digital and hard copy.

 115 THE HEALTH AND SAFETY FILE

 • Responsibility: the contractor.

 • Content: Obtain and provide the following information: See specification within the tender documents.

 • Format: digital and hard copy

 • Delivery to: Contract Administrator By (date): two days before Practical Completion of any

 Section of the works.

 120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

 • Content: Obtain and Provide the following, including all relevant details not included in

 other parts of the manual:

 • Index: list the constituent parts of the manual, together with their location in the document.

 • The Works:

 - Description of the buildings and facilities.

 - Ownership and tenancy, where relevant

 - Health and Safety information – other than that specifically required by the Construction

 (Design and Management) Regulations.

 • The Contract:

 - Names and addresses and contact details of all significant consultants, contractors,

 subcontractors, suppliers and manufacturers.

 - Overall design criteria.

 - Environmental performance requirements

 - Relevant authorities, consents and approvals.

 - Third party certification, such as those made by competent persons in accordance with

 the Building Regulations

 • Operational requirements and constraints of a general nature:

 - Maintenance contracts and contractors.

 - Fire safety strategy for the buildings and the site. Include drawings showing emergency

 escape and fire appliance routes, fire resisting doors location of emergency alarm and

 fire fighting systems, services, shut off valves switches, etc.

 - Emergency procedures and contact details in case of emergency.

 - Other specific requirements: See specification at Part 2 within the tender documents.

 • Description and location of other key documents.

 • Timescale for completion: See specification at Part 2 within the tender documents.

 130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

 • Content: Obtain and Provide the following, including all relevant details not included in

 other parts of the manual:

 • Detailed design criteria, including:

 - Floor and roof loadings.

 - Durability of individual components and elements.

 - Loading restrictions.

 - Insulation values.

 - Fire ratings.

 - Other relevant performance requirements.

 • Construction of the building:

 - A detailed description of methods and materials used.

 - As-built drawings recording the construction, together with an index.

 - Information and guidance concerning repair, renovation or demolition/ deconstruction.

 • Periodic building maintenance guide chart.

 • Inspection reports.

 • Manufacturer's instructions index, including relevant COSHH data sheets and

 recommendations for cleaning, repair and maintenance of components.

 • Fixtures, fittings and components schedule and index.

 • Guarantees, warranties and maintenance agreements – obtain from manufacturers,

 suppliers and subcontractors.

 • Test certificates and reports required in the specification or in accordance with legislation,

 including:

 - Air permeability.

 - Resistance to passage of sound.

 - Continuity of insulation.

 - Electricity and Gas safety.

 - See specification within the tender documents.

 • Other specific requirements: See specification within the tender documents.

 • Timescale for completion: Two days before the completion of the relevant section of the

 works.

 140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

 • Content: Obtain and Provide the following, including all relevant details not included in

 other parts of the manual:

 • Detailed design criteria and description of the systems, including:

 - Services capacity, loadings and restrictions

 - Services instructions.

 - Services log sheets.

 - Manufacturers' instruction manuals and leaflets index.

 - Fixtures, fittings and component schedule index.

 • Detailed description of methods and materials used.

 • As-built drawings for each system recording the construction, together with an index,

 including:

 - Diagrammatic drawings indicating principal items of plant, equipment and fittings

 - Record drawings showing overall installation

 - Schedules of plant, equipment, valves, etc. describing location, design performance and

 unique identification cross referenced to the record drawings.

 - Identification of services – a legend for colour coded services.

 • Product details, including for each item of plant and equipment:

 - Name, address and contact details of the manufacturer.

 - Catalogue number or reference

 - Manufacturer's technical literature, including detailed operating and maintenance

 instructions.

 - Information and guidance concerning dismantling, repair, renovation or

 decommissioning.

 • Operation: A description of the operation of each system, including:

 - Starting up, operation and shutting down

 - Control sequences

 - Procedures for seasonal changeover

 - Procedures for diagnostics, troubleshooting and fault finding.

 • Guarantees, warranties and maintenance agreements – obtain from manufacturers,

 suppliers and subcontractors.

 • Commissioning records and test certificates list for each item of plant, equipment, valves,

 etc. used in the installations – including:

 - Electrical circuit tests.

 - Corrosion tests.

 - Type tests.

 - Work tests.

 - Start and commissioning tests.

 • Equipment settings: Schedules of fixed and variable equipment settings established during

 commissioning.

 • Preventative maintenance: Recommendations for frequency and procedures to be adopted

 to ensure efficient operation of the systems

 • Lubrication: Schedules of all lubricated items

 • Consumables: A list of all consumable items and their source.

 • Spares: A list of recommended spares to be kept in stock, being those items subject to

 wear and tear or deterioration and which may involve an extended delivery time when

 replacements are required.

 • Emergency procedures for all systems, significant items of plant and equipment.

 • Annual maintenance summary chart.

 • Other specific requirements: See specification at Part 2 within the tender documents.

 • Timescale for completion: Two weeks before the completion of any relevant Section of the

 works

 150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

 • Content: obtain and provide the following, including all relevant details not included in other

 parts of the manual, including:

 - residual hazards and how they have been dealt with

 - hazardous materials used

 - 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,

 - information and as-built drawings of the structure, its plant and equipment

 - See specification within the tender documents.

 • Information prepared by others: Details: See specification within the tender

 documents.

 • Timescale for completion: Two weeks before the completion of any relevant Section of the

 works.

 • Submit to: Contract Administrator.

 151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE

 • Content: Obtain and provide the following:

 - Building services information.

 -Emergency information.

 -Energy & environmental strategy.

 -Water use.

 -Transport facilities.

 -Materials & waste policy.

 -Re-fit/ re-arrangement considerations.

 -Reporting provision.

 -Training.

 -Links & references.

 • Other specific requirements: See specification within the tender documents.

 " Timescale for completion: Two days before the completion of any relevant Section

 of the works .

 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.

 190 MAINTENANCE SERVICE

 • Scope; provide a comprehensive maintenance service for the following items of plant and

 equipment: Include all planned preventative maintenance, as set out within the

 maintenance schedule and replacement of all consumable items

 - See specification within the tender documents.

 • Terms: See specification within the tender documents.

 • Commencement: See specification within the tender documents.

 • Duration: See specification within the tender documents.

 220 TRAINING

 • Objective: Before Completion, explain and demonstrate to designated maintenance staff

 the purpose, function and operation of the installations including items and procedures

 listed in the Building Manual.

 • Level of training See specification within the tender documents.

 • Time allowance: Include a minimum of two days.

 230 SPARE PARTS

 • General: Before Completion submit a priced schedule of spare parts that the Contractor

 recommends should be obtained and kept in stock for maintenance of the services

 installations.

 • Content: Include in the priced schedule for:

 - Manufacturers' current prices, including packaging and delivery to site.

 - Checking receipts, marking and numbering in accordance with the schedule of spare

 parts.

 - Referencing to the plant and equipment list in Part 3 of the Building Manual.

 - Painting, greasing, etc. and packing to prevent deterioration during storage.

 • Latest date for submission: Two weeks before completion.

 250 TOOLS

 • General: Provide tools and portable indicating instruments for the operation and

 Maintenance of all services plant and equipment (except any installed under Named

 Subcontracts) together with suitable means of identifying, storing and securing.

 • Quantity: Two complete sets.

 • Time of submission: At completion.

 **A40 CONTRACTOR’S GENERAL COST ITEMS: MANAGEMENT AND**

 **STAFF**

 110 MANAGEMENT AND STAFF

 • Cost significant items: See specification within the tender documents.

 **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: A self-contained external toilet including regular maintenance including installation and removal plus suitable secure storage container

 **A42 CONTRACTOR’S GENERAL COST ITEMS: SERVICES AND FACILITIES**

 110 SERVICES AND FACILITIES

 • Details: Services or facilities required or made/ not made available by the Employer: See

 section A36.

 • Cost significant items: See specification at Part 2 within the tender documents.

 **A43 CONTRACTOR’S GENERAL COST ITEMS: MECHANICAL PLANT**

 110 MECHANICAL PLANT

 • Cost significant items: All mechanical plant necessary to complete the works efficiently and effectively within the prescribed timescale.

 **A44 CONTRACTOR’S GENERAL COST ITEMS: TEMPORARY WORKS**

 110 TEMPORARY WORKS

 • Details: Temporary works required or made/ not made available by the Employer: See

 section A36.

 • Cost significant items: All temporary works necessary to complete the works efficiently and effectively within the prescribed timescale particularly scaffolding and working platforms of suitable size to access the site via the double gates of approx.. max. width of 2.5m and of a nature to enable secure safety fencing to be provided with Monaflex sheeting and debris netting to all scaffolds to provide danger to pupils and staff during term time.

 **A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER**

 120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

 • General: Details of such products are given in the work sections, for fixing as part of the

 contract. Use for no other purpose than the Works.

 • Handling: Accept delivery, check against receipts and take into appropriate storage.

 • Surplus products: Keep safe and obtain instructions.

 **A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

 110 WORK BY LOCAL AUTHORITY

 • Item: See specification at Part 2 within the tender documents.

 • Description of work: See specification at Part 2 within the tender documents.

 • Provisional Sum: Include See specification at Part 2 within the tender documents.

 • Allow for general attendance.

 120 WORK BY STATUTORY UNDERTAKERS

 • Item: See specification at Part 2 within the tender documents.

 • Description of work: See specification at Part 2 within the tender documents.

 • Provisional Sum: Include See specification at Part 2 within the tender documents.

 • Allow for general attendance.

**A54 PROVISIONAL WORK/ ITEMS**

 110 PROVISIONAL SUMS FOR DEFINED WORK, FOR USE WITH SMM7/ NRM2

 • Item: **See Section C within the tender documents.**

 • Description of work: **See Section C within the tender documents** within the tender documents.

 • Provisional Sums: **See Section C within the tender documents** within the tender documents.

 • Allow for general attendance.

 210 PROVISIONAL SUMS FOR UNDEFINED WORK, FOR USE WITH SMM7/ NRM2

 • Item: **See Section C within the tender documents**.

 • Description of work: **See Section C within the tender documents** within the tender documents.

 • Provisional Sums: See Section C within the tender documents within the tender documents.

 • Allow for general attendance.

 310 WORK WHERE COMPLIANCE WITH SMM7/ NRM2 IS NOT REQUIRED

 • Item: **See Section C within the tender documents**.

 • Description of work: **See Section C within the tender documents** within the tender documents.

 • Provisional Sums **See Section C within the tender documents** within the tender documents.

 • Allow for general attendance.

 510 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – INSURANCE AGAINST

 DAMAGE TO PROPERTY

 • Provisional sum: Include for insurance referred to in Contract Clause 6.5.1:

 520 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – BUILDING CONTROL

 PRESCRIBED INSPECTION FEE

 • Provisional sum: Include: **See Section C within the tender documents**.

 530 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – TESTS AND SAMPLES

 • Provisional sum: Include for tests and samples additional to those specified: See

 specification at **Section C within the tender documents**.

 550 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – EXTRA COST OF

 AUTHORISED OVERTIME

 • Provisional sum: Include: **See Section C within the tender documents** within the tender documents.

 • Basis for calculating such extra cost: Rates of basic pay, allowances and additional payments, for use with the Working Rule Agreement for the Construction Industry, published by the Construction Industry Joint Council, current when the work is carried out, together with additional payments for continuous extra skill or responsibility or intermittent responsibility, as appropriate.

 • Percentage addition: Add to cover the cost of the non-productive element only of overtime,

 incidental costs, overheads and profit,

 - At time and one half: \_\_\_\_\_\_\_\_%.

 - At double time: \_\_\_\_\_\_\_\_%.

 560 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK

 • Item: **See Section C within the tender documents**.

 • Provisional sum: **See Section C within the tender documents**

 590 CONTINGENCIES

 • Provisional sum: Include: See tender documents.

**A55 DAYWORKS**

 The use of daywork rates will not be permitted.