

Appendix O - PROJECT PRELIMINARY CLAUSES

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A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are as scheduled in the Appendices.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

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

180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but which may not have been included in the tender documents may be seen by appointment during normal office hours at the office of Property services, Islington council.
- The documents include:
 - As existing Archive Drawings.
 - LBI Procurement Code
 - Considerate Constructors Scheme Guide
 - LBI Asbestos Policy
 - Islington Code of Practice for Construction Sites
 - Construction (Design & Management) Regulations
 - Managing Health and Safety in Construction (Design & Management)

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A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The site location and extent is shown on architect's drawings – Appendix B.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: Residential buildings to the North West , Office Buildings to North East and South West

140 EXISTING MAINS AND SERVICES

- Drawings: Special care should be taken since all the existing mains/services on the site have not been ascertained.
- Other information: Information shown is indicative only:

180 HEALTH AND SAFETY FILE

- Availability for inspection: refer to Appendix Q or contact Mick Neal 020 7527 4609
- Arrangements for inspection: email: mick.neal@islington.gov.uk

200 ACCESS TO THE SITE

- Description: Vehicular access from estate road to rear.
- Limitations: No parking is allowed on site.

210 PARKING

- For Restrictions check with Islington Parking suspension Dept. for restrictions and suspensions parkingsuspensions@islington.gov.uk; this will also apply to street skip licences.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: N/A

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are predominantly residential

240 HEALTH AND SAFETY HAZARDS

- General: check Appendix P, Asbestos Register, and Appendix Q, Health and safety Information; Pre-construction health and safety plan.
- 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.

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250 SITE VISIT

- Before tendering: 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: None required

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A13 DESCRIPTION OF THE WORK

120 THE WORKS

- Description: Brief description of works below, for further details refer to drawings, specification and pricing document –

The contract will comprise of the refurbishment of a 6-storey existing office building with basement level, constructed in the 1950s. The accommodation is arranged with two business units on each floor and two staircases.

At ground level to either side of the entrance there is a vacant shop unit and a café. Limited works are to be carried out within the shop unit and some decoration/repairs work/window replacement only to be carried out externally to the café.

130 WORKS BY OTHERS CONCURRENT WITH THE CONTRACT

Chubb Security Works
ICOM digital services works
T&P Fire installation works

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A20 JCT INTERMEDIATE BUILDING CONTRACT (IC)

Please refer to the Appendix N Contract terms and conditions.

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A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

- 110 SCOPE
- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.
- 145 TENDERING PROCEDURE
- General: In accordance with the principles of the London Borough of Islington Procurement Code.
 - Arithmetical errors: Overall price is dominant.
- 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
- The Employer and Employer's representatives:
 - Offer no guarantee that any tender will be recommended for acceptance or be accepted.
 - Will not be responsible 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 13 weeks.
 - Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION
- Measurement rules: Preliminaries/ General Conditions have been prepared in accordance with SMM7.
- 220 PRICING OF PRELIMINARIES
- Abbreviations: The following have been used:
 - F = Fixed charge item.
 - TR = Time related charge item.

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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: Within 48 hours of request.

300 QUANTITIES IN THE PRICED DOCUMENT

- Quantities: Where included in the priced document, these have been prepared in accordance with SMM7 only where and to the extent stated.
- Other items, descriptions and measurements not prepared in accordance with NRM: 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. Composite items shall be deemed to include all supply, assembly, fixing and decorations unless otherwise described.

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.

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. Itemise any work which is excluded.
- Submit: At tender stage

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500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
 - All stages of the works.
- Statements: Submit one week before commencing the works.

530 SUBSTITUTE PRODUCTS

- not applicable.

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: Within one week of request

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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: Within one week of request

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

- Person responsible for drafting the Plan: The Contractor.
- Content: Include details of:
 - Principal Contractor for the purposes of the regulations.
 - 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: -
- Submit with tender.

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595 ENVIRONMENTAL POLICY

- Employer's Environmental Policy: Islington Code of Practice for Construction Sites
 - Location: See A11/180.
 - Evidence of compliance: Submit: Within one week of request
- Project Environmental Management System: Develop a system compatible with the Employer's policy.

600 CONTAMINATED LAND

Prior to any superstructure works commencing on site details of the following works shall be submitted to and approved in writing by the CA:

Not applicable

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: Within one week of request.

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 CA 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 6/2006 A design framework for building services. Design activities and drawing definitions.
 - CAD data: In accordance with BS 1192.

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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:** Unload, handle, store, place and fasten in position including all labours and use of site equipment.
- **Supply and fix:** Includes all labour and site equipment for unloading, handling, storing and execution. 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 or for use in the Works as instructed.
- **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- **Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- **Refix:** Fix removed products.
- **Ease:** Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- **System:** Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

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

200 SUBSTITUTION OF PRODUCTS

- Not applicable

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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 on request and charged to the Contractor.

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.

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460 THE SPECIFICATION

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

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

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: Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: twenty-four hours seven days a week.

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.

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 CA 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.

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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: one electronic and one hard copy.

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 14 days.

250 MONITORING

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

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every FOUR weeks.
- Location: Contractors site accommodation.
- 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.

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265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least two working 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.

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): 2 weeks

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.

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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.

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

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.

480 LABOUR AND EQUIPMENT RETURNS

- Daily records: Provide at the beginning of each week for verification.
- Records must show:
 - The number and description of craftsmen, labourers and other persons employed on or in connection with the Works, including those employed by subcontractors.
 - The number, type and capacity of all mechanical and power-operated equipment employed in constructing the Works.

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.

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150 INSPECTIONS

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

160 RELATED WORK

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

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

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.

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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.

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.

Refurbishment of 49-59 Old Street

- PRELIMINARY CLAUSES

- 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 CERTIFICATES**
- Issue: When work is completed.
 - Original certificate: To be lodged in the 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 (where applicable)**
- 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.
- 451 **GAS SAFE TEST CERTIFICATES AND LANDLORDS TEST CERTIFICATE (CP12)**
- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works. Test certificates due to alteration of flue pipes.
 - Building Regulations notice and CP12s : Copy to be lodged in the Health and Safety File

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- PRELIMINARY CLAUSES

- 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: one week.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

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 two working days.

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.

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

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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 the 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: See pre-construction information, Managing Health and Safety in CDM.

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: Occupational Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than four days before the proposed start of works.
- 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

- SEE BELOW.

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.

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- PRELIMINARY CLAUSES

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies may be seen by appointment during normal office hours at: London Borough of Islington
- Arrangements for inspection: contact Facilities Manager email: FacilitiesTownHall@islington.gov.uk.

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.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted

330 NOISE CONTROL

- Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works.
- Noise levels from the Works: Maximum level: 50 dB(A) when measured from 10m.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
 - Pneumatic drills and other noisy appliances without consent during the hours of 8am and 6pm and 11pm and 8am Monday to Friday and 10pm and 8am Saturday and 6pm and 8am Sunday. These hours will be reduced during "the one demolition weekend" from 11pm and 8am Saturday and Sunday.
 - 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.

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- PRELIMINARY CLAUSES

- Agree methods for safe removal or encapsulation in accordance with the LBI Asbestos Policy.

The Contractor's attention is drawn to the Asbestos Licensing Regulations 1983 (amended 1998) or any other publications on this matter which he is to follow at all times. Where any work under this Partnering Contract involves the use and handling of asbestos, the provisions of the Control of Asbestos Regulations 2006 must be adhered to.

Where incidental asbestos is discovered or suspected, the Contractor shall notify the Client's Representative immediately. The Client's Representative will advise the Contractor by further instruction. Asbestos encapsulation and removal does fall within this Partnering Contract. If the Contractor has to deal with asbestos, the Contractor is to submit method statements to the Client's Representative for approval.

The Client has a register of known or suspected locations of asbestos containing materials (ACM's). This is available for inspection on request. The asbestos is typical of those found in domestic dwellings.

The Client provides an in-house asbestos surveying service, which shall be used by the Contractor when such surveys are necessary for the completion of an Order. This is managed by the Client at no cost to the Contractor. Prior to commencement of any work a detailed process for managing inspections shall be agreed.

In order that the register may be updated, the Contractor shall promptly notify the Client in writing of any new asbestos materials discovered, or any asbestos materials found to have become seriously damaged and of any asbestos materials wholly removed from the property. Asbestos Works Details forms, Air Test certificates, Consignment Notes, etc., are to be completed and returned to the Client's Corporate Asbestos Database Team.

In this connection the Contractor is reminded of his obligation to indemnify the Client against any expense, liability, loss, claim or proceedings, etc., in respect of personal injury to any person whomsoever and that the contraction of any industrial disease as a result of exposure to asbestos during the course of the work within this Partnering Contract will be deemed to be covered by that condition.

All the Contractor's operatives, supervisors and Specialists must have undertaken an Asbestos Awareness course prior to working on the Client's properties. Written proof of this must be provided prior to starting any works and must be held in the Contractor's office for inspection by the Client. If an employee is found not to have been trained in Asbestos Identification they are to be removed from the Partnering Contract immediately.

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: -.

380 FIRE PREVENTION

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

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

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- PRELIMINARY CLAUSES

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, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy.
- 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.
- 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 SECURITY

The Contractor will be responsible for securing upon the completion of the Works or whilst the premises are unattended or at the end of each working day the doors and windows of unattended premises, including the reinstatement of temporary door and window coverings as necessary.

The Contractor shall provide all watching, protection, security and lighting on the site of the Works necessary for the carrying out of the Works and also to protect against unauthorised entry whilst the Contractor is absent from the site.

The Contractor shall ensure that the property including adjoining property and its contents are completely secure from theft, vandalism, etc., and at no time are left unsecured. The Contractor shall allow for all necessary security measures including prevention of access from scaffolding or similar means. Any loss or damage caused by the Contractor's failure to comply with this section will be made good by the Contractor, to the entire satisfaction of the Client's Representative at the Contractor's own expense.

The Contractor shall warn occupiers and the public of dangerous operations, materials and plant, chemicals and of freshly applied materials by securely fixing warning notices in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996

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- PRELIMINARY CLAUSES

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.

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 mains/ 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 undertaker's recommendations.

520 ROADS AND FOOTPATHS

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

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- PRELIMINARY CLAUSES

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. Reinstall in original positions.
- Extent: Before work in each room starts the Employer will remove the following:
N/A

610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - N/A
- 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

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- jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

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A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

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

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: Only to licensed tips suitable for the waste.

170 WORKING HOURS

Working hours shall be

- **8am to 5pm Monday to Friday**
- Weekend working will **not** be permitted unless there is prior agreement with the CA
- Specific limitations: No work will be permitted on Bank Holidays. No overtime shall be worked without the prior written permission of the Contract Administrator.

For restrictions on noisy working see clause A34-330.

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- PRELIMINARY CLAUSES

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

ACCOMMODATION

220 TEMPORARY SITE OFFICES

- Accommodation: For welfare facilities including WCs and storage of equipment and materials.
- Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities with a floor area: to fit in a space not exceeding two car parking spaces with power and lighting and plumbing and the like as required to provide welfare and storage with an outside area if required fenced off with full height Heras fencing.

230 ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit four days prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

TEMPORARY WORKS

320 TEMPORARY WORKS

- Employer's specific requirements: Provide: temporary containment to separate the works area from the areas used by the Users to prevent unauthorised access to the works.

340 NAME BOARDS/ ADVERTISEMENTS

- General: obtain approval, including statutory consents, and provide a temporary name board displaying:
 - Title of project:
 - Name of Employer:
 - Names of Consultants
 - Names of Contractor and Subcontractors:
 - CONTRACTORS EMERGENCY 24 HOUR EMERGENCY NUMBER
- 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: use own supply.

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430 WATER

- Supply: contractor to provide temporary feed.

440 TELEPHONES

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

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 FACILITY

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

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: The Contractor is prohibited from using the permanent heating system for drying out the Works and controlling temperature and humidity levels.

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.
 - High visibility waistcoats to BS EN 471 Class 2.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required:
 - 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: [prepared and supplied by the CDM Coordinator].
Content as clause 150
- Responsibility: The Building Manual is to be produced by the main contractor and must be complete no later than 3 weeks of completion.
- Information provided by others: Details: -
- 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 paper, 2 CD or DVD.
 - Format: Electronic files in .pdf, dxf, dwg, xls, doc, html formats.
 - Latest date for submission: 1 week before the date for completion stated in the contract.
- As-built drawings and schedules:
 - Number of copies: **2 paper, 2 CD or DVD, 2 memory stick.**
 - Format: Electronic files in .pdf, dxf, dwg, xls, doc, html formats.

115 THE HEALTH AND SAFETY FILE

- Responsibility: Contractor.
- Content: Obtain and provide the following information: As Cl. 150
- Format: Paper & Electronic
- Delivery to: Contract Administrator

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

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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:
- Description and location of other key documents.
- Timescale for completion: .

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.
 - _____.
- Other specific requirements: .
- Timescale for completion: As cl.110

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:

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- 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 faultfinding.
- 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: .
- Timescale for completion: As cl.110

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.
- Information prepared by others: Details:
- Timescale for completion: . As cl.110
- Submit to:

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
- Terms:

Refurbishment of 49-59 Old Street

- PRELIMINARY CLAUSES

- Commencement:
- Duration:

220 TRAINING

- Objective: Before Completion, explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Operating time: 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: As cl.110 .

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

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

- Cost significant items: Allow for a suitably qualified full time site agent for the duration of the works. The contractor shall provide all head office and site management, trades supervision, engineering, programming and production, liaison, quantity surveying and other support staff necessary for the execution and completion of the works.

Carried to Schedule
of Works – Pricing
Schedule Section A
General Conditions
Preliminaries £

A41
CONTRACTOR'S GENERAL COST ITEMS: SITE
ACCOMMODATION

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:

Carried to Schedule
of Works – Pricing
Schedule Section A
General Conditions
Preliminaries £

A42

**CONTRACTOR'S GENERAL COST ITEMS: SERVICES
AND FACILITIES**

**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:

Carried to Schedule
of Works – Pricing
Schedule Section A
General Conditions
Preliminaries £

A43
CONTRACTOR'S GENERAL COST ITEMS:
MECHANICAL PLANT

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

- 110 MECHANICAL PLANT
- Cost significant items:

Carried to Schedule
of Works – Pricing
Schedule Section A
General Conditions
Preliminaries £

A44
CONTRACTOR'S GENERAL COST ITEMS:
TEMPORARY WORKS

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:

Temporary containment of the works -see tender drawings.
Include for all relevant licences, including but not exclusively:
Scaffold Licenses

Carried to Schedule
of Works – Pricing
Schedule Section A

A50
WORK/ PRODUCTS BY/ ON BEHALF OF THE
EMPLOYER

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 by the contractor. 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.

Carried to Schedule
of Works – Pricing
Schedule Section A
General Conditions
Preliminaries £