



Document

Tender Pack
Proposed Resurfacing Package

Project

Hatfeild Primary School & Joseph Hood Primary School

Building/Asset/Site

Building

Client

London Borough of Merton

Date

January 2023

Contact




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INTERNAL APPROVAL

This document prepared, reviewed and approved by:

Version	Date	Prepared By	Reviewed By	Approved By
1	16/01/2023	Madeleine Edwards	Lewis Mckenzie	Lewis Mckenzie
Signature for and on behalf of McBains Ltd				

REVISION HISTORY

Suitability	Revision	Version Date	Summary of Changes	Changes Marked
S4	P1	16/01/2023	Tender Issue	N/A

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This document has been distributed to: -

Version	Format	Name	Business	Email Address
1	PDF	Various Contractors	Contractor	Various
1	PDF	Terry Parsons	Merton Council	terry.parsons@merton.gov.uk

DOCUMENT LOCATION

Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document.

The source of the master document can be found on the following:

"Y:\LBS\61984B Hatfeild Primary\3.0 DOCUMENTS"

MCBAINS CONTACT

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SECTION 1

PRELIMINARIES

110 THE PROJECT

- Name: Resurfacing package of works to be undertaken at Hatfeild Primary School and Joseph Hood Primary School over the 2023 Easter holidays, in the London Borough of Merton.
Nature: Hatfeild Primary School. Resurface the soft play area to the early years playground and a section to the main school playground. Including the reinstatement of all playground equipment to areas highlighted on the plan. Resurface the race track to the rear of the nursery and allow for a new thermoplastic race track. The works at Joseph Hood Primary School entail resurfacing the passageway of the nursery and reception entrance to the school.
- Location.
Hatfeild Primary School, Lower Morden Ln, Morden SM4 4SJ.
Joseph Hood Primary School, Whatley Ave, London SW20 9NS.
- Length of contract: 2 weeks

120 EMPLOYER (CLIENT)

- Merton Council
- Merton Civic Centre
- London Road
- Morden
- London
- SM4 5DX

130 PRINCIPAL CONTRACTOR: TBA

140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER

- Name: Madeleine Edwards
- McBains Ltd
- Address: 26 Finsbury Square, London, EC1A 2DS
- Telephone: 020 7786 7900

170 PRINCIPAL DESIGNER

- Name: Madeleine Edwards
- McBains Ltd
- Address: 26 Finsbury Square, London, EC1A 2DS
- Telephone: 020 7786 7900

180 QUANTITY SURVEYOR

- Name: Madeleine Edwards
- McBains Ltd
- Address: 26 Finsbury Square, London, EC1A 2DS
- Telephone: 020 7786 7900

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DOCUMENTS

- The tender documents consist of;
 - o Section 1. Preliminaries
 - o Section 2 Schedule of Works
 - Appendix A - Tender Form
 - Appendix B - Drawings
 - Appendix C - Pre Construction Information Document

160 PRE-CONSTRUCTION INFORMATION PLAN

- Format: The Pre-Construction Information Document is included within the appendices.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITES

Hatfeild Primary School

The primary school is located in a residential area in Morden. The site is built up of multiple single storey buildings. The site itself is accessible by Lower Morden Road. The site itself is accessed via a double leaf gate, the Contractor will need to develop the Logistics Plan provided in order to provide a practical solution for site setup.

Joseph Hood Primary School

The primary school is located within a residential area of Wimbledon, South West London, surrounded by houses, a park and residential roads. The site consists of a number of low rise buildings provided with a mixture of flat and pitched roofs. The site itself is quite restricted in terms of space and the Contractor will need to develop the Logistics Plan provided in order to provide a practical solution for site setup.

The Contractor is to undertake a full photographic record at both sites of the site access, delivery and communal areas, including the route to the work site and submit to the Contract Administrator prior to commencement.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

The sites are located in urban residential areas within the Modern and Wimbledon area, South London. Both school are located within a residential area and has a mixture of land users.

The Contractor is deemed to have noted site particular details and included for any financial consequence within the Tender Submission.

140 EXISTING MAINS AND SERVICES

The buildings are served by water, gas and electrical supplies. The Contractor is to ascertain the route of all current services and liaise with statutory authorities as necessary.

160 SOILS AND GROUND WATER: No information available.

180 HEALTH AND SAFETY FILE

There is an existing Health and Safety File available. Held on site.

200 ACCESS TO THE SITE

Contractor to utilise vehicle access gates to the school entrance in order to access the site. A proposed Logistics Plan has been appended to the tender documents for the Contractor to take note of and develop. It is currently envisaged that the Contractor will be able to make use of the Car Park at Hatfeild during the Easter holiday period. It should be noted that there is no car park at Joseph Hood for the contractors to use therefore this needs to be accounted for in the site set up.

The Contractor must not block the entrances or fire escapes at any time and must move their vehicles as necessary upon any reasonable request from the Client, residents, other contractors, or maintenance teams working on site. The surrounding residential roads incorporate a mixture of restricted and unrestricted parking. No parking costs incurred will be reimbursed to contractors or subcontractors.

210 PARKING

The Contractor will be provided with use of the Car Park at Hatfeild during the Easter holiday for parking and site setup. The Contractor will need to highlight site set up and location of site set up and parking for Joseph Hood within their tender submission and will need to liaise with the School at all times. The surrounding roads to each site are a mixture of unrestricted and restricted parking. No parking costs incurred on these roads will be reimbursed to contractors or subcontractors.

The Contractor must not block vehicles movements or fire escapes at any time and must move their vehicles as necessary upon any reasonable request from the Client, other contractors or maintenance teams working on site.

220 USE OF THE SITE

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

230 SURROUNDING LAND/ BUILDING USES

General: Adjacent or nearby uses or activities are as follows:
Built up residential area.

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 or full access is provided. However, the following hazards are or may be present:
 - working in confined spaces
 - Working with services
 - Working with cutting equipment and glass
 - Working near pedestrian traffic
- 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 / residents: 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

Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works. Contact Contract administrator for access.

A13 DESCRIPTION OF THE WORKS

120 THE WORKS

Hatfeild Primary School

- Hatfeild Primary School. Resurface the soft play area to the early years playground and a section to the main school playground. Including the reinstatement of all playground equipment to areas highlighted on the plan.

Joseph Hood Primary School

- Resurfacing the alleyway of the nursery and reception entrance to the school.

The Contractor shall meet all requirements set out in this document, and the main tender specification document.

The Contractor is to be aware that works are envisaged to be completed prior to the school children returning on the 17th April 2023. As such the Contractor will need to prioritise the works following appointment to ensure works can commence from the 3rd April 2023 when the holidays start. Contractor will need to allow for liaising with the schools on regular basis and planning works meticulously to ensure programme is achieved.

Contractor to ensure there is no impact on the school's operation in addition to developing a detailed Construction Phase Plan. Works are expected to commence at the outset of the Easter holiday period on the 3rd April 2023 and complete within a 2-week period. All works must be completed and signed off by the Contract Administrator in good time prior to completion. Should works overrun the Contractor will be required to liaise with the School to ensure disruption to the school's activities are minimised.

There may be school activities undertaken over the Easter period and so the Contractor must liaise with the schools for access to the Playground area, in order to access the working areas, site setup, parking etc and ensuring that hoarding is provided within these areas to prevent access by pupils.

We have been advised that there may be other contractors on-site undertaking smaller packages of work. Whilst these are not within areas near to the proposed works, the Main Contractor will need to liaise with them whilst fulfilling role of Principal Contractor under CDM Regulations 2015.

It is paramount that the Contractor allows for developing a sufficient Construction Phase Plan for the works to be executed in a safe and professional manner in light of current events the Contractor will be expected to adhere to the Schools COVID policy and adapting their activities as required.

The Contractor will be expected to provide their own welfare facilities at each site in the school grounds and the car park at Hatfeild subject to school agreement. The appointed Contractor will need to review and develop the logistics plans with each school and the CA.

A20 THE CONTRACT

720 INTERMEDIATE FORM OF CONTRACT:

The form of contract will be the JCT Intermediate Form of Building Contract 2016 Edition with Contractors Design.

Allow for the obligations, liabilities and services described therein against the headings below:

THE RECITALS

First Recital

The Works covered by this contract are the glazing works planned to be undertaken over the forthcoming Easter holiday period of 2023 at Hatfeild Primary School and Joseph Hood Primary School in the London Borough of Merton.

Documents showing and describing the work:

- The drawings and documents as listed in clause A11/110
- Bills of Quantities will be deleted.

Second Recital

Alternative A will apply: Alternative B will be deleted

Within Alternative A the following words will be deleted: priced the Bills of Quantities

The words 'The Contractor has provided the Employer with a priced Activity Schedule will be deleted.

Fourth Recital

The Fourth Recital will be deleted

THE ARTICLES

Article 2

Contract Sum

Article 3

Architect/Contract Administrator: See section A10

Article 4:
Quantity Surveyor: See section A10.

Article 5
Construction Design and Management Coordinator: Alternative B will be deleted. See section A10

Article 7
Completion of Works by Sections: Alternative A will be deleted

THE CONDITIONS

1 INTENTIONS OF THE PARTIES

- Notwithstanding clause 1.3 of the conditions, the Contract Documents shall be mutually explanatory but where there is a conflict between the Conditions and a provision in any other Contract Documents, the Contract Document prevails.

1.14 INTENTIONS OF THE PARTIES

- Reckoning periods of days.

1.15 INTENTIONS OF THE PARTIES

- Applicable law.

- 2 Possession and completion
- 3 Control of the works
- 4 Payment
- 5 Statutory obligations etc.
- 6 Injury, damage and insurance
- 7 Determination
- 8 Interpretation etc.
- 9 Settlement of disputes - adjudication - arbitration - legal proceedings

THE APPENDIX TO THE CONTRACT WILL BE COMPLETED AS FOLLOWS:

Third Recital
All the CDM Regulations apply

Articles 9A and 9B and clauses 9B and 9C
Dispute or difference - settlement of disputes:
The words 'clause 9B applies' will not be deleted.

Amendment 1 - Incorporation
Insert 'The Conditions shall have effect as modified by the amendments in
Amendment 1 attached hereto'

Clause 1.16
Electronic data interchange: The JCT Supplemental Provisions for EDI do not apply.

Clause 2.1 DATE FOR POSSESSION OF SECTIONS PER SITE/SECTION
Hatfeild Primary School - 3rd April 2023
Joseph Hood Primary School - 3rd April 2023

DATE FOR COMPLETION OF SECTIONS PER SITE/SECTION
Hatfeild Primary School - 14th April 2023 (2-week programme)
Joseph Hood Primary School - 14th April 2023 (2-week programme)

Clauses 2.2, 2.4.14 and 4.11(a)
Deferment of the Date of Possession:

Clause 2.2 applies: period of deferment 2 weeks

Clause 2.4.10 and 2.4.11
Extension of time for inability to secure essential labour or goods or materials:

Clause 2.4.10 (labour) does not apply
Clause 2.4.11 (goods or materials) does not apply

Clause 2.7
Rate(s) of Liquidated Damages: -
£1,500.00 per week

Clause 2.10
Defects Liability Period: 12 months per section
Payment Certificate Percentages = 95%
Penultimate Certificate Percentage = 97.5%

Clause 4.2
Period of interim payments: 30 days from date of Invoice.

Clause 4.2(b)
Advance payment: Clause 4.2(b) does not apply

Clause 4.2.1(a)
Valuation: A priced Activity Schedule is not attached to this Appendix.

Clauses 4.9(a) and C7
Supplemental Condition C: Tax etc. fluctuations: Percentage addition: Nil %

Clause 4.9(b)
Formulae fluctuations:
Supplemental Condition D does not apply.

Clause 5.5
Value Added Tax: Clause A1.1 of Supplemental Condition A does not apply.

Clause 6.2.1
Insurance cover for any one occurrence or series of occurrences arising out of one event: £5,000,000

Clause 6.2.4
Insurance - liability of Employer:
Insurance is required
Amount of indemnity for any one occurrence or series of occurrences arising out of one event: £5,000,000

Clause 6.3.1
Insurance of the Works - alternative clauses: Alternative 6.3 C applies

Clause 6.3
Percentage to cover professional fees: Not Applicable

Clause 6.3FC.1
The Joint Fire Code does not apply.

Clause 8.3

Base date: 10 days prior to date of tender return.

Clause 9A.2

Adjudication - nominator of Adjudicator: The President or a Vice-President or Chairman or a Vice Chairman of the Royal Institution of Chartered Surveyors

Clause 9B.1

Arbitrator - appointer of Arbitrator: The President or a Vice-President of the Royal Institution of Chartered Surveyors.

EXECUTION: The Contract will be executed Underhand.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: Not Required.

A30 TENDERING/SUBLETTING/SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.

145 TENDERING PROCEDURE will be in accordance with the principles of the JCT Practice Note 6.

160 EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the CA must be informed as soon as possible, defining the relevant part(s) and stating the reasons for his inability to tender.

170 ACCEPTANCE OF TENDER: The Employer and his representatives:

- Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.
- Will not be responsible for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 18 weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in section A20.

PRICING/SUBMISSION OF DOCUMENTS

211 PRELIMINARIES IN THE SPECIFICATION: The Preliminaries/General conditions sections (A10-A55 inclusive) must not be relied on as complying with SMM7.

310 SPECIFICATION WITHOUT QUANTITIES: Where and to the extent that quantities are not included in the specification, 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.

320 PRICING OF SPECIFICATION: Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification which are not priced will be deemed to have been included elsewhere in the tender.

330 THE PRICED SPECIFICATION: is to be submitted as forming part of the tender.

340 ERRORS IN THE PRICED SPECIFICATION: will be dealt with in accordance with the 'Code of Procedure for Single Stage Selective Tendering' 1996, Alternative 2 (the word 'specification' being substituted for 'bills of quantities').

480 PROGRAMME

- Programme of work: Prepare a full Programme of Work showing the sequence and timing of each section within the overall contract period. The contractor can also submit an alternative date for completion.
 - Submit when requested.
- 535 **SUBSTITUTE PRODUCTS:** If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered. Substitutions sanctioned by the CA will be subject to the verification requirements of clause A31/200.
- 540 **QUALITY CONTROL RESOURCES:** A statement must be submitted with the Tender disclosing the organisation and resources that the contractor proposes and undertakes to provide to control the quality of the works, including works of sub-contractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.
- 551 **HEALTH AND SAFETY INFORMATION:** A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:
- A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and illness 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.
- 570 **AN OUTLINE CONSTRUCTION INFORMATION PLAN** must be submitted to the Construction Design and Management Coordinator, when requested, within 3 days and is to include the following:
- Method statements related to the construction hazards identified in the pre-construction information plan and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for co-operation and co-ordination between contractors.
 - Procedures for carrying out risk 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 any 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.
- A31 PROVISION, CONTENT AND USE OF DOCUMENTS**
- DEFINITIONS AND INTERPRETATIONS**
- 120 CA means the person nominated in the Contract as Architect or Contract Administrator or his authorised representative.
- 130 **IN WRITING:** When required to advise, notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.

- 140 APPROVAL (and words derived there from) means the approval in writing of the CA unless specified otherwise.
- 150 PRODUCTS means materials (including naturally occurring materials) and goods (including components, equipment and accessories) intended for permanent incorporation in the Works.
- 180 CROSS-REFERENCES TO THE SPECIFICATION:
- Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.
 - Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.
 - Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.
 - The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which he may discover.
- 200 EQUIVALENT PRODUCTS:
- Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the CA and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents.
 - Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide revised drawings, specification and manufacturer's guarantees as required by CA.
- 210 BRITISH STANDARD PRODUCTS: Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product 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 specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. In advance of ordering notify the CA of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.
- 220 REFERENCES TO BSI DOCUMENTS: are to the versions and amendments listed in the BSI Standards Catalogue, current at 2007.
- 270 SIZES: Unless otherwise stated:
- Products are specified by their co-ordinating sizes.
 - Cross section dimensions of timber shown on drawings are nominal sizes before any required planning.
- 280 FIX ONLY: means all labours in unloading, handling, storing and fixing in position, including use of all plant.
- 290 SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.

TERMS USED IN REFURBISHMENT/ALTERATION

- 311 REMOVE means:
disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.
- 321 KEEP FOR REUSE means:
- During removal prevent damage to the stated components or materials, and 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.
- 331 REPLACE means:
- Remove the stated existing components, features and finishes.
 - Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.
 - Make good as necessary.
- 341 REPAIR means:
carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or refix as necessary and leave in a sound and neat condition.
It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- 351 MAKE GOOD means:
carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition.
It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.
- 361 EASE means:
make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- 371 TO MATCH EXISTING means:
use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

- 410 ADDITIONAL COPIES OF DRAWINGS: One copy of drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.
- 430 ADDITIONAL COPIES OF SPECIFICATION: After execution of the Contract, two copies of the Specification will be issued to the Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Contractor.
- 440 DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings. The Contractor should request dimensions for bespoke items from the Architect.
- 460 THE SPECIFICATION: All sections of the specification must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS

560 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION:

- Certain Subcontractors are / will be required to provide design / production information during the Contract, as described in clause A30 / 610 and within materials and workmanship sectors of the document.
- When preparing the master programme make reasonable allowance, based on the information in section A30, for completing such design/production information, checking, including submission to the Construction Design and Management Coordinator for comment, inspection by the CA, and any subsequent amendment(s), resubmission(s) and reinspection(s).
- The CA will note any comments on one copy, then return to the Contractor. Inspection and any comments made by the CA will not relieve the Subcontractor(s) of responsibility for design and documentation.
- Ensure that any necessary amendments are made without delay. Unless and until the CA confirms that resubmission is not required, obtain copies of amended drawings, etc., check, resubmit to CA, and ensure incorporation of necessary amendments all as before.
- Obtain final version of the information and submit to the CA the number of copies required. On behalf of the CA distribute additional copies as appropriate to all affected Subcontractors and others, and keep at least one copy on site.

692 AS BUILT DRAWINGS AND INFORMATION must be provided to the CA not less than one week before the date for Completion.

710 TECHNICAL LITERATURE: The Contractor is advised to keep copies of the following on site, readily accessible for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Works.
- Relevant BS Codes of Practice.
- Those parts of BS 8000 'Workmanship on building sites' which are invoked in the specification.

720 MAINTENANCE INSTRUCTIONS AND GUARANTEES:

- Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.
- Notify CA or telephone numbers for emergency services by subcontractors after completion.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION: Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work. Provide a dedicated, named, site and contract manager for the works. The identity of this person should be advised as part of Tender Submission. The Employer reserves the right to interview the named individual as part of Tender analysis.

115 CONSIDERATE CONSTRUCTORS SCHEME:

- Registration: Before starting work register the site and pay the appropriate fee:
 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire. SG12 9UY.
 - Tel. 01992 550050.
 - Fax. 01992 550041.
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the scheme's Code of Considerate Practice.

120 INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.

- 130 INSURANCE CLAIMS: 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, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.
- 140 CLIMATIC CONDITIONS: Keep an accurate record of:
- Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, type(s) of work affected and number of hours lost.
- 150 OWNERSHIP: Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. Allow to remove the materials arising from the alteration work to an agreed location.

PROGRAMME/PROGRESS

- 205 ANTICIPATED PROGRAMME DATES: See A20 Contract Clauses
- 211 PROGRAMME:
- Within 5 working days of letter of instruction and before starting work on site prepare in an approved form a master programme for the Works showing the main elements of the project, which must make allowance for:
 - Design and production information provided by the Contractor/Subcontractors/Suppliers, including inspection and checking (see section A31).
 - Planning and mobilisation by the Contractor
 - 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 (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.
 - 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 from his programme and confirm this when submitting the programme.
 - Submit two copies to CA.
- 230 SUBMISSION OF PROGRAMMES: will not relieve the Contractor of his responsibility to advise the CA of the need for further drawings or details or instructions in accordance with Clause 1.7.2 of the Conditions of Contract.
- 240 COMMENCEMENT OF WORK: Inform the CA at least 5 working days before the proposed date for commencement of work on site.
- 250 MONITORING: Record progress on a copy of the programme kept on site. If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.
- 260 CA'S SITE MEETINGS:
- The CA will hold regular site meetings to review progress and other matters arising from the administration of the Contract. Meetings will normally be held fortnightly unless otherwise advised by the CA.
 - Attend all meetings and inform subcontractors and suppliers when their presence is required.
 - The CA will chair the meetings and take and distribute minutes.
 - Contractor is to provide accommodation for the meeting. Enquires should be made with the Building Manager for suitable location within the building.

- 263 **CONTRACTOR'S PROGRESS REPORT:** Submit a progress report in writing, inclusive of narrative as to progress made and an updated master programme to show progress against the original agreed master programme to the CA 2 days prior to each CA's site meeting. 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.
 - Any requirements for further drawings or details or instructions to enable the CA to fulfil his obligations under Clause 1.7.2 of the Conditions of Contract.
- 270 **CONTRACTOR'S SITE MEETINGS:** Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
- 285 **PARTIAL POSSESSION:** The Employer wishes to take possession of parts of the Works as they are completed, provided all necessary access, services and other associated facilities are also complete.
- 290 **NOTICE OF COMPLETION:** Give CA at least one week's notice of the anticipated dates of Practical Completion of the whole or parts of the Works.
- 300 **ADVERSE WEATHER:** Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.
- 310 **EXTENSIONS OF TIME:** When a notice of the cause of any delay or likely delay in the progress of the Works is given under Contract clause 2.3, written notice must also be given of all other causes which apply concurrently. The Contractor shall, as soon as possible, submit to the CA:
- 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, and
 - All other relevant information required by the CA.
- 320 **DISTURBANCE OF REGULAR PROGRESS:** Any application under Contract clause 4.11 in respect of direct loss and/or expense must be made as soon as practicable and with (or to be followed by) the requisite supporting information so as to afford the CA the opportunity to issue instructions designed (according to the circumstances) to minimise or avoid that loss and/or expense.

CONTROL OF COST

- 410 **CASH FLOW FORECAST:** As soon as possible and before starting work on site submit to the CA a forecast showing the nett valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.
- 420 **EXISTING WORK:** The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.
- 432 **PROPOSED INSTRUCTIONS:** If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days. The estimate must include:
- A detailed breakdown of the cost including any allowance for direct loss and expense.
 - Details of any additional resources which may be required.
 - Details of any adjustments which may have to be made to the programme for the Works.
 - Any other information as is reasonably necessary for the CA to fully assess the implications of issuing such an instruction.
- Inform the CA immediately if it is not possible to comply with any of the above requirements.
- 440 **MEASUREMENTS:** Give reasonable notice to the Quantity Surveyor before covering up work which the Quantity Surveyor requires to be measured.

- 450 DAYWORK VOUCHERS: Give reasonable notice to the CA of the commencement of any work for which daywork vouchers are to be submitted. Before being delivered each voucher must be:
- Referenced to the instruction under which the work is authorised, and
 - Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct.
- 460 INTERIM VALUATIONS: At least 2 days before the end of each established period for interim valuations submit to the CA details of amounts due under the Contract together with all necessary supporting information.
- 471 UNFIXED MATERIALS: At the time of each valuation disclose to the CA which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title inconsistent with passing of property as required by Clause 1.10 of the Conditions of Contract, together with their respective values. When requested provide evidence of freedom from reservation of title.
- 476 LISTED OFF-SITE MATERIALS OR GOODS: The information submitted to the CA in accordance with clause 4.2.1 (c) of the Conditions of Contract as reasonable proof that the property in 'listed items' is vested in the Contractor must include:
- For items 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 listed items are not subject to any encumbrance or charge.
 - For items purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
A copy 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 PLANT RETURNS: At the beginning of each week provide for verification by the CA records showing, for each day of the previous week:
- 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 plant employed on the Works.

A33 QUALITY STANDARDS/CONTROL

MATERIALS AND WORK GENERALLY

- 110 GOOD PRACTICE: Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:
- Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and
 - In accordance with relevant good building practice.
- 120 GENERAL QUALITY OF PRODUCTS:
- Products to be new unless otherwise specified.
 - For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by CA.
 - Where a choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved.
Produce written evidence of sources of supply when requested by CA.

- Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance.
- Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.
- If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.

130 PROPRIETARY PRODUCTS:

- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform CA if these conflict with any other specified requirement. Submit copies to CA when requested.
- The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturers' literature current at time of installation.
- Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform CA and do not place orders for or use the affected products without further instructions.
- Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

140 CHECKING COMPLIANCE OF PRODUCTS: Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:

- The sources, types, qualities, finishes and colours are correct, and match any approved samples.
- All accessories and fixings which should be supplied with the goods have been supplied.
- Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.
- The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
- The products are clean, undamaged and otherwise in good condition.
- Any products which have a limited shelf life are not out of date.

150 PROTECTION OF PRODUCTS:

- Prevent over-stressing, distortion and any other type of physical damage.
- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products.
- Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
- Keep different types and grades of products separately and adequately identified.

- So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used.
 - Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
 - Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.
- 160 SUITABILITY OF RELATED WORK AND CONDITIONS: Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that:
- Previous, related work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work.
 - All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.
 - The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishes are installed.
- 170 GENERAL QUALITY OF WORKMANSHIP:
- Operatives must be appropriately skilled and experienced for the type and quality of work.
 - Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
 - Inspect components and products carefully before fixing or using and reject any which are defective.
 - Fix or lay securely, accurately and in alignment.
 - Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20. Fastenings to comply with relevant British Standards.
 - Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not overtighten fixings.
 - Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.
 - Ensure that all moving parts operate properly and freely. Do not cut, grind or
 - Plane pre-finished components and products to remedy binding or poor fit without approval.
- 180 BS 8000: BASIC WORKMANSHIP:
- Where compliance with BS 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work.
 - Where BS 8000 gives recommendations on particular working methods or other matters which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the CA under the Contract.
 - If there is any conflict or discrepancy between the recommendations of BS 8000 on the one hand and the project documents on the other, the latter will prevail.
- 190 WATER FOR THE WORKS: Clean and uncontaminated. If other than mains supply is proposed provide evidence of suitability. Test to BS 3148 if instructed.
- SAMPLES/APPROVALS**
- 210 APPROVAL OF PRODUCTS: Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained.

Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.

220 SAMPLES OF FINISHED WORK: Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself (if approval of the finished work as a whole is required this is specified separately). Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works. Retain approved sample in good, clean condition on site. Ensure that the relevant characteristic(s) of the Works match the approved characteristic(s) of the sample. Remove samples, which are not part of the finished Works when no longer required.

230 APPROVALS: Where and to the extent that products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

- To the express approval of the CA or
- To match a sample expressly approved by the CA as a standard for the purpose.

240 APPROVALS: Inspection or any other action by the CA must not be taken as approval of products or work unless the CA so confirms in writing in express terms 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.

ACCURACY/SETTING OUT GENERALLY

321 SETTING OUT: Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.

322 SETTING OUT: Inform CA when overall setting out is complete and before commencing construction.

340 APPEARANCE AND FIT:

- Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.
- Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.
- Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be not greater than those given in BS 5606, Table 1
- **Please note the contractor is to take all site measures to ensure installation on specified products. The areas specified within the contract are for indicative purposes only - and shall not be relied upon as being accurate.**

380 RECORD DRAWINGS: Record details of all grid lines, setting-out stations, benchmarks and profiles on the site setting-out drawing. Retain on site throughout the contract and hand to CA on Completion.

SERVICES GENERALLY

- 410 SERVICES REGULATIONS: Any work carried out to, or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.
- 420 SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.
- 440 MECHANICAL AND ELECTRICAL SERVICES: must have final tests and commissioning carried out so that they are in full working order at Practical Completion.

SUPERVISION/INSPECTION/DEFECTIVE WORK

- 510 SUPERVISION: 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. The Contractor should inform the CA of the number for a site fax and phone line which should be provided by the Contractor.
- 515 CO-ORDINATION OF ENGINEERING SERVICES: The 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 services, one with another and each in relation to the Works generally. Submit to the CA, when requested, CVs or other documentary evidence relating to the staff concerned.
- 520 PERSON-IN-CHARGE: Give maximum possible notice to CA before changing the person-in-charge or site agent. The Contractor should also provide a person at Site Manager level to liaise with the Building Manager and the occupants of the property.
- 530 ACCESS FOR CA: Provide at all reasonable times access to the Works and to other places of the Contractor or Subcontractors where work is being prepared for the Contract.
- 540 OVERTIME WORKING: Whenever overtime is to be worked, give CA not less than one week's notice, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.
- 550 DEFECTS IN EXISTING CONSTRUCTION: to be reported to CA without delay. Obtain instructions before proceeding with work that may:
- Cover up or otherwise hinder access to the defective construction, or
 - Be rendered abortive by the carrying out of remedial work.
- 555 ACCESS FOR INSPECTION: Give CA not less than 48 hours' notice before removing scaffolding or other facilities for access.
- 560 TIMING OF TESTS AND INSPECTIONS: Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.
- 565 TEST CERTIFICATES: Submit a copy of each certificate to CA as soon as practicable and keep copies of all certificates on site.
- 570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:
- As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.

- Such proposals may be unacceptable to the CA, and he may issue contrary instructions may be issued.

580 MEASURES TO ESTABLISH ACCEPTABILITY: 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, and
- will not be considered as grounds for extension of time.

590 QUALITY CONTROL: Establish and maintain procedures to ensure that the Works, including the work of all subcontractors, comply with specified requirements. Maintain full records, keep copies on site for inspection by the CA, and submit copies of particular parts of the records on request. The records must include:

- Identification of the element, item, batch or lot including location in the Works.
- The nature and dates of inspections by the Contractor or CA, tests and approvals.
- The nature and extent of any nonconforming work found.
- Details of any corrective action.

WORK AT OR AFTER COMPLETION

610 GENERALLY:

- Make good all damage consequent upon the work.
- Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
- Clean the works thoroughly remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
- Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction.
- Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

640 SECURITY AT COMPLETION: Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

650 MAKING GOOD DEFECTS: Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed. The contractor will be required to undertake remedial works on the basis of the response times for attendance will be as follows during the Defects Liability Period: -

Within 24 hours - where life or property is at risk

Within seven days - all other repairs affecting daily use or fabric of the property

Within twelve months - nonessential remedial works which do not impact on daily use or fabric of the property.

A34 SECURITY/SAFETY/PROTECTION

GENERALLY

- 110 THE PRE-CONSTRUCTION INFORMATION PACK forms a separately bound document and is issued during the tender period.
- 114 CONSTRUCTION HAZARDS arising from the design of the project include those identified below. Commonplace hazards which should be controlled by good management and good site practices are not listed.
No Site-Specific Construction Hazards.
- 117 HEALTH HAZARDS arising from the specified construction materials include those identified below. Common place hazards which should be controlled by good management and good site practices are not listed.
No Site-Specific Health Hazards.
- 120 THE CONSTRUCTION PHASE PLAN, developed from the Outline Construction Phase Plan (see section A30) must be submitted to the CA not less than 5 days before the proposed date for start of construction work. Do not start construction work until the Employer has confirmed in writing that in his view the Construction Phase Plan includes the procedures and arrangements required by CDM Regulation 15(4).
- 125 HSE APPROVED CODES OF PRACTICE: Comply with the following:
- Management of health and safety at work.
- Managing construction for health and safety.
- 130 SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.
- 140 STABILITY: Accept responsibility for the stability and structural integrity of the works during the Contract, and support as necessary. Prevent overloading: details of design loads may be obtained from CA.
- 150 OCCUPIED PREMISES:
- Carry out the Works without undue inconvenience and nuisance and without danger to adjoining neighbours.
- If it transpires that 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 paid to the Contractor, provided that such overtime is authorised by the CA in advance. Note restrictions stated in Construction Phase Plan.
- 170 EMPLOYER'S REPRESENTATIVES SITE VISITS:
Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and his representatives as appropriate.

PROTECT AGAINST THE FOLLOWING:

- 221 NOISE:
- Comply generally with the recommended BS 5228: Part 1, clause 9.3 for minimising noise levels during the excavation of the works.
- Noise levels from the works are to be kept below 32 dB(A) when measured from any point in the accommodation.
- Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Do not use pneumatic drills and other noisy appliances outside normal working hours (09.00-18.00 hours) without consent of the CA.

- Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.
- 230 POLLUTION: Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways. If pollution occurs inform the appropriate Authorities and the CA without delay and provide them with all relevant information.
- 235 USE OF PESTICIDES: **Will not be permitted**
- 240 NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- 250 ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos-based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.
- 260 FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council.
- 265 BURNING ON SITE: of materials arising from the work **will not be permitted**.
- 270 WATER: Prevent damage from storm and surface water. (Items for keeping the site and excavations free of water are given elsewhere).
- 280 MOISTURE: Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:
- Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.
- 285 INFECTED TIMBER: Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.
- 290 WASTE:
- Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy.
 - Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.
 - Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.
 - Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
 - Retain waste transfer documentation on site.
 - The Local Authority have restrictions on the times of day when waste transference is permitted. The contractor is deemed to have made enquiries and allowed to comply with such restrictions.
 - 300: it is unlikely that a skip will be permitted and the contractor should make other arrangements as necessary for shape and renewal of waste products.
- PROTECT THE FOLLOWING:**
- 410 WORK IN ALL SECTIONS: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.
- 420 EXISTING SERVICES:
- Notify all service authorities and/or adjacent owners of the proposed works not less than one week before commencing site operations.

- Before starting work check positions of existing mains/services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners.
- Observe service authority's recommendations for work adjacent to existing services.
- Adequately protect and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.
- If any damage to services results from the execution of the Works, notify CA and appropriate service authority without delay. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by the CA to deal with an emergency will not affect the extent of the Contractor's liability.
- Replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.

430 ROADS AND FOOTPATHS: Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising. **We also draw the Contractor's attention to A12 - 200 - Access to site.**

435 EXISTING TOPSOIL/SUBSOIL: Before starting work, submit to the CA, proposals for protecting existing topsoil and subsoil from over compaction 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.

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

460 EXISTING WORK: Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.

465 BUILDING INTERIORS: Protect building interiors exposed to weather during the course of alteration work with temporary enclosures of sufficient size to permit execution of the work and which will remain weather tight in severe weather. The Contractor should allow for the following site preparation during the works on site: **Pre commencement photographic condition survey of all work areas, including particularly the condition of the reveals of each window.**

470 EXISTING FURNITURE FITTINGS AND EQUIPMENT: Prevent damage to any furniture, fittings or equipment left in the existing property. More as necessary to enable the works to be accepted. Cover and protect as necessary and replace in original positions. Confirm with Building Manager any available storage area for existing furniture to be relocated.

481 ADJOINING PROPERTY: Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if there are requirements to erect scaffolding on or otherwise use adjoining property and pay all charges. Remove and make good on completion, or when directed. Bear the cost of repairing any damage arising from execution of the Works.

490 EXISTING STRUCTURES:

- Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
- Support existing structure as necessary during cutting of new openings or replacement of structural parts.
- Do not remove supports until new work is strong enough to support the existing structure. Prevent oversteering of completed work when removing supports.

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/ TIMING

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

120 DESIGN CONSTRAINTS:

None

130 METHOD/SEQUENCE OF WORK:

The Contractor is to comply with the Start and Completion dates given in A20.

140 ACCESS TO THE SITE: See section A12.

150 USE OF THE SITE: See section A12.

155 SCAFFOLDING: Ensure that access towers, scissor lifts and access equipment for the high-level works are erected early enough and/or dismantled late enough to suit the programmes of all subcontractors.

Ensure the access equipment does not impede access to building and entrances and fire escapes and any vehicular or pedestrian movement along the highway. Suitable protection is required to prevent items and dust falling to lower levels and with particular regard to protecting the lower floors.

Exclusion working zones to be created to segregate working areas from remainder of site, through the use of debris netted heras fencing with timber kick boards.

Scaffold & access equipment is only to be erected or dismantled when children are not on site.

Refer also to PART 3 - Schedule of Works.

All proposals are to be submitted to the CA for approval on location, appearance and general protection. Pricing for all necessary towers and all access equipment should be inserted here.

180 START OF WORK:

At both sites; 3rd April - 14th April 2023, 2-week construction programme

190 WORKING HOURS:

07.30 - 18.30 hours Monday to Friday for the works; noisy and/or works causing a vibration or any other nuisance to be prior to 9am and after 3.30pm.

NOTE: The above will be subject to the provisions of Local Authority and thus these hours may be restricted further. The Contractor is to comply fully with all such restrictions and no delays to the contract as a result of such restrictions will be entertained.

210 COMPLETION IN SECTIONS OR PARTS

- 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.
- During execution of the remainder of the works ensure that completed sections or parts of the work have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/TEMPORARY WORK/SERVICES

110 LOCATIONS: Inform CA of the intended siting of all spoil heaps, temporary works and services.

120 MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.

261 SANITARY ACCOMMODATION: Welfare facilities located within the building may be utilised by the Contractor providing these are kept clean and well maintained by the Contractor for the duration of the

works and are thoroughly cleaned upon completion. The welfare facilities designated for the contractor's use will be identified by the building manager prior to commencement.

320 TEMPORARY FENCE(S):
Not required.

360 NAME BOARD:

371 Allow to erect McBains and Contractors name boards but only with the permission of the client instructed through the CA. Advertisements will not be permitted.

410 LIGHTING: During finishing work and inspection provide temporary lighting, the intensity and direction of which closely resembles that provided by the permanent installation or daylight, whichever is appropriate.

420 LIGHTING AND POWER: Electricity supply from the Employer's mains may be used for the Works as follows:

- Supply will be from existing incoming mains supply.
- The Employer will not be held responsible for the effects of any failure or restriction in supply.
- The Contractor will be responsible for all costs involved in the connection and temporary adaptation of the supply but will not be responsible for the supply cost providing the supply is utilised in an economic manner.

430 WATER from the Employer's mains may be used for the Works (avoidable waste excepted) as follows:

- Supply will be from existing incoming mains supply.
- The Contractor will be responsible for all costs involved in the connection and temporary adaptation of the supply but will not be responsible for the supply cost providing the supply is utilised in an economic manner.

438 WATER RESTRICTIONS: If the water supply is or is likely to be restricted by emergency legislation, inform the CA without delay and ascertain the availability and additional cost of water from alternative sources.

445 TELEPHONES: Provide as soon as practicable a means of direct telephone communication with the Contractor's person-in-charge and facsimile.

461 TEMPERATURE AND HUMIDITY: The permanent heating installation may be used for drying out the Works and controlling temperature and humidity levels, but:

- The Employer does not undertake that it will be available.
- The Contractor must take responsibility for operation, maintenance and remedial work, and arrange supervision by and indemnification of the appropriate Subcontractors and pay costs arising.

500 METER READINGS: Where charges for service supplies need to be apportioned ensure that meter readings are taken by relevant authority at possession and/or completion as appropriate. Ensure that copies of readings are supplied to interested parties, readings to be taken and issued on date of taking possession and date of handover.

A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING

111 THE BUILDING MANUAL:

- The Building Manual (incorporating the Construction Phase Plan and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the CA for checking by the Planning Supervisor and for delivery to the Employer.
- The Manual is to consist of the following three parts, sub sectioned as appropriate:

PART 1: GENERAL INFORMATION: Content as clause 121, the information being provided to the Contractor by the CA.

PART 2: BUILDING FABRIC INFORMATION: Content as clause 132, plus certain as-built drawings and other information provided to the Contractor by the CA.

PART 3: BUILDING SERVICES INFORMATION: Content as clause 143.

- The presentation of the Manual is to be as clause 151.
- A complete draft of the Manual must be submitted not less than one week before the date for submission of the final copies of the Manual. Amend the draft Manual in the light of any comments and resubmit to the CA. Do not proceed with production of the final copies of the Manual until authorised to do so by the CA.
- Final copies of the Manual: Provide the CA with 2 copies not less than two weeks before Practical Completion.

As-built drawings: Provide 2 copies on paper.

113 THE CONSTRUCTION PHASE PLAN is an information source and guide for the Employer and end users providing an understanding of the building and its systems and enabling it to be operated and maintained safely. Provide the Construction Design and Management Coordinator, with 2 copies of the information required below not less than two weeks before Practical Completion.

- Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance or demolition for all Contractor designed and performance specified work.
- A full description of each of the building services systems installed, written to ensure that the Employers staff fully understand the scope and facilities provided.
- Operating and maintenance instructions for all equipment and systems installed.
- Copies of manufacturers current technical literature and COSHH dated data sheets for all materials, plant and equipment selected by the Contractor.
- General maintenance instructions for all items of Contractor designed or performance specified work.
- As-built drawings recording details of construction for all Contractor designed and performance specified work.

121 THE BUILDING MANUAL PART 1: GENERAL INFORMATION must include:

- A description of the buildings.
- Details of ownership and all consultants and designers.
- Details of all Authorities plus copies of all consents and approvals obtained.
- Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturers.
- Any operational requirements and constraints of a general nature which are not relevant to other parts of the Building Manual.
- The fire safety strategy for the buildings(s) including drawings showing emergency escape routes, location of emergency and firefighting systems, services shut-off valves, switches, etc.

132 THE BUILDING MANUAL PART 2: BUILDING FABRIC INFORMATION:

Provide such information as is reasonably required by the Planning Supervisor including:

- Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance or demolition for all Contractor designed work and performance specified work.
- As-built drawings recording details of construction for all Contractor designed work and performance specified work.
- Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including COSHH dated data sheets and manufacturers recommendations for cleaning and maintenance.
- Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Copies of all test certificates and reports required in the specification.

143 THE BUILDING MANUAL PART 3: BUILDING SERVICES INFORMATION must include:

- A full description of each of the systems installed, written to ensure that the Employer's staff fully understand the scope and facilities provided.
- A description of the mode of operation of all systems including services capacity and restrictions.
- Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
- Legend for all colour-coded services.
- Schedules (system by system) of plant, equipment, valves, etc., stating their locations, duties and performance figures. Each item must have a unique number cross-referenced to the record and diagrammatic drawings and schedules.
- The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
- Manufacturers technical literature for all items of plant and equipment, assembled specifically for the project, excluding irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
- A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, works tests, start and commissioning tests) for the installations and plant, equipment, valves, etc., used in the installations.
- A copy of all manufacturers' guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.
- Starting up, operating and shutting down instructions for all equipment and systems installed.
- Control sequences for all systems installed.
- Schedules of all fixed and variable equipment settings established during commissioning.
- Procedures for seasonal changeovers.
- Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Lubrication schedules for all lubricated items.
- A list of normal consumable items.

- A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
- Procedures for fault finding.
- Emergency procedures, including telephone numbers for emergency services.

151 PRESENTATION OF BUILDING MANUAL: The Manual is to be contained in a series of A4 size, plastic 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, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as-built drawings may form annex(es) to the Manual.

220 TRAINING OF EMPLOYER'S STAFF: Before Practical Completion explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual. Include for not less than one operating day for this purpose. Date to be pre-arranged with CA and Employer representative.

230 SPARE PARTS: At least two weeks before Practical Completion submit to the CA a schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Employer for maintenance of the services installations. State against each item the manufacturers current price, including packaging and delivery to site.

251 TOOLS: At Practical Completion provide two complete sets of tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Nominated Subcontracts) together with suitable means of identifying, storing and securing same.

A4 CONTRACTOR'S GENERAL COST ITEMS

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

For details of site accommodation required or made/not made available by the Employer see section A36.

110 SITE ACCOMMODATION

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

For details of services and facilities required or made/not made available by the Employer see section A36.

301 GENERAL ATTENDANCE ON NAMED SUBCONTRACTORS: State overheads and profit as a percentage for general attendance on named subcontractor on site.

310 ADDITIONAL SERVICES AND FACILITIES ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate:

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

120 HOISTS

140 TRANSPORT

250 ADDITIONAL MECHANICAL PLANT ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

For details of temporary works required or made/not made available by the Employer see section A36.

110 TEMPORARY ROADS

120 TEMPORARY WALKWAYS

150 HOARDINGS, FANS, FENCING, ETC.

160 HARDSTANDING

170 TRAFFIC REGULATIONS

250 ADDITIONAL TEMPORARY WORKS ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:

A50 WORK BY OTHERS OR SUBJECT TO INSTRUCTION - Not Applicable

A51 WORK/PRODUCTS BY/ON BEHALF OF THE EMPLOYER - Not Applicable

A53 WORK BY STATUTORY AUTHORITIES/UNDERTAKERS - Not Applicable

A54 PROVISIONAL WORK / ITEMS

310 As set out within the Section 2 Schedule of Works

590 CONTINGENCIES: Include the provisional sums as set out within the Schedule of Works for each site for unforeseen eventualities; only to be expended at the express instruction of the CA.

<u>Preliminaries Collection</u>	£	--	p
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