

PRELIMINARIES

Project: **NEW TEACHING BLOCK AND INTERNAL ALTERATIONS**

for

SANDFORD HILL PRIMARY SCHOOL, STOKE ON TRENT

Job No: **2462**

Date: **March 2019 – Tender Issue**

Revision	Date	Description
B	27.03.19	General Revisions
C	11/04/19	General Revision

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A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Sandford Hill Primary School
- Nature: New Modular Build and refurbishment / alterations
- Location: Clayfield Grove, Longton, Stoke-on-Trent, ST3 5AQ
- Length of contract: 15 weeks, 2 days

120 EMPLOYER (CLIENT)

- Name: Steve Lunt, Stoke on Trent Council
- Address: Floor 3 Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC

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

- Title: Architect
- Name: Pinnegar Hayward Ltd trading as Pinnegar Hayward Design Chartered Architects Ltd
- Address: The Flaghouse, 16 Graham Street. Birmingham B1 3JR
- Telephone: 0121 236 7009

150 PRINCIPAL DESIGNER

- Name: PRLC
- Address: 45 Rockingham Gardens, Sutton Coldfield, Birmingham, B74 2PN
- Telephone: 07964028301

160 QUANTITY SURVEYOR

- Poole Dick
- Address: Home Farm, Keele University Science and Business Park, Newcastle-Under-Lyme, Staffordshire, ST5 5AA
- Telephone: 01782 443030

200 CONSULTANTS

- Description: Structural
 - Name: Daniel Rossiter, Stoke on Trent Council
 - Address: Floor 3 Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH
 - Telephone: 01782 232 115
- Description: Electrical
 - Name: Ali Alimiyau, Stoke on Trent Council
 - Address: Floor 3 Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH
 - Telephone: 01782 236687
- Description: Mechanical
 - Name: Mark Brassington, Stoke on Trent Council
 - Address: Floor 3 Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH
 - Telephone: 01782 23 2358

205 STATUTORY AUTHORITIES

- The successful contractor is obliged to use Stoke Local Authority for Building Control.

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: Appendix A

120 CONTRACT DRAWINGS

- The contract drawings: Same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

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

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The site has a significant cross fall across it and there are areas of significant terracing. There are both grass and 'all weather' sports pitches as well as car parking and macadam playgrounds. It is bound on all sides by residential properties.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The building stock of the primary school primarily comprises a 1960's 2 storey flat roofed block however there is also a separate modern nursery block cut into the hillside and some new and old existing modular classroom blocks.

140 EXISTING MAINS AND SERVICES

Topographical, drainage and utilities:

Most of the information has been transposed onto architectural drawings 2462 03 and 04 however raw survey information is available on dwg S17719-U Rev A and desktop study 214123

170 SITE INVESTIGATION

- See borehole log report S2018029 conveying results of bearing pressure tests to the window samples.

200 ACCESS TO THE SITE

- Description: Access to the site is via Clayfield Grove and Clayfield Grove West – both of which are residential streets.

210 PARKING

- Contractor parking is limited to on-site parking. There should be no parking on the local residential streets.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the works.
- Limitations: None, except that the contractor should operate in an orderly, considerate & neighbourly fashion, particularly with regard to late night working, Sundays etc.
- Contractors Compound:
 - The site compound area should be maintained as a secure contractor only site area with fencing and hoarding as required and indicated.
 - The compound will be formed by sheeted secure Heras fence to be maintained for the duration of the works.
 - Ensure that school staff and students enjoy unrestricted access throughout the duration of the works.

230 SURROUNDING LAND/ BUILDING USES

- General: The school is situated within a residential area and access to it is via residential streets

240 HEALTH AND SAFETY ISSUES RELATING TO THE EXISTING BUILDING/OCCUPANCY

- General: The nature and condition of the site cannot be fully ascertained before works commence, however the following hazards may be present:
 - 1. Operations on neighbouring sites.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- 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: Mr Tim Fender, Premises & Client Services 01782 231271
- **Attending a site visit before submitting a tender return is a mandatory compliance criteria**

A13 DESCRIPTION OF THE WORKS

120 THE WORKS

- Description:

Construction of new modular build detached single story 2 classroom teaching block within grassed area to the south of the main school building (Beside existing staff car park).

Construction of 10m2 Flat roof extension to existing school Main Hall for chair storage

Re ordering of kitchen and creation of food tech room / new staff room

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- There may be some 'life cycle' asbestos strip out works and window replacement happening in the school at the same time by the PFI provider however efforts have been to segregate works areas.

There will however need to be some co-ordination and co-operation regarding deliveries etc.

135 UPGRADE OF INCOMING SUPPLIES

The client has instructed Western Power to upgrading of electric supply at Sandford Hill (And paid them). Western Power will be responsible for excavation, cables, cable ducts, etc., but removal of existing fence to allow the installation and provision of external cubicle will be the responsibility of the successful Contractor. On completion of new power supply installation, the Contractor will reinstate the fence and make good to client and PM satisfaction. Western Power quote and other relevant information from Western Power are included within the tender package.

The Contractor will be responsible for the work of Western Power on site and is to allow for coordinating and management accordingly.

140 COMPLETION WORK BY OTHERS

- Description:

The school will do the patching in / final connections to contract supplied data cabling

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

335 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

- The Contract: JCT Intermediate Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

THE RECITALS

First

THE WORKS

- Comprise: New build modular build classroom and alterations to kitchen / construction of small chair store extension
- Location: Sandford Hill Primary School, Clayfield Grove, Longton, Stoke-on-Trent, ST3 5AQ

Second

CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
- 1. Kitchen Extract Ventilation Canopy and associated ventilation plant (DW172 Standard).
- 2. Modular Build Classroom block –Acoustics in compliance with BB93
- 3. Modular Classroom Block Internal Mechanical and Electrical Services.
- 4. Modular Classroom Block External Mechanical and Electrical Services.
- 5. Modular Classroom Block Substructure design
- 6. Steelwork Connections
- 7. Above ground drainage connections to BS5572
- 8. IT (Power and data installation) and surge protection/cable containments
- 9. Actuators (incl switched power and controls) and insect mesh to new and existing windows in kitchen & food tech.

Third

CONTRACT DRAWINGS

- The contract drawings: As listed in clause A11/120 (Appendix A)

Fourth

OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Comprise: Preliminaries Document, Technical Specification and all documents listed in appendix A
- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fifth B

PRICING BY THE CONTRACTOR

- Option B will apply: Option A will be deleted.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this contract (the Activity Schedule) will be deleted.

Ninth

INFORMATION RELEASE SCHEDULE

- The Ninth Recital will be deleted.

Eleventh

DIVISION OF THE WORKS INTO SECTIONS

- The Eleventh Recital will be deleted.

Twelfth

FRAMEWORK AGREEMENT

- The Twelfth recital will be deleted

THE ARTICLES

3

ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

4

QUANTITY SURVEYOR

- As clause A10 /160

5

PRINCIPAL DESIGNER

: See clause A10/150.

6

PRINCIPAL CONTRACTOR (CDM AND SWMP)

- Principal Contractor: See clause A10/130

9

LEGAL PROCEEDINGS

- Amendments: None

CONTRACT PARTICULARS

PART 1: GENERAL

Fourth Recital

EMPLOYER'S REQUIREMENTS

- Comprise: All tender documentation including drawn information.

Sixth Recital

CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Comprise: Proposals by contractor for each relevant element to enable design and construction to be completed.
- Specific Requirements: Nil

Eighth Recital and clause 4.5

CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at the Base Date is not a contractor for the purposes of the CIS.

Tenth Recital

CDM REGULATIONS

- The project is notifiable.

Thirteenth Recital and Schedule 5

SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 does not apply.
 - Health and safety: Paragraph 2 does not apply.
 - Cost savings and value improvements: Paragraph 3 does not apply.
 - Sustainable development and environmental considerations: Paragraph 4 does not apply.
 - Performance indicators and monitoring: Paragraph 5 does not apply.
 - Notification and negotiation of disputes: Paragraph 6 does not apply.
 - Where paragraph 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Does not apply.
 - Contractor's nominee: Does not apply.
- Or such replacement as each party may notify to the other from time to time.

Article 8

ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) does apply.

Clause 1.1

BASE DATE

- Base Date: 07th June 2019

Clause 1.1

CDM PLANNING PERIOD

- Shall mean the period of 14 days ending on possession of site date.

Clause 1.1

DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): 15th October

Clause 1.7

ADDRESSES FOR SERVICE OF NOTICES

- Employer: City of Stoke-on-Trent
Address: Floor 3 Civic Centre, Glebe Street,
Stoke-on-Trent ST4 1HH

Clause 2.4

DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: 01st July 2019
(Note: This is when the modular design is expected to start however the contractor may not actually start on site till a week or two later)

Clause 2.5

DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 applies

Clause 2.23.2

LIQUIDATED DAMAGES

- £2500 per week

Clause 2.30

RECTIFICATION PERIOD

- Period: 12 months from the date of practical completion of the Works.

Clause 2.34.3

CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: Unlimited.

Clause 4.6

ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.6 does not apply.

Clause 4.7.1

INTERIM PAYMENTS - DUE DATES

- The first due date is: To be advised.

Clause 4.8.1

INTERIM PAYMENTS - PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
- Completed works: Where the Works, or those works in a section have achieved practical completion, the percentage in respect of the completed works is 97.5%.

Clause 6.4.1.2

CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £10,000,000.00.

Clause 6.5.1

INSURANCE - LIABILITY OF EMPLOYER

- Insurance is required
- Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £5,000,000

Clause 6.7 and Schedule 1

INSURANCE OF THE WORKS - INSURANCE OPTIONS

- Schedule 1: Insurance option A applies.
- Percentage to cover professional fees: 12 per cent.

Clause 6.10 and Schedule 1

TERRORISM COVER

- Detail of cover: Not required

Clause 6.12

JOINT FIRE CODE

- The Joint Fire Code: Does not apply.

Clause 6.16

CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
- £1,000,000
- Cover for pollution and contamination claims: £1,000,000
- Expiry of required period of CDP Professional Indemnity Insurance: £1,000,000

Clause 8.9.2

PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: 2 weeks.

Clauses 8.11.1.1 to 8.11.1.5

PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: 2 weeks.

Clause 9.2.1

ADJUDICATION

- The Adjudicator is: RIBA.

Clause 9.4.1

ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the RIBA.

PART 2: COLLATERAL WARRANTIES:

Part 2 (E)

COLLATERAL WARRANTIES FROM SUBCONTRACTORS

- Part 2 (E)
- Conditions: Clauses 3.5 and 3.6 of the Contract.
- Collateral warranties will be required from the following subcontractors or categories of subcontractor.
- Name of Category: Mechanical Installation (incl. vent), Electrical Installation, Roofing, Steelwork, Pre-cast slab, Piling, Modular classroom block.
- Types of Warranty: Design
- Professional Indemnity Insurance: Level: Each and Every, Amount: £5,000,000.00, Period: 12 years.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.11

APPLICABLE LAW

- Amendments: England

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed underhand.

CONTRACT GUARANTEE BOND

- Not required

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

- 110 SCOPE
- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.
- 145 TENDERING PROCEDURE
- General: In accordance with NBS Guide to Tendering for Construction Projects.
- 155 COLLATERAL WARRANTY
- The Agreement: Enter into JCT warranty a copy of which, with the relevant parts completed, is included with the tender documents.
 - Location: Incorporated into the conditions of contract.
- 160 EXCLUSIONS
- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
 - Relevant parts of the work: Define those parts, stating reasons for the inability to tender.
- 170 ACCEPTANCE OF TENDER
- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
 - Costs: No liability is accepted for any cost incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY
- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 6 months
 - Date for possession/ commencement: See section A20.
- 195 CONTRACTOR'S DESIGN
- Scope: Undertake and take full responsibility for the design of the following parts of the Works:
 - 1. Kitchen Extract Ventilation Canopy and associated ventilation plant (DW172 Standard).
 - 2. Modular Build Classroom block –Acoustics in compliance with BB93
 - 3. Modular Classroom Block Internal Mechanical and Electrical Services.
 - 4. Modular Classroom Block External Mechanical and Electrical Services.
 - 5. Modular Classroom Block Substructure design
 - 6. Steelwork Connections
 - 7. Above ground drainage connections to BS5572
 - 8. IT (Power and data installation) and surge protections
 - 9. Actuators (incl switched power and controls) and insect mesh to new and existing windows in kitchen & food tech.

PRICING/ SUBMISSION OF DOCUMENTS

- 220 PRICING OF PRELIMINARIES
- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items.

- 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.
- 410 FLUCTUATIONS
- Content: The list of market prices of articles manufactured outside the United Kingdom required by the Conditions of Contract clause C3.
 - Submit: with tender.
- 440 SCHEDULE OF RATES
- Content: to be confirmed
 - Fully priced copy: Submit with tender
- 440 CONTRACT SUM ANALYSIS
- Content of the Analysis: A breakdown of the Contract Sum will be provided and should be submitted with tender.
- 480 PROGRAMME
- Provide information as requested in pro-contract questions
- 490 INFORMATION RELEASE SCHEDULE
- Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.
 - Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.
- 515 ALTERNATIVE TIME TENDERS
- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
 - Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.
- 530 SUBSTITUTE PRODUCTS
- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
 - Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.
- 540 QUALITY CONTROL RESOURCES
- - Provide information as requested in pro-contract questions
- 550 HEALTH AND SAFETY INFORMATION
- Provide information as requested in pro-contract questions

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 developing the Plan: The Contractor.
- Content: Include details of:
 - Principal Contractor for the purposes of the plan.
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: throughout project in reasonable time.

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

130 PRODUCTS

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

135 SITE EQUIPMENT

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

140 DRAWINGS

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

145 CONTRACTOR'S CHOICE

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

150 CONTRACTOR'S DESIGN

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

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply or products to be fixed. All products to be supplied and fixed unless stated otherwise.

- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
 - Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
 - Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
 - Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
 - Refix: Fix removed products.
 - Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
 - Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
 - System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
- 170 MANUFACTURER AND PRODUCT REFERENCE
- Definition: When used in this combination:
 - Manufacturer: The firm under whose name the particular product is marketed.
 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
 - Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.
- 200 SUBSTITUTION OF PRODUCTS
- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
 - Reasons: Submit reasons for the proposed substitution.
 - Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
 - Alterations to adjacent work: If needed, advise scope, nature and cost.
 - Manufacturers' guarantees: If substitution is accepted, submit before ordering products.
- 210 CROSS REFERENCES
- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
 - Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
 - Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
 - Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.
- 220 REFERENCED DOCUMENTS
- Conflicts: Specification prevails over referenced documents.
- 230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

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

250 CURRENCY OF DOCUMENTS AND INFORMATION

- 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

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

460 THE SPECIFICATION

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

470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

510 CHANGES/ AMENDMENTS TO EMPLOYER'S REQUIREMENTS

- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed.

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.

- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
 - Information required: to suit procurement allowing a two week approval / comment process by the design team.
- 620 AS BUILT DRAWINGS AND INFORMATION
- Contractor designed work: Provide drawings and all information
 - Submit: At least two weeks before date for completion.
- 630 TECHNICAL LITERATURE
- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British Standards.
- 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
 - Information location: In the Building Manual.
 - Emergency call out services: Provide telephone numbers for use after completion.
Extent of cover:

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.

112 BREEAM

- not applicable.

120 INSURANCE

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

130 INSURANCE CLAIMS

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

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to exceptionally adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

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

160 TRAINING

- not applicable

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: within one week of request
- 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 5 days
- 250 MONITORING
- Progress: Record on a copy of the programme kept on site.
 - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
 - Key Performance Indicators:
 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.
- 260 SITE MEETINGS
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
 - Frequency: 4 weekly
 - Location: Site
 - Accommodation: Ensure availability at the time of such meetings.
 - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
 - Chairperson (who will also take and distribute minutes): Contract Administrator
 - Purpose of meeting will be to report on the following subjects:
 - Progress/Programme
 - Quality
 - Information Supply
 - Health & Safety
 - Considerate Constructors
 - Other scheduled meetings outlined in A32/261
- 261 OTHER SCHEDULED MEETINGS
- Fortnightly site action review meetings.
 - Attendance: Contract Administration, Site Manager, Client and CDM-Co-ordinator
 - Purpose of meetings:
 - Review of construction activities over past fortnight and projected activities over the next two weeks to enable notice to be given to affected parties regarding any special or abnormal requirements.
- 265 CONTRACTOR'S PROGRESS REPORT
- General: Submit a progress report at least 2 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.

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

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the Contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible, submit:
 - Relevant particulars of the expected effects, if appropriate related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date for Completion.
 - All other relevant information required.

CONTROL OF COST

410 CASH FLOW FORECAST

- Submission: Before starting work on site submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
- Include:
 - A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - Details of any additional resources required.
 - Details of any adjustments to be made to the programme for the Works.
 - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT

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

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery, each voucher must be:
 - Referenced to the instruction under which the work is authorized.
 - 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: At end of each week.

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.

475 LISTED PRODUCTS STORED OFF SITE

- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
- Include for products purchased from a supplier:
 - A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
 - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

480 LABOUR AND EQUIPMENT RETURNS

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:
 - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
 - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.
 - Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

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

130 QUALITY OF PRODUCTS

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

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

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

150 INSPECTIONS

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

160 RELATED WORK

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

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

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

220 APPROVAL OF PRODUCTS

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

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

330 APPEARANCE AND FIT

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

340 CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Overall dimension of the building, although having been surveyed need to be confirmed on site by the contractor to establish final steel lengths.
- Overall grid dimensions are given, the adjacent flat roof areas and associated steelwork need to be checked on site.

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.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

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

- 440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE
- Before the completion date stated in the contract: Submit a certificate stating:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - The Contractor's name and address.
 - A statement that the installation complies with the appropriate safety, installation and use regulations.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
 - Certificate location: Building Manual
- 445 SERVICE RUNS
- General: Provide adequate space and support for services, including unobstructed routes and fixings.
 - Ducts, chases and holes: Form during construction rather than cut.
 - Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.
- 450 MECHANICAL AND ELECTRICAL SERVICES
- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
 - Building Regulations notice: Copy to be lodged in Building Manual

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

- 510 SUPERVISION
- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
 - Replacement: Give maximum possible notice before changing person in charge or site agent.
- 520 COORDINATION OF ENGINEERING SERVICES
- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
 - Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.
- 525 ACCESS
- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
 - Designate: Client Rep, Architect, Consultants etc
- 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 one week

560 TESTS AND INSPECTIONS

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

570 AIR PERMEABILITY

- Method: Pressure test new detached teaching block in accordance with ATTMA publication: TS 1: Measuring Air Permeability for Building Envelopes.
- Requirement: Air leakage not to exceed $5\text{m}^3/(\text{h.m}^2)$ at an internal to external pressure difference of 50 Pascals.
- Results: Submit one month before Practical Completion
- Copy: To be lodged in Building Manual

580 CONTINUITY OF THERMAL INSULATION

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

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - Building Type: Non Dwelling
 - Method: SBEM
- Format:
 - Certificate: Manual
 - Submit: One week before Practical Completion

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution 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 to the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

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

720 SECURITY AT COMPLETION

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

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Contract Administrator
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

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.

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations:
- See indicative programme which highlights the school term dates and holiday dates.
Hazardous or particularly noisy activities, ie asbestos strip or craning of large pre-fab panels to be scheduled to be done during the school holidays
Any interruption to the school power supply to be done (by arrangement) out of hours
- Partial possession of staffrooms (new & old) and chair store/new stores off main hall to be complete within the month of August and handed over for Client occupation.

170 WORKING HOURS

- Specific limitations: None

A36 FACILITIES/ TEMPORARY WORKS/ 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

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 10 people.

230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.
- Any cost incurred to be included with contractors prelims allowance.

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

- The contractor should make their own arrangements for provision of temporary power, which is understood to be close by.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER

- The contractor should make their own arrangements for provision of temporary service, which is understood to be close by.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

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.

470 E-MAIL AND INTERNET 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: Printer

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
 - Take responsibility for operation, maintenance and remedial work.
 - Arrange supervision by and indemnification of the appropriate Subcontractors.
 - Pay costs arising.

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
- Other uses: If permission is given for any other use of a system before the Works are accepted as complete it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.

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.

560 SURVEYING EQUIPMENT

- General: Provide on site and maintain in accurate condition: Level

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 8
 - High visibility waistcoats to BS EN 471 Class 2. Number required: 8
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 8
 - 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 contractor and must be complete no later than one week before Practical Completion.
- Information provided by others: Details: As Built Architects drawings, M&E and Structural
- 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 hard copies and 2 on CD
 - Latest date for submission: One week before the date for completion stated in the contract.
- As-built drawings and schedules:
 - Number of copies: 2 hard copies and 2 on CD

115 THE HEALTH AND SAFETY FILE

- Responsibility: [select from list].
- Content: Obtain and Provide the following information to comply with ACOP L144
- Format: 2 hard copies and 2 on CD
- Delivery to: Contract Administration By: One week before Practical Completion

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant.
 - Health and Safety information - other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
 - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - Overall design criteria.
 - Environmental performance requirements.
 - Relevant authorities, consents and approvals.
 - Third party certification, such as those made by 'competent' persons in accordance with the Building Regulations.
- Operational requirements and constraints of a general nature:
 - Maintenance contracts and contractors.

- Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors, location of emergency alarm and fire fighting systems, services, shut off valves, switches, etc.
 - Emergency procedures and contact details in case of emergency.
 - Description and location of other key documents.
 - Timescale for completion: One week before Practical 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.
 - Timescale for completion: One week before Practical Completion

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.
- Timescale for completion: One week before Practical Completion
- Submit to: Contract Administrator

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.

220 TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Operating time: Include a minimum of 2 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: One month before Practical Completion

250 TOOLS

- General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
- Quantity: Two complete sets.
- Time of submission: At completion.

APPENDIX A

TENDER DOCUMENTATION

Schedule of information for Tender:

1. Architectural -

Pinnegar Hayward (Ltd) Design. Chartered Architects

- Architectural Drawings as per drawing schedule Appendix B
- Preliminaries Documentation
- NBS Technical Specification (incl. some Structural clauses)
- PHD Designers Risk Assessment

2. Structural -

Stoke on Trent Council

- Borehole and Chem Analysis
 - Borehole Logs
 - PSL1395-B-Chems
- Kitchen Steelwork Cals
- Kitchen Steelwork
- Module Foundations

3. Electrical -

Stoke on Trent Council

- Electrical Drawings as per drawing schedule Appendix C
- Drawing Schedule
- Existing Electrical Installation Report
- Electrical Services Specification
- Proposed Distribution Board Schedule
- D&B electrical services schedule
- Main building electrical services schedule

4. Mechanical -

Stoke on Trent Council

- Electrical Drawings as per drawing schedule Appendix D
- Tender Return Pricing Schedule

5. Supplementary Information –

- Asbestos
 - Excerpts of survey results with recommendations
 - J020645
 - Key plan & summary with recommendations
 - P-324052
 - Full Asbestos Site Register – 21st March 2018

- Existing O&M Manual Information for the Site
- Planning Approval
- Programme

- Utilities, Drainage and Topographical Survey Information
 - Drainage
 - F9 – F14
 - SEP Drainage Surveys Ltd Quotation
 - X3 Photographs
 - SEP Manhole Survey Card
 - WinCan V8 Report
 - SEP Manhole Survey Card – UC1
 - Zip Folder – Wetransfer – 39 photographs

 - SEP S14123 Desktop Utility Records Search
 - SEP Drawing

- Western Power Quote
 - 3190700 Scheme Plan
 - CIC Information Leaflet
 - Connection Offer Letter 3190700
 - Freestanding Service Metering Cubicle
 - Land Rights and Consents
 - Option 1 Customer Connection Offer Breakdown 3190700
 - Option 2 Customer Connection Offer Breakdown 3190700

A54 PROVISIONAL WORK/ ITEMS

PROVISIONAL SUMS FOR UNDEFINED WORK

NOTE: ASSUMED THAT MAIN CONTRACTOR PRELIMS OH&P ARE INCLUDED WITHIN

- 210 SIGNAGE
- Description of work: Supply and Install signage as required by school.
 - Provisional Sums: Include £1,000.00.
 - Allow for general attendance.
- 310A TOUCH SCREENS (2No.)
- Provisional Sums: Include £8,000.00 total
 - Allow for general attendance.
- 310B ELECTRICAL SERVICES
- Description of work: Any item of unforeseen work not otherwise specified
 - Provisional Sums: Include £5,000.00.
 - Allow for general attendance.
- 310C MECHANICAL SERVICES
- Description of work: Any item of unforeseen work not otherwise specified
 - Provisional Sums: Include £7,500.00.
 - Allow for general attendance.
- 310D Actuators, power supply and controls to clerestory height opening
Casements in kitchen and food tech
- Description of work: To include power supply and controls
 - Provisional Sums: Include £3,500.00.
 - Allow for general attendance.
- 320A BOXING IN OF PIPEWORK GENERALLY
- Description of work: Formed from pendock or similar include for access panels as required.
 - Provisional Sums: Include £2,500.00.
 - Allow for general attendance.
- 320B BOXING IN OF PIPEWORK IN KITCHEN AND FOOD TECH AREAS
- Description of work: Formed from whiterock – allow for access panels,
 - Provisional Sums: Include £2,500.00.
 - Allow for general attendance.
- 320C BWIC
- Description of work: Excluding major items ie new manholes and windows as referred to on drawing 2462/10
 - Provisional Sums: Include £5,000.00.
 - Allow for general attendance.
- 330A UNFORESEEN WORK IN CONJUNCTION WITH BUILDING REGULATIONS OR FIRE AUTHORITY COMPLIANCE
- Provisional Sums: Include £2,000.00.
 - Allow for general attendance.
- 330B UNFORESEEN WORK IN CONJUNCTION WITH DRAINAGE AND STRUCTURAL MATTERS
- Provisional Sums: Include £2,000.00.
 - Allow for general attendance.

- 330C AUDIBLE ALARM FOR KLARGESTER GREASE INTERCEPTOR
- Provisional Sums: Include £1,000.00.
 - Allow for general attendance.
- 340A UNFORESEEN ASBESTOS STRIP OUT RELATED WORKS
- Provisional Sums: Include £2,000.00.
 - Allow for general attendance.
- 530 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK - TESTS AND SAMPLES
- Provisional sum: Include for tests and samples additional to those specified: £750.00.
- 590 GENERAL CONTINGENCIES
- Provisional sum: Include: £25,000.00.

REGISTER OF DRAWINGS AND ISSUE CONSTRUCTION SERVICES

Project No: TBC

Project Title: Sandford Hill Primary School Alterations
Kitchen & Modular Building

Drawing Category. Electrical Services.....

Sheet No1..... of1.....

Drawing No	Drawing Title	Day	04	11	15	20								
		Month	03	03	03	03								
		Year	19	19	19	19								
EL(6)01	Main Building Existing Electrical Services		✓	A										
EL(6)02	Electrical Services Enabling Work		✓	A										
EL(6)03	Main Building Proposed lighting		✓	A										
EL(6)04	Main Building Proposed Small Power & Data		✓	A										
EL(6)05	Main Building Proposed Fire Alarm & Security		✓	A										
EL(6)06	Changing Area Electrical Services		✓	A										
EL(6)07	Main Building Proposed Cable Routes			✓										
EL(6)08	Proposed Electrical Schematic		✓	A										
EL(6)09	Modular Building Indicative Lighting Layout		✓	A	B	C								
EL(6)10	Modular Building Indicative Small Power & Data Layout		✓	A		B								
EL(6)11	Modular Building Indicative Fire Alarm & Security Layout		✓	A	B	C								
EL(6)12	Modular Building Indicative Cable Routes Layout			✓										
-	Existing Electrical Installation Report		✓	✓										
-	Electrical Services Specification			✓		A								
-	Proposed Distribution Board Schedule			✓										

PM: - PHD		1	1	1	1								
Q.S. - Poole Dick		1	1	1	1								
Contractor:-													
Building Control													
Key: 1 = Digital copy (PDF file)													
Issued by: Stoke City Council		✓											

1. Tick first issue then use revision letter.
2. If preliminary, indicate with letter 'P'.
3. If a recipient requires a different number of copies of one or more drawings in a set, show in extra column(s).
4. Show on all drawings date finished and date of each revision.
Page ...1..... of ...1.....

MECHANICAL SERVICES DRAWINGS ISSUE REGISTER

Project No: TBC

Project Title: **Sandford Hill Primary School.**

Drawing Category: **Mechanical Services**

Sheet No1..... of ...1.....

Drawing No	Drawing Title	Day	04	08														
		Month	03	03														
		Year	19	19														
	Mechanical Drawings:																	
MA(5)01	Proposed Strip-out of mechanical services.	1:100	✓															
MA(5)02	Proposed main building Heating Installation.	1:100	✓	A														
MA(5)03	Proposed main building Domestic Hot & Cold Water services.	1:50	✓															
MA(5)04	Proposed main building Mechanical Ventilation	1:100	✓	A														
MA(5)05	Proposed new Modular Classrooms indicative external potable water services.	1:100	✓															
MA(5)06	Proposed new D&B Modular Classrooms indicative Heating, Hot and Cold water services.	1:50	✓	A														
	Proposed Mechanical Services Specification	N/A		✓														
	Mechanical D&B Room Data Sheets (Sandford Hill Additional Classrooms 2019)	N/A		✓														
Proj. Team Leader: Steve Lunt (SCC)			1	1														
Q.S. Consultant: Martyn Tickle (Poole Dick Associates)			1	1														
Design Team: Oliver Homan (PHD), Alimiyau Abdulrahman.			1	1														
Principal Designer : Oliver Homan (PHD)			1	1														
Key: 1 = Digital copy (PDF file)																		
Issued by: Stoke City Council																		

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