|  |
| --- |
| **DOCUMENT CONTROL SHEET** |

|  |  |
| --- | --- |
| **REPORT TITLE:** | Project Castle Quay Phase 1 – General Conditions & Prelims |
| **REPORT REFERENCE:** | 20.1692 |
| **FOR AND ON BEHALF OF:** | Cherwell District Council |
| **REPORT DATE:** | October 2021 |

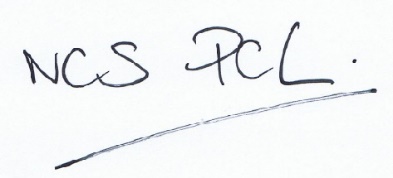
**RECORD OF ISSUE** Document File Ref.: App 1 Castle Q Ph 1 Prelims & General Conditions Ver 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ver.** | **Status** | **Produced** | **Checked** | **Authorised** |
| 1 | Draft | 12/10/20 | 13/10/20 | 14/10/20 |
| 2 | Final | 05/10/21 B Waloff OCC | 06/10/21 B Waloff OCC | 06/10/21 B Waloff OCC |
|  |  |  |  |  |

**DISTRIBUTION**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Contact** | **Copies** |
| Tendering Contactors |  | 1 |
| NCS Property Consultants | File | 1 |
| OCC / CDC | B Waloff | 1 |

**SIGNED**

****

**NCS Property Consultants Ltd.**

**NOTE: All items double struck through THUS are omitted from this document and are NOT Applicable to this tender and the ensuing contract**

**A PRELIMINARIES / GENERAL CONDITIONS – JCT Standard - MC A10 PROJECT PARTICULARS**

110 THE PROJECT

- Name: Project Castle Quay Phase 1

- Nature: Strip out and new CAT A / B office fit out works

- Location: Castle Quays Shopping Centre, 35-36 Bridge Street, Banbury, Oxfordshire, OX15

- Contract Length: TBC

120 EMPLOYER (CLIENT)

- Name: Cherwell District Council

- Address: Bodicote House, White Post Road, Bodicote, Banbury, Oxfordshire, OX15 4AA

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC

- Address:

- Contact:

- Telephone:

- Email:

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

- Title: Employer’s Agent (EA)

- Name: NCS Property Consultants Ltd.

- Address: 19 Newhall Street, Birmingham B3 3PJ

- Contact: Craig Baldwin

- Telephone: 0121 259 0370

- Email: [craigbaldwin@ncspcl.com](mailto:craigbaldwin@ncspcl.com)

150 PRINCIPAL DESIGNER

- Name: Gray Bayens and Shew LLP

- Address: St Thomas House, 6 Becket Street, Oxford, OX1 1PP

- Contact: Mark Norton

- Telephone: 01865 305134

- Email: [marknorton@gbsarchitects.co.uk](mailto:marknorton@gbsarchitects.co.uk)

160 COST CONSULTANTS

- Name: NCS Property Consultants Ltd.

- Address: As above

210 ACHITECTURAL CONSULTANTS

- Name: Gray Baynes and Shew LLP

- Address: As above

210 SERVICES CONSULTANTS

- Name: Bennett Williams

- Address: 106 Dixons Green Road, Dudley, West Midlands, DY2 7DJ

- Contact: Richard Phillips

- Telephone: 01384 215491

- Email: [rphillips@bennettwilliams.co.uk](mailto:rphillips@bennettwilliams.co.uk)

300 INTEGRATED DESIGN SERVICE:

A totally integrated design service is to be provided by the Contractor.

The design consultants have undertaken preliminary design work on behalf of the Employer.

During the pre-construction period the Contractor will be responsible for; co-ordinating the design team to enable procurement and other activities to commence; monitor and co-ordinate detailed design; buildability, economy and construction efficiency; prepare a detailed pre-contract programme and method statement.

During the contract period the Contractor will be responsible, inter alia, for the co-ordination of the completion of the production design work.

The Contractor will take full responsibility for the services of the design consultants and all designs produced by them, including those carried out or produced prior to their appointment by the Contractor.

Prior to the award of the Contract, the Contractor shall write to the Employer's Agent (EA) formally accepting the design work previously carried out. This confirmation shall be included as part of the Contractor's Proposals.

**A11 TENDER AND CONTRACT DOCUMENTS**

110 TENDER DRAWINGS

- The tender drawings are: As listed within Bennett Williams Drawing and Specification Issue Sheet ref: 11633 issued dated 27th September 2021 and GBS Architects. Drawing Issue Register ref: 7002 dated 30th September 2021 which forms part of the Tender Document ref: 20.1692.

120 CONTRACT DRAWINGS

- The contract drawings: Same as the tender drawings listed under A11/110.

160 PRECONSTRUCTION INFORMATION

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

180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of the Employer (see A120 above).

**A12 THE SITE / EXISTING BUILDINGS**

110 THE SITE

- Description: 35-36 Bridge Street, Banbury (former M&S site).

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The building is located within Banbury town centre and forms part of the Castle Quay Shopping Centre which is also under the ownership of the Employer. Other buildings nearby are a mix of retail and commercial.

140 EXISTING UTILITIES AND SERVICES

- Water, gas, electricity, telephone and drainage are known to exist on and about the site. The Contractor is to take the greatest care to avoid damage being caused to existing services which are to be retained. All services to existing buildings are to be kept fully operative at all times.

It will remain the Contractor’s responsibility to accurately locate existing services on or about the site. The Contractor shall provide the EA with two copies of a drawing showing the results of any site investigations undertaken with relevant invert levels.

170 SITE INVESTIGATION

- Report: No report available.

180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site may be seen by appointment during normal office hours at the offices of The Employer.

200 ACCESS TO THE SITE

- Description: Access by foot and vehicle to the site will be via the shopping centre service deck.

210 PARKING

- Limited parking is available on site free of charge to the extent contractor vehicles can be accommodated within the external site compound on the service deck as shown on GBS Architects drawing.

There are local pay car parking facilities for all other vehicles and the contractor must allow to include all charges relating to parking in their costs.

The Contractor is to ensure that the site parking procedures and policies are adhered to at all times by all staff and subcontractors.

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:

- Commercial Businesses (please note these will be in constant operation throughout the construction period).

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ buildings cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:

Asbestos.

Working on strip out.

Working at high level generally. Lifting plant and machinery.

Occupier’s moving vehicles around the site and on foot at service deck level.

- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

- Arrangements for visit: Through the Employer’s Agent. See A10/140.

**A13 DESCRIPTION OF THE WORKS**

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.

- Description: None.

120 THE WORKS

- Description: As defined by the drawings & specifications included within the Tender Pack and Conditions of Contract.

131 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- None.

140 COMPLETION WORK BY OTHERS

- None.

**A20 JCT DESIGN AND BUILD CONTRACT (DB)**

222 JCT DESIGN AND BUILD CONTRACT

- The contract: JCT Design and Build Contract (DB), 2016 Edition and the schedule of amendments included in Section 6 of the Employer’s Requirements.

- Requirement: Allow for the obligations, liabilities and services described.

EXECUTION

- The Contract: Will be executed as a deed.

**A30 TENDERING / SUBLETTING/ SUPPLY**

MAIN CONTRACT TENDERING

110 SCOPE

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

145 TENDERING PROCEDURE

- General: In accordance with the principles of JCT Tendering Practice Note 2017

- Arithmetical errors: Alternative 2 is dominant.

155 COLLATERAL WARRANTY

- The Agreement: Enter into agreed form of warranty included as and when required which forms part of the Tender Document.

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 90 days 6 months.

- Date for possession / commencement: See section A20.

PRICING / SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions has not been prepared in accordance with SMM7 or NRM2.

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.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.

- Measurements: Where not stated, ascertain from the drawings.

- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.

- Submit: The Contract Sum Analysis included with the Employer’s Requirements at tender. A fully quantified priced Tender Sum Analysis Schedule of Works is will be requested of the successful contractor to be supplied by the tenderer.

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.

350 PRIME COST (PC) AND PROVISIONAL SUMS

- Contractor's profit on PC Sums: Included in Preliminaries sections A51 and A52, not in the pricing document.

- Provisional sums and items: Included in Preliminaries sections A53, A54 and A55 not in the pricing document.

- Submit: A copy of sections A51-A55 (as applicable), priced to include profit, attendance and percentage adjustments.

441 PRICING SCHEDULE – Tender Sum Analysis (TSA)

- A Pricing Schedule TSA must be completed and submitted in the format included within the Employer’s Requirements. All items within the TSA Schedule are deemed to include prices nett and overheads and profit, to be included as stated % (percentages) in the TSA summary.

501 TENDER STAGE METHOD STATEMENTS

- Method statements: Provide a summary of the proposed method of working and any programme / risk issues you foresee in carrying out the works.

510 ALTERNATIVE METHOD TENDERS

- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction / installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.

- Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.

- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.

- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and / or construction of other parts of the Works.

- Submit: with tender return

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

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.

- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.

- Submit: an organogrammme detailing the project team structure and who is responsible for controlling quality.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.

- Include:

- A copy of the contractor's health and safety policy document, including risk assessment procedures.

- Accident and sickness records for the past five years.

- Records of previous Health and Safety Executive enforcement action.

- Records of training and training policy.

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

- Submit: An Organogrammme detailing the project team structure and who is responsible for health and safety.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN.

- Content: Submit the following information for review prior to commencement on site:

- 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.

- Additional requirements: Refer to Employer’s Requirements Documents

- Submit: with tender.

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: A list of subcontractors with Tender Submission

645 ‘LISTED’ DOMESTIC SUBCONTRACTORS

- Additional persons: Under the provisions of the Contract Conditions, make written application and, if requested, submit (in an approved form) evidence of the suitability of such additional persons. Wherever possible, submissions for addition of persons must be made, and consent obtained, before return of the tender. When any submission for addition of persons is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.

- Extent of list: If less than three persons named in the list are able and willing to carry out the relevant work so that the relevant Conditions of Contract becomes operative, immediately notify for decision whether or not names shall be agreed for addition to the list.

- Agreement: Before the start of the work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

**A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.

- Format: In writing to the person named in clause A10/140 unless specified otherwise.

- Response: Do not proceed until response has been received.

130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.

- Includes: Goods, plant, materials, site materials and things for incorporation into the Work.

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;

- written Statement from the Contractor that the substituted product meets the Employer’s Requirements without qualification or exclusion.

- Alterations to adjacent work: If needed, advise scope, nature and cost.

- Manufacturer’s guarantees: If substitution is accepted, submit before ordering products.

- The above information must be provided in all instances to allow the Employer to assess its benefit. The Contractor must submit all the above information 4 weeks prior to any procurement of an alternative product. If the Employer does not respond to the Contractor’s proposed substitute product, the Contractor will revert to the product specified in the Employer’s Requirements.

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.

222 DISCLAIMER: This document and its contents have been prepared and are intended solely for the Client’s information and use in relation to the Works. NCS assumes no responsibility to any other party in respect of or arising out of or in connection with this document and/or its contents.

225 COPYRIGHT: The copyright of this document is vested in NCS. This document may not be reproduced in whole or in part without their express written permission.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.

- Before ordering: Submit notification of all such substitutions.

- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.

- Timber: Cross section dimensions shown on drawings are:

- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.

- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

410 ADDITIONAL COPIES OF THE DRAWINGS / DOCUMENTS

- Two copies of all drawings and documents will be issued to the Contractor free of charge. Additional copies will be issued on request will be charged to the Contractor

440 DIMENSIONS

- Scaled dimensions: Do not rely upon.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.

- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

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

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.

- Submit: within 7 days

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.

- Submit: Within one week of request and in accordance with Schedule 1 of the Contract, Contractors Design Submission Procedure.

610 PRODUCTION INFORMATION

- Contractor / Domestic subcontractor provide: design information as required.

- Submit:

- For comment and make any necessary amendments.

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

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor’s designed work: Provide drawings/ information: all drawings to be titled ‘As built’.

- 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.

**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.

118 FREIGHT VEHICLE SAFETY REQUIREMENTS

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

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

vehicle’s indicators are in operation.

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

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

- Side under run guards.

- Driver training:

- Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.

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

- Registration Scheme membership: Submit evidence of registration with and accreditation to the Freight Operator Registration Scheme (FORS).

120 INSURANCE

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

130 INSURANCE CLAIMS

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

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

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:

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

- Delays due to adverse weather, including description of the weather, types of work affected, and number of hours lost.

150 OWNERSHIP

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

PROGRAMME / PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:

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

- Planning and mobilization by the Contractor.

- Identify critical path activities, with logic links.

- 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: 2 copies to the EA 3 days prior to start on site

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 working days.

250 MONITORING

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

- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.

- Frequency: Fortnightly with additional meetings as required

- Location: On site.

- Accommodation: Ensure availability at the time of such meetings and provide loose furniture for 10 attendees.

- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

- Chairperson (who will also take and distribute minutes): Employer’s Agent.

265 CONTRACTOR’S PROGRESS REPORT

- General: Submit a progress report at least 2 working days before the site meeting.

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

- A progress statement by reference to the master programme for the Works.

- Details of any matters materially affecting the regular progress of the Works.

- Subcontractors' and suppliers' progress reports.

- Any requirements for further drawings or details or instructions.

270 CONTRACTOR’S SITE MEETINGS

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

285 EARLY POSSESSION / TAKE OVER OF PARTS OF THE WORKS BY THE EMPLOYER

- Possession / take over of parts of the Works: As completed, provided all necessary access, services and other associated facilities are also complete.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

- Associated works: Ensure necessary access, services and facilities are complete.

- Period of notice (minimum): Two 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 conditions of contract, written notice must also be given of all other causes which apply concurrently.

- Details: As soon as possible submit:

- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.

- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.

- All other relevant information required.

CONTROL OF COST

410 CASH FLOW FORECAST

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

420 REMOVAL / REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.

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

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

- Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.

- Details of any additional resources required.

- Details of any adjustments to be made to the programme for the Works.

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

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

440 MEASUREMENT

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

450 DAYWORK VOUCHERS (SEE ITEM A55 Page 50)

- 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: within 7 days

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 items stored off site to be included in valuations is vested in the Contractor.

- Include for products purchased from a supplier:

- a copy of the contract of sale;

- 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.

- The management and supervision staff are defined by clause A40/110 A40/111 (records are to be cross referenced to security swipe cards used by site entrance turnstiles if applicable).

**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.

350 LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:

- In accordance with the drawing and specifications included as part of the Employer’s

Requirements.

360 RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.

- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR’S CERTIFICATE

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

- The address of the premises.

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

- The Contractor's name and address.

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

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

- The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.

- Original certificate: To be lodged in the Building Manual.

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.

- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION / INSPECTION / DEFECTIVE WORK

510 SUPERVISION

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

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

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.

- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.

- Minimum period of notice: 2 working days

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

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.

- Documented remedial work: Do not execute work which may:

- Hinder access to defective products or work; or

- Be rendered abortive by remedial work.

550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than 1 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: Five working days prior to each such test or inspection. If sample or test is not ready, agree a new date and time.

- Records: Submit a copy of test certificates and retain copies on site.

580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:

- The address of the premises.

- The Contractor's name and address.

- The name, qualification and signature of the competent person responsible for checking compliance.

- The date on which the installation was checked.

- Submit: Before completion of the Works.

- Copy: To be lodged in the Building Manual.

590 RESISTANCE TO PASSAGE OF SOUND

- Method: By an approved inspector.

- Compliance: With Building Regulations Approved Document E.

- Copies: Incorporate in the Building Manual.

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 of the completion date.

630 QUALITY CONTROL

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

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

- Content of records:

- Identification of the element, item, batch or lot including location in the Works.

- Nature and dates of inspections, tests and approvals.

- Nature and extent of nonconforming work found.

- Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.

- Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.

- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.

- Cleaning materials and methods: As recommended by manufacturers of products being cleaned and must not damage or disfigure other materials or construction.

- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.

- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with the Employer’s Agent.

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

- Completion: Notify when remedial works have been completed.

**A34 SECURITY / SAFETY / PROTECTION**

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

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

- Description of project: Sections A10 and A11.

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

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

- Significant design and construction hazards: Section A34.

- The Health and Safety File: Section A37.

120 EXECUTION HAZARDS

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

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

- Refer to the Pre-Construction Health and Safety Plan included as part of the contract documentation.

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.

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

- Significant hazards: Specified construction materials include the following:

- Refer to the Pre-Construction Health and Safety Plan included as part of the contract documentation

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Prior to works commencing and to provide sufficient for the Principal designer to review prior to commencement on site.

- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations.

- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.

- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

160 STABILITY

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

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

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and / or used during the Contract as follows: The wider site, outside of the immediate construction site, will remain in occupation and use throughout the duration of the works.

- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users. Security must be observed at all times. All external openings in walls of the premises must be made as temporarily secure as practicable at all times when the Contractor has no men actually working on the site. Any ladders or ramps as access to scaffolding shall be removed at the completion of each working day. All ladders and other plant and tools useful to a would-be intruder are to be securely locked away when not actually in use.

- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

190 OCCUPIER'S RULES AND REGULATIONS

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

- Copies:

- Location: Management Suite

- Arrangements for inspection: by prior agreement via EA

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Use: Not permitted in any area of the site other than the site office, meeting room or messing facilities

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

- Protective clothing and / or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:

- Refer to the Pre-Construction Health and Safety Plan included as part of the contract documentation.

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

- Refer to the Pre-Construction Health and Safety Plan included as part of the contract documentation

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted.

321 NOISE CONSENT BY LOCAL AUTHORITY

- Refer to Cherwell District Council.

330 NOISE AND VIBRATION

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

- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

- Restrictions: Do not use:

- Percussion tools and other noisy appliances without consent of the EA.

- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, lands, streams and waterways against pollution.

- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

- Removal: Remove all existing asbestos from within existing buildings prior to demolition. Provide independent certification that all asbestos has been removed from the buildings before commencing demolition works.

- Duty: Survey any unexpected materials suspected of containing asbestos discovered during execution of the Works. Provide copies of the survey results to the Employer’s Agent together with method statements for the safe removal of asbestos at least 2 weeks prior to any planned asbestos related activity. Comply with all statutes and HSE guidance in this regards. Include for all costs and programme implications within the Contract Sum and Contract Programme. Contractor is to include for a lump sum to cover all risks in connection with known and unknown asbestos removal.

371 ASBESTOS CONTAMINATED MATERIALS

- Duty: Report immediately suspected materials contaminated with asbestos fibres. Survey any suspected contaminated materials with asbestos fibres discovered during the execution of the works. Provide copies of the survey results to the Employer’s Agent together with method statements for the safe removal of asbestos at least 2 weeks prior to any planned asbestos related activity. Comply with all statutes and HSE guidance in this regards. Include for all costs and programme implications within the Contract Sum and Contract Programme. Contractor is to include for a lump sum to cover all risks in connection with known and unknown asbestos removal.

375 ANTIQUITIES

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

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

380 FIRE PREVENTION

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

- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.

- Drying out: Control humidity and the application of heat to prevent:

- Blistering and failure of adhesion.

- Damage due to trapped moisture.

- Excessive movement.

420 INFECTED TIMBER / CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal / insect attack from the building, minimize the risk of infecting other parts of the building.

- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro-organisms are within acceptable levels.

430 WASTE

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

- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.

- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:

- Non-hazardous material: In a manner approved by the Waste Regulation Authority.

- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.

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

- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

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

450 LASER EQUIPMENT

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

- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.

- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

460 POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.

- Special precautions: Report immediately if anything found

- Duty: Report immediately any suspected invasive species discovered during execution of the Works.

- Do not disturb.

- Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.

- Identification: Before starting work, check and mark positions of utilities / services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

- Work adjacent to services:

- Comply with service authority's / statutory undertaker's recommendations.

- Adequately protect and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.

- Identifying services:

- Below ground: Use signboards, giving type and depth;

- Overhead: Use headroom markers.

- Damage to services: If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority / statutory undertaker.

- Make arrangements for the work to be made good without delay to the satisfaction of service authority / statutory undertaker or other owner as appropriate.

- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's / statutory undertaker's recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

560 EXISTING FEATURES

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

- Special requirements: None

570 EXISTING WORK

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

- Removal: Minimum amount necessary.

- Replacement work: To match existing.

580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed.

Reinstate in original positions.

- Extent: Before work in each unit starts the Employer will remove all items after agreement with the EA

610 ESPECIALLY VALUABLE / VULNERABLE ITEMS

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

- None

- Method statement: Submit within one week of request describing special protection to be provided.

620 ADJOINING PROPERTY

- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:

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

- Pay all charges.

- Remove and make good on completion or when directed.

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

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

- Supports: During execution of the Works:

- Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.

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

- Prevent overstressing of completed work when removing supports.

- Adjacent structures: Monitor and immediately report excessive movement.

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

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.

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

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

110 SCOPE

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

140 SCAFFOLDING

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

160 USE OR DISPOSAL OF MATERIALS

- All materials removed from the works shall be disposed of off-site as soon as practicable. Stockpiles must not be allowed to build up. Skips must be covered and used skips must be removed on a daily basis. Agree exact siting with the EA before commencing work

161A SITE VISITS

- Before tendering the Contractor shall visit the site(s) and ascertain:

1. Local conditions.

2. Means of access to the site.

3. The confines of the site.

4. Restrictions in respect of loading and unloading vehicles.

5. Factors affecting the order or execution of the work and the time required for the execution of the Works.

6. The supply of and general conditions affecting labour, materials and plant required for the execution of the work.

171 WORKING HOURS

Generally the working hours, will be within the hours of 7.00am-6.00pm on Mondays to Fridays.

Overtime working by agreement.

Noisy work will only be permitted at agreed times during normal working hours. Include for all costs in this connection.

180 COMPLETION IN SECTIONS OR IN PARTS

- General: None

**A36 FACILITIES / TEMPORARY WORK / SERVICES**

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice and details of intended siting.

- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

210 ROOM FOR MEETINGS

- Facilities: The Contractor to provide a room for the formal site meetings.

- Furniture and Equipment: The contractor is to provide a table and chairs for 10 people.

220 SITE ACCOMMODATION

The contractor is to provide site cabins in order to provide required site facilities as outlined in the Pre-Construction Information Pack.

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:

340 NAME BOARDS / ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:

- Title of project:

- Name of Employer

- Names of Consultants: Each on 1200mm x 300mm board supplied by Consultants

- Names of Contractor and Subcontractors

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.

421 LIGHTING AND POWER

- Free issue power will be made available by the Employer.

- The employer will not be held responsible for the effects of any failure or restriction in supply.

- Point of supply: to be agreed with the employer and it will be the contractor’s responsibility to satisfy themselves that the power supply is adequate for their needs.

- The contractor shall be responsible for and shall pay all charges in respect of adapting or extending supply to meet his needs and in returning to original condition upon completion of the works.

- No access will be made available to the individual tenant’s power supplies.

430 WATER from the employer’s mains supply may be used for the Works (avoidable waste excepted) as follows:

- Supply will be free of charge.

- Available capacity: to be agreed with the employer.

- Source: located in former M&S store.

- Location of supply point: to be agreed with the employer.

- Conditions / Restrictions: to be agreed with the employer. The contractor shall be responsible for and shall pay all charges in respect of adapting or extending the existing supply to meet his needs and in returning to original condition upon completion of the works.

- No access will be made available to the individual tenant’s water supplies

440 TELEPHONES

- Temporary on site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay all charges.

- Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.

440 MOBILE TELEPHONES

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

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

- pay all charges reasonably incurred.

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.

- Installation: If used:

- Take responsibility for operation, maintenance and remedial work.

- Arrange supervision by and indemnification of the appropriate Subcontractors.

- Pay costs arising.

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.

- Other uses: If permission is given for any other use of a system before the Works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.

540 METER READINGS

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

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

- Copies of readings are supplied to interested parties.

550 THERMOMETERS

- General: Provide on-site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

560 SURVEYING EQUIPMENT

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

570 PERSONAL PROTECTIVE EQUIPMENT

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

- Safety helmets to BS EN 397, neither damaged nor time expired.

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

- Safety boots with steel insole and toecap to BS EN ISO 20345.

- Disposable respirators to BS EN 149.FFP1S.

- Eye protection to BS EN 166.

- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2.

- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

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

GENERALLY

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.

- Scope:

- Part 1: General: Content as clause 120.

- Part 2: Fabric: Content as clause 130.

- Part 3: Services: Content as clause 140.

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

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

- Responsibility: The Building Manual is to be produced by the Contractor and must be complete no later than 2 weeks prior to completion.

- 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 (1) electronic copies.

- Latest date for submission: 2 weeks before the date for completion stated in the contract.

- As-built drawings and schedules:

- Number of copies: Two

- Format: Hard copy

115 THE HEALTH AND SAFETY FILE

- Responsibility: The Contractor

- Content: Obtain and provide the following information and submit to the Principal Designer:

- Details of key structural principles, including safe working floor and roof loads.

- Details of construction methods and materials, including COSHH dated data sheets, which may present residual hazards.

- General maintenance instructions including access provision and information about equipment provided for cleaning and maintaining the building fabric.

- As-built drawings.

- Other information: Obtain or prepare the following and submit to the Principal Designer:

- The nature, location and markings of utilities and services, including emergency and fire fighting.

- Instructions for operation, maintenance, dismantling and removal of equipment and systems.

- Details of hazards associated with the materials used in the construction.

- Access requirements / restrictions.

- Copies of the File:

- Number of copies: 1.

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

- Format: Hard copy; Delivery to: EA.

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 firefighting 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: Two weeks before the date for completion stated in the contract.

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:

- Durability of individual components and elements.

- Loading restrictions.

- Insulation values.

- Fire ratings.

- Other relevant performance requirements.

- 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 safety.

- Timescale for completion: Two weeks before the date for completion stated in the contract.

140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:

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

- Services capacity, loadings and restrictions.

- Services instructions.

- Services log sheets.

- Manufacturers' instruction manuals and leaflets index.

- Fixtures, fittings and component schedule index.

- Detailed description of methods and materials used.

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

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

- Record drawings showing overall installation.

- Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.

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

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

- Name, address and contact details of the manufacturer.

- Catalogue number or reference.

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

- Information and guidance concerning dismantling, repair, renovation or decommissioning.

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

- Starting up, operation and shutting down.

- Control sequences.

- Procedures for seasonal changeover.

- Procedures for diagnostics, troubleshooting and fault-finding.

- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.

- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:

- Electrical circuit tests.

- Corrosion tests.

- Type tests.

- Work tests.

- Start and commissioning tests.

- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.

- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.

- Lubrication: Schedules of all lubricated items.

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

- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.

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

- Annual maintenance summary chart.

- Timescale for completion: Two weeks before the date for completion stated in the contract.

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: Two weeks before the date for completion stated in the contract.

- Submit to: EA

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

- Content: Obtain and provide the following:

- Building services information.

- Emergency information.

- Energy & environmental strategy

- Materials & waste policy.

- Re-fit/ re-arrangement considerations.

- Reporting provision.

- Training.

- Links & references.

- Timescale for completion: Two weeks before the date for completion stated in the contract.

160 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.

- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

- As-built drawings: The main sets may form annexes to the Manual.

190 MAINTENANCE SERVICE

- Scope: provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items.

210 INFORMATION FOR COMMISSIONING OF SERVICES

- General: Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.

- Time of submission: At commencement of commissioning.

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.

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: at completion.

250 TOOLS

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

- Quantity: Two complete sets.

- Time of submission: At completion.

**A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF**

110 MANAGEMENT AND STAFF

A. Project Director

B. Contracts Manager

C. Project Manager

D. Construction Manager

E. Site Manager

F. General Foreman

G. Engineers

H. Design Manager / Design & Build Co-ordinator

I. Information Co-ordinator

J. Buyers

K. Planner / Programmer

L. Health & Safety Officer

M. Project Surveyor

N. Senior Surveyor

O. Assistant Surveyor

P. Administrative Staff

Q. Visiting Staff

R. Subsistence

S. Transport and Parking for the above

111 ATTENDANT LABOUR

A. Chainmen

B. Non Productive gang (site accommodation, site cleaning, roads and footpaths cleaning etc.

C. Traffic Management / Banksman to site access and egress points

**A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION**

110 SITE ACCOMMODATION

- Details: Site accommodation required or not made available by the Employer: See section A36.

- Cost significant items:

A. Contractor’s offices

B. Contractor’s furniture

C. Gateman / security office

D. Employer’s offices

E. Employer’s furniture

F. Store’s containers

G. Offsite storage

H. Drying Rooms

I. Toilets

J. Canteen

K. Temporary plumbing and drainage to site accommodation

L. Transport to site and erection of site accommodation

M. Removal from site and dismantling

N. Sundry items

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

110 POWER

- Cost significant items:

A. Temporary Electrics to site office accommodation

B. Temporary Electrics to the workface

C. Temporary Electrics to tower crane and hoists

D. Temporary Electrics consumption costs

E. Electricity for testing and commissioning

120 LIGHTING

- Cost significant items:

A. Temporary safety lighting to the whole of the site

B. Temporary task lighting to the whole of the site

130 FUELS

- Cost significant items:

A. Fuel for testing

140 WATER

- Cost significant items:

A. Temporary water supply, connection & disconnection

B. Temporary water supply - consumption

150 TELEPHONE AND ADMINISTRATION

- Cost significant items:

A. Telephone lines to site offices

B. Cost of telephone calls to site offices

C. Office fax, photocopier etc.

D. Computers, printers and IT equipment

E. Wireless IT network to site offices

F. Site Radios

G. Site accommodation consumables

160 SAFETY, HEALTH AND WELFARE

- See clause A34/210.

- Cost significant items:

A. Guard rails to slab edges and openings during construction

B. Portable fire-fighting equipment

C. First Aid equipment

D. Health & safety signage (directional/warning etc.)

E. Personal Protective Equipment

170 STORAGE OF MATERIALS

- Cost significant items:

A. Off-site storage compound or facilities

B. Main contractor material and plant storage

C. Sub-contractor storage areas within site

D. Incoming tenant material storage area for materials & plant

180 RUBBISH DISPOSAL

- See clause A34/430.

- Cost significant items:

A. Skips and rubbish removal of general waste

B. Skips and rubbish removal for sub-contractor’s waste and debris

190 CLEANING

- See clause A33/710.

- Cost significant items:

A. Final Clean of building exterior

B. Final Clean of building interior

200 DRYING OUT

- See clause A34/410.

- Cost significant items:

A. Heaters

B. De-humidifiers

C. Costs associated with use of permanent installations

210 PROTECTION OF WORK IN SECTIONS

- Cost significant items:

A. To works generally

B. To work associated with sectional completion areas including access and egress routes

220 SECURITY

- See clause A34/150.

- Cost significant items:

A. Out of working hour’s security (including nights and weekends)

B. Working Hours security

C. Site access control

D. Compliance with third party agreements i.e. scaffold alarms etc.

E. Security following Sectional Completion areas

230 MAINTAIN PUBLIC AND PRIVATE ROADS

- See clause A34/520.

- Cost significant items:

A. Photographic and condition survey with Employer’s Agent prior to commencement of works covering the service deck areas.

B. Road sweeper

C. Wheel wash

240 SMALL PLANT AND TOOLS

- Cost significant items:

A. Survey and setting out instruments

B. Sundry small plant and tools

250 OTHERS

- Cost significant items:

A. Condition Surveys

B. O&M manuals and Health & Safety file

C. Considerate Contractor’s Scheme fees

D. Progress photos (digital)

300 GENERAL ATTENDANCE ON NOMINATED SUBCONTRACTORS

- See section A51.

- Cost significant items: not applicable

310 ADDITIONAL SERVICES AND FACILITIES ITEMS

- Cost significant items:

A. Protective clothing and PPE for the Contractor & Employer

B. Sundry site signage

C. Tower crane illuminated signage

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

110 CRANES

- Cost significant items:

120 HOISTS

- Cost significant items:

A. Personnel / Material Hoist erection

B. Hoist – hire and running costs (state hire period in weeks on programme)

C. Hoist – dismantling costs

D. Other costs in connection with hoist

130 PERSONNEL TRANSPORT

- Cost significant items:

140 TRANSPORT

- Cost significant items:

150 EARTHMOVING PLANT

- Cost significant items:

160 CONCRETE PLANT

- Cost significant items:

170 PILING PLANT

- Cost significant items:

180 PAVING AND SURFACING PLANT

- Cost significant items:

200 ADDITIONAL MECHANICAL PLANT

- Cost significant items:

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

110 TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.

- Cost significant items: None.

110 TEMPORARY ROADS

- Cost significant items:

120 TEMPORARY WALKWAYS

- Cost significant items:.

130 ACCESS SCAFFOLDING

- Cost significant items:

A. External Scaffolding – erection & dismantling

B. External Scaffolding – hire

C. External Scaffolding – adaptations to suit construction programme and sequence

D. Internal scaffolding – erection & dismantling

E. Internal scaffolding – hire

F. Internal scaffolding – adaptations to suit construction programme and sequence

140 SUPPORT SCAFFOLDING AND PROPPING

150 HOARDINGS, FANS, FENCING, ETC.

- Cost significant items:

A. Internal hoardings and screens to carry out the works

B. Adaptations to hoardings as required to suit programme and sequence of work

160 HARDSTANDING

- Cost significant items:

170 TRAFFIC REGULATIONS

- Cost significant items:

A. Traffic and pedestrian management as required to carry out the works

B. Traffic and pedestrian management in association with excavations outside the boundary of the site

C. Parking Bay suspensions

D. Other – Contractor to list

200 ADDITIONAL TEMPORARY WORKS

- Cost significant items: Contractor to list below:

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

110 WORK BY / ON BEHALF OF EMPLOYER

- There may possibly be concurrent works undertaken by others acting on behalf of the Employer or Tenant, for example Specialist Equipment, Air Curtains, Alarms and Shop Fittings etc.

- Attendance: Allow for the all additional to those reasonably required by the conditions of contract.

121 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

- General: None

**A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

110 WORKS BY LOCAL AUTHORITY

- None

120 WORKS BY STATUTORY UNDERTAKERS

- None

**A54 PROVISIONAL WORK / ITEMS**

120 CONTINGENCIES

- None

**A55 DAYWORKS (SEE ITEM 450 Page 19)**

- Not permitted.