

National Museum of the Royal Navy

Historic Ships Workshop

605b

SPECIFICATION
DANNATT, JOHNSON ARCHITECTS

MAIN CONTRACT SPECIFICATION
PART 1
PRELIMINARIES

April 2021
Tender Issue

PRELIMINARIES CONTENTS LIST

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A10 PROJECT PARTICULARS**110 THE PROJECT**

- Name: NMRN Historic Ships Workshop Project.
- Nature: Internal refurbishment and construction of new accommodation within existing working brick built workshop space.
- Location: HM Royal Naval Base, Portsmouth P01 3NH.
- Timescale for construction work: 16 weeks. Contractors' alternative timescale proposals submitted at Tender stage will be considered.

120 EMPLOYER (CLIENT)

- Name: National Museum of the Royal Navy.
- Address: HM Royal Naval Base, Portsmouth P01 3NH.
- Contact: Stephen Green, Project Manager HMS Victory.
- Telephone: 02392 891370 Ext: 2010
- Email: stephen.green@nrmn.org.uk

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBA.
- Address: TBA.
- Contact: TBA.
- Telephone: TBA.
- Email: TBA.

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

- Name: Dannatt Johnson Architects.
- Address: Unit 1 The Wireworks, 77 Great Suffolk Street, London SE1 0BU.
- Contact: Sonia Tong.
- Telephone: 020 7357 7100.
- Email: sonia.tong@djarchitects.co.uk

150 PRINCIPAL DESIGNER

- Name: Dannatt Johnson Architects .
- Address: Unit 1 The Wireworks, 77 Great Suffolk Street, London SE1 0BU.
- Contact: Sonia Tong
- Telephone: 020 7357 7100.
- Email: sonia.tong@djarchitects.co.uk

160 QUANTITY SURVEYOR

- Name: Dannatt Johnson Architects .
- Address: Unit 1 The Wireworks, 77 Great Suffolk Street, London SE1 0BU.
- Contact: Sonia Tong
- Telephone: 020 7357 7100.
- Email: sonia.tong@djarchitects.co.uk

200 SUB CONSULTANT STRUCTURAL ENGINEER

- Name: Mason Navarro Pledge.
- Address: Bancroft Court, Hitchin, Hertfordshire, SG5 1LH
- Contact: David Rafferty.
- Telephone: 01462 632 012.

210 SUB CONSULTANT CDM ADVISOR

- Name: Cooper & Withycombe Ltd

- Address: Third Floor, Norwich House, 14-15 North Street, Guildford, Surrey, GU1 4AF
- Contact: Louise Piper
- Telephone: 014832 457 373

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:

605b-EN-12-000-Enabling Works Bay 1 - Floor Plans.pdf
 605b-EX-00-000- Location Plan.pdf
 605b-EX-00-001-Site Plan.pdf
 605b-EX-11-000-Existing Bay 1 - Floor Plans.pdf
 605b-EX-21-001-Existing- Sections AA_ BB & CC.pdf
 605b-EX-21-002-Existing- Sections DD & EE.pdf
 605b-EX-21-003-Existing- Section FF.pdf
 605b-EX-31-001-Existing M&E Internal Elevations 01.pdf
 605b-EX-31-002-Existing M&E Internal Elevations 02.pdf
 605b-EX-31-003-Existing M&E Internal Elevations 03.pdf

605b-SKD-00-100-Proposed Bay 1 Access and Logistics Plans.pdf

605b-WD-10-000-Proposed Bay 1 Overview.pdf
 605b-WD-10-001-Pr Bay 1 - Ground Floor - Zone 1.pdf
 605b-WD-10-002-Pr Bay 1 - Ground Floor - Zone 2.pdf
 605b-WD-10-011-Pr Bay 1 - First_Mezzanine - Zone 1.pdf
 605b-WD-10-012-Pr Bay 1 - First_Mezzanine Floor - Zone 2.pdf
 605b-WD-10-020-Pr Bay 1 - Second Floor Plan.pdf
 605b-WD-13-000-Proposed Bay 1 - Floor Finishes.pdf
 605b-WD-13-001-Proposed Bay 1 - Skirting Finishes.pdf
 605b-WD-13-002-Proposed Bay 1 - Wall Finishes.pdf
 605b-WD-13-003-Proposed Bay 1 - Ceiling Finishes.pdf
 605b-WD-15-001-Pr Bay 1 - Ground Floor RCP - Zone 1.pdf
 605b-WD-15-002-Pr Bay 1 - Ground Floor RCP - Zone 2.pdf
 605b-WD-15-011-Pr Bay 1 - First_Mezzanine - Zone 1 RCP.pdf
 605b-WD-15-012-Pr Bay 1 - First_Mezzanine Floor - Zone 2 RCP.pdf
 605b-WD-15-020-Pr Bay 1 - Second Floor RCP.pdf
 605b-WD-16-000-Proposed Bay 1 Electrical Plans.pdf
 605b-WD-20-001-Proposed - Long Sections AA BB and CC.pdf
 605b-WD-20-002-Proposed - Sections DD and EE.pdf
 605b-WD-20-003-Proposed - Section FF.pdf
 605b-WD-50-100-WC Proposed works.pdf
 605b-WD-50-101-WC Proposed works 2.pdf
 605b-WD-51-000-New Kitchenette.pdf
 605b-FD-19-000-Proposed Bay 1 Fire Plans.pdf

605b-BD-70-000-Proprietary structures scope.pdf
 605b-BD-70-001-Machine Room Mezzanine and Stair 2 Scope.pdf
 605b-BD-70-002-Stair 2 - Stair 3 Scope.pdf
 605b-BD-71-001-Wall Partition and Lining Types.pdf
 605b-BD-71-002-P3 and P4 Typical details.pdf
 605b-BD-71-003-Ground floor Laundry Unit.pdf
 605b-BD-71-003-Window balustrade and Dado.pdf
 605b-BD-71-010-Ceiling _ Floor Details.pdf
 605b-BD-72-001-Typical Door Details - for new stud walls.pdf
 605b-BD-72-002-Typical Door Details - for new stud walls.pdf
 605b-BD-72-003-Double door details.pdf
 605b-BD-72-020-Proposed PVC Curtain Details.pdf
 605b-BD-75-000-Laminating Cabin.pdf
 605b-BD-75-001-Laminating Cabin.pdf

MNP Ships Workshop Structural Requirements A.pdf
MNP Structural Comments - Lintels.pdf
MNP Structural Comments - Timber Boxes.pdf
MNP Wall Loads on Mezzanine.pdf

605b-SCH_01 (doors).pdf
605b-SCH-02 Historic Ships Workshop - 3v Ironmongery Schedule.pdf
605b-SCH-03-Lighting Schedule.pdf
605b-Preliminaries A Section Specification.pdf
605b-Work Sections Specification.pdf

120 CONTRACT DRAWINGS

- The contract drawings: Same as the tender drawings.
- Exceptions: None.

160 PRECONSTRUCTION INFORMATION

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

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Refer to CDM Preconstruction Information by Cooper & Withycombe Ltd.
- The Contractor is deemed to have visited and inspected the site and ascertained for himself the nature and extent of the relevant site conditions and structure and familiarise himself with all aspects of the site and its surrounding environment including all local conditions and restrictions likely to affect the works.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: Refer to CDM Preconstruction Information by Cooper & Withycombe Ltd.

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): Drawn information in respect of below ground services on the site can be made available after appointment of contractor. Refer to clause 110.
- The nature and locations of existing mains and services that are known are indicated on the tender Drawings and described within the documentation. The accuracy and sufficiency of this information is not guaranteed by the Employer or the CA and the Contractor must ascertain for himself any information he may require to satisfy himself on the accuracy of the contents.
- The Contractor shall be responsible for ascertaining the nature and location of existing mains/services and for taking any measures necessary to deal with existing mains/services in connection with the Works. No claim for extra payment will be entertained in respect of this matter.
- The Contractor shall be responsible for the provision of all necessary statutory services, including diversions or new supplies to meet the programme dates. The Contractor shall ensure that the relevant applications are made for new supplies in sufficient time.
- The Contractor shall be entirely responsible for taking all necessary precautions to ensure that no damage is caused to existing services and/or drainage and that proper consideration is given to the safety of workmen who may encounter such services. Refer to clause A34/510
- Before commencing site operations, the Contractor shall notify all Statutory and Local Authorities that work will be commencing on site and the Contractor shall confirm on site the position of all electric power cables, telephone cables, gas mains, water mains and sewers, which may be under or over the site or the approaches thereto.
- The Contractor shall take all the necessary precautions to support, maintain and protect any existing pipes, ducts, drains, sewers, services, overhead or buried cables, etc., during the execution of the Works, to the satisfaction of the Authorities and the CA and make good any damage and/or pay costs or charges in connection therewith. The contractor shall notify the CA and the relevant Authority where appropriate, immediately any damage is caused to any services, cables, etc.
- During the progress of the Works, the Contractor shall not interfere with the operation of existing services such as electricity, gas, water, telephone, buried cables, sewers, drains and ditches both on site or adjoining premises, without the agreement and permission of the CA, and as the case may be of Statutory Authorities and private owners.

- No diversion of any of the services, etc., other than as shown on the Drawings, or described herein, shall be carried out without the agreement of the CA. Any temporary disconnection of the services, etc., which may be necessary in connection with the Works shall be done at such times as may be directed by the CA. The Contractor shall be responsible for maintaining close liaison with Statutory and Local Authorities so as to avoid any disruption of any existing services.
 - The Contractor shall be responsible for making good any damage caused to the satisfaction of the authorities concerned and/or for reimbursing the appropriate authority their charges for reinstating these services.
 - Other information: Refer to CDM Preconstruction Information.
- 160 SOILS AND GROUND WATER
- Information: Refer to A12/140.
- 170 SITE INVESTIGATION
- Report: ~~Included in the tender documents.~~
 - It is the Contractor's responsibility to carry out all site investigations necessary in order to verify the viability of his proposals.
 - It is the Contractor's responsibility to confirm the accuracy of the surveys/report and make any further investigations considered necessary.
 - The Employer will provide an asbestos R&D survey report prior to site start.
 - The Contractor shall be responsible for checking and utilising the asbestos survey and procuring any additional R&D asbestos survey required to carry out the works. Where deemed necessary by the Contractor for an additional survey to be procured, this survey shall take into account all aspects of the required work including the existing building fabric and any new intrusive works associated with the project.
- 180 HEALTH AND SAFETY FILE
- Availability for inspection: Existing information for the site/ building may be obtained by arrangement with the NMRN, contact: Stephen Green.
 - Other documents: N/A.
 - Arrangements for inspection: see above.
- 200 ACCESS TO THE SITE
- Description: Refer to CDM Preconstruction Information.
 - The Contractor shall be responsible for liaising with the relevant parties and developing a Traffic Management Plan making whatever arrangements are necessary for obtaining ingress to or egress from the site and/or to execute any work off-site in order to carry out and complete the Works in accordance with this Contract. The Traffic Management Plan shall address inter alia, preparation of the site for car parking and to receive deliveries, any road and footpath closures, over sailing, weight restrictions and any ongoing adjacent development works.
 - The Contractor shall at no cost to the Employer be responsible for settling appropriate arrangements for such access with the local highway or other appropriate authority and/or owners or occupiers as appropriate and shall thereafter comply with any such arrangements which he settles. Notwithstanding any other provision of this Contract, the Contractor shall not be entitled to any extension of time or to reimbursement of any loss and/or expense or any other addition to the Contract Sum as a result of any delay or disruption to the carrying out of the Works which arises from or in connection with such access.

- Limitations: Refer to CDM Preconstruction Information.
 - Access for inspections: Provide access at reasonable times for both on-site and off-site work.
- 210 PARKING
- Restrictions on parking of the Contractor's and employees' vehicles: Refer to CDM Preconstruction Information.
- 220 USE OF THE SITE
- General: Do not use the site for any purpose other than carrying out the Works.
 - Selected areas of the site will be made available to the Contractor and he shall confine his operations, including the storage of materials, plant and other equipment within areas to be agreed. Please refer to the Access and Logistics Plan.
 - Where areas of the site are currently occupied and will temporarily vacated for a short period within the overall contract duration to allow works to be carried in those areas, all existing loose furniture within these areas will need to be protected and moved to suit the works.
 - The Contractor must keep all workmen, including those employed by Sub-Contractors, under his control and within the site boundaries.
 - The Contractor at all times must co-operate and liaise with the building occupants to minimize disruption to their activities, keep his site areas tidy, and prevent escape of dust and waste material from the site areas into adjacent areas occupied by the building occupants.
 - Limitations: Refer to CDM Preconstruction Information.
- 230 SURROUNDING LAND/ BUILDING USES
- General: Adjacent or nearby uses or activities are as follows:
 - The Contractor's attention is drawn to the close proximity of the adjacent properties to the site of the proposed works. The contractor is required to take all measures necessary to ensure the continued use of the adjacent properties and to present the minimum disturbance possible to the occupants.
 - The Contractor shall also liaise with the occupants of the adjacent buildings, and shall comply with any and all requirements that they may have in respect of;
 - The maintenance of pedestrian and vehicle access routes into their site or premises.
 - The maintenance of any necessary delivery or emergency access routes into their sites or premises.
 - The maintenance of any emergency exit routes from their sites or premises.
 - The Contractor shall comply with any other reasonable restrictions that the occupants of the adjacent buildings might require.
 - The contractor shall be deemed to have allowed for all necessary protection to surrounding owner's property and land, and for complying with the working hour restrictions and other such restrictions set out elsewhere in the Contract Documents.
 - The Contractor is to allow in his prices and programming for carrying out the work so as to cause the minimum disturbance to the occupants of adjacent buildings, and for the exercise of all due precautions.

- Any claim for loss or damage shall be the liability of the contractor, and no part of any claim shall fall on the Employer.
- The Contractor shall make allowance for all temporary traffic management arrangements that may be deemed necessary.
- The Contractor should also make allowance for any and all costs in connection with the formation and subsequent reinstatement of any temporary access ways that might be required onto the site. The contractor must also agree with the relevant authorities any specific restrictions thereon and make allowance for any and all costs in connection therewith.
- Specifically, the contractor must ensure that the access to the site and any adjacent roads are kept free from obstructions of any type at all times and that no vehicles, associated to or in connection with the works, are left parked or unattended on any of the access or adjacent roads at any time during the project.
- The Contractor is to prevent all workpeople from trespassing upon any neighbouring sites or properties.
- The Contractor shall use all reasonable measures to avoid causing inconvenience and shall indemnify the employer from any claim or action for damages on account of unauthorised trespass or other misconduct of his or any Sub-Contractors' employees.
- Contractor is to ensure that all operatives remove all PPE when leaving the designated areas of work.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
 - Please refer to CDM Preconstruction Information.
- Information: The accuracy and sufficiency of this information is not guaranteed. 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.
- The Principal Contractor, on appointment, is required to carry out a Condition Survey of all their work areas and submit this to the Contract Administrator and CDM Advisor. As a minimum this shall consist of all areas/elements affected by the works.

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.
- The Contractor is instructed to, and shall be taken and held to admit that, he has examined carefully the Drawings, made a personal inspection of the site and satisfied himself generally about the matters relating to the nature and extent of the proposed Works and work in connection therewith, with the supply and conditions affecting labour and materials, the accommodation for materials, storage huts, etc. the water supply, the amount of haulage, the rights and interests which may be interfered with by the execution of the Works and all other matters referred to in the tender documentation which may influence the Contractor in making his tender.
- The Contractor shall fully acquaint themselves with the local conditions including social behaviour and, in this regard, should contact the local Divisional or Sub-Divisional Police Office, who can supply information to indicate the risks associated with construction and development within the

area. This is to ensure that the contractor includes appropriate site security measures within his tender.

- No extra cost will be allowed on account of any omission or error arising from lack of such knowledge and making good damage done to services etc. shall be the responsibility of the Contractor.
- Arrangements for visit: To be arranged through the CA.

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

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

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

THE RECITALS

First

THE WORKS

- Comprise: NMRN Historic Ships Workshop Project.
- Location: Bay 1, Storehouse No.18 (Great Ropehouse) 1/65.

Second

CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Completion of the design for installation of the Mechanical, Electrical, Public Health and Life Safety services. Production of coordinated workshop drawings of the services installations for submission and checking prior to installation and subsequent updates to form accurate as-built record drawings handed over prior to Practical Completion.
 - Completion of design for mezzanine floor structure, stairs, balustrades and guarding, including lateral restraint to existing blockwork wall.
 - Design and implementation of any temporary works required to execute the works. The appointed contractor is to submit method statements in advance of starting work. The contractor must carry out an independent assessment of the loads to be used in the design of their temporary works if applicable. The main contractor should provide a suitably qualified temporary works coordinator, in accordance with BS5975, who will lead the coordination of all temporary work and supervise their design, in relation to any significant or complex temporary works identified by the Contractor as necessary to execute the works.

Third

CONTRACT DRAWINGS

- The Contract Drawings: As listed in clause A11/120.

Fourth

OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Comprise: None.
- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fifth A

PRICING BY THE CONTRACTOR

- Option A will apply: Work Schedule.
- Schedule of Works: The Contractor shall price the Schedule of Works.

- Eleventh
DIVISION OF THE WORKS INTO SECTIONS
- The Eleventh Recital will be deleted.

ARTICLES

- 3
ARCHITECT/ CONTRACT ADMINISTRATOR
- Architect/ Contract Administrator: See clause A10/140.

- 4
QUANTITY SURVEYOR
- Quantity Surveyor: See clause A10/160.

- 5
PRINCIPAL DESIGNER
- Principal Designer: See clause A10/150.

- 6
PRINCIPAL CONTRACTOR
- Principal Contractor: See clause A10/130.

- 9
LEGAL PROCEEDINGS
- Amendments: None.

CONTRACT PARTICULARS

- Fourth Recital
EMPLOYER'S REQUIREMENTS
- Comprise:
- Tender Drawings
- Tender NBS Specification including Preliminaries Sections
- CDM Preconstruction Information
- Schedule of Works
- Site Information and Surveys

- Sixth Recital
CONTRACTOR'S PROPOSALS/ CDP ANALYSIS
- Comprise: to be supplied by the Contractor.
- Specific Requirements: TBC.

- Eighth Recital and Clause 4.6
CONSTRUCTION INDUSTRY SCHEME
- Employer at Base Date is not a Contractor for the purposes of the CIS.

- Tenth Recital
CDM REGULATIONS
- The project is notifiable.

- Eleventh Recital
DESCRIPTION OF SECTIONS
- Description of Sections:

- None.

Thirteenth Recital and Schedule 5

SUPPLEMENTAL PROVISIONS

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

Article 8

ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) shall be deleted.

Clause 1.1

BASE DATE

- Base Date: shall be 10 days from the date of return of tender.

Clause 1.1

DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): TBA.

Clause 1.7

ADDRESSES FOR SERVICE OF NOTICES

- Employer:
 - Address: See A10/120.
- Contractor:
 - Address: See A10/130.

Clause 2.4

DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: 04 January 2021.

Clause 2.5

DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 applies.
- Where clause 2.5 applies, maximum period of deferment is six weeks.

Clause 2.23.2

LIQUIDATED DAMAGES

- Damages: At the rate of £2000 per week.

Clause 2.30

RECTIFICATION PERIOD

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

Clause 2.34.3

CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: £2,000,000.

Clause 4.3 and 4.9

FLUCTUATIONS PROVISION

- Fluctuations Provision: Does not apply.

Clause 4.7

ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1

INTERIM PAYMENTS - INTERIM VALUATION DATES

- The first interim valuation date is: Four calendar weeks after start on site, and thereafter the same date in each month or the nearest Business Day in that month.
- Payment due 28 days from date of valuation. Valuation to be certified within 14 days and certificate issued to employer.

Clause 4.9.1

INTERIM PAYMENTS - PERCENTAGE OF VALUE

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

Clause 4.10.4

LISTED ITEMS - UNIQUELY IDENTIFIED

- Listed items: Clause 4.10.4 will be deleted.

Clause 4.10.5

LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- Listed items: Clause 4.10.5 will be deleted.

Clause 6.4.1

CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY

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

Clause 6.5.1

INSURANCE - LIABILITY OF EMPLOYER

- Insurance is not required.

Clause 6.7 and Schedule 1

WORKS INSURANCE - INSURANCE OPTIONS

- Schedule 1: Insurance option C applies.

- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): Does not apply.
- Where Insurance Option C applies, Paragraph C1: Applies.

Clause 6.10 and Schedule 1

TERRORISM COVER

- Details of the required cover: Pool Re Cover.

Clause 6.15

JOINT FIRE CODE

- The Joint Fire Code: Does not apply.

Clause 6.19

CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
 - Any one occurrence or series of occurrences arising out of one event;
 - and is £ 2,000,000.
- Cover for pollution and contamination claims: £1,000,000.
- Expiry of required period of CDP Professional Indemnity Insurance: 12 years.

Clause 7.2.1

PERFORMANCE BOND OR GUARANTEE

- Bond or guarantee from bank or other approved surety: To be provided as an optional cost to the employer.
 - Required form: TBA.
 - Initial value (percentage of the Contract Sum): TBA.
 - Period of validity: TBA.
 - Reduction in value: TBA.

Clause 7.2.2

GUARANTEE FROM THE CONTRACTOR'S PARENT COMPANY

- Guarantee: Applies.
 - Parent company's name and registration number: TBA.
 - The required form of guarantee is set out in: TBA.

Clause 7.3

COLLATERAL WARRANTIES

- Details: As set out in the following documents: TBA.

Clause 8.9.2

PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: 2 months.

Clauses 8.11.1.1 to 8.11.1.5

PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: 2 months.

Clause 9.2.1

ADJUDICATION

- The Adjudicator is: TBC.

- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established):
The Royal Institute of British Architects.

Clause 9.4.1

ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institute of British Architects.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5

RECKONING PERIODS OF DAYS

- Amendments: None.

1.12

APPLICABLE LAW

- Amendments: None.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed 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 2012.
- Arithmetical errors: Alternative 2 is dominant.

155 COLLATERAL WARRANTY TBC

- The Agreement: Enter into <TBC>, a copy of which, with the relevant parts completed, is included with the tender documents.
- Location: Incorporated into the conditions of contract.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
- Date for possession/ commencement: See section A20.

195 CONTRACTOR'S DESIGN

- Scope: Undertake and take full responsibility for the design of the following parts of the Works:
 - Completion of the design for installation of the Mechanical, Electrical, Public Health and Life Safety services. Production of coordinated workshop drawings of the services installations for submission and checking prior to installation and subsequent updates to form accurate as-built record drawings handed over prior to Practical Completion.
 - Design and implementation of any temporary works required to execute the works. The appointed contractor is to submit method statements in advance of starting work. The contractor must carry out an independent assessment of the loads to be used in the design of their temporary works if applicable. The main contractor should provide a suitably qualified temporary works coordinator, in accordance with BS5975, who will lead the coordination of all temporary work and supervise their design, in relation to any significant or complex temporary works identified by the Contractor as necessary to execute the works.

- Drawings and supporting documentation: Submit at the correct times to allow works to be carried out and progress maintained as per the Master Programme.

196 QUALIFICATIONS

- The Contractor shall be deemed to have visited the site and to have satisfied himself as to the means of access and existing and adjoining property, etc. and generally any conditions which may in any way affect the execution of the Works or influence his Tender.
- Alterations and Qualifications to these documents must not be made without the written consent of the CA.
- Tenders containing alterations or qualifications without such consent may be rejected.
- Details about this project are to remain confidential. The Contractor shall be fully responsible for maintaining all confidential details in respect of this Project. Any divergence from this by the Tenderer is prohibited and may lead to the non-acceptance of the Contractor's Tender. Under no circumstances should the Employer's name be broadcast outside the Contractor's own organisation.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions shall not be relied upon as having been prepared in accordance with SMM7/NRM2.
- The pages of the Employer's Requirements Documents are in numerical order. The Contractor is to check the page numbers and drawing numbers and notify the CA should any pages or drawings be duplicated or missing. No claim for loss will be allowed should the Contractor fail to check the pages.

220 PRICING OF PRELIMINARIES

- Charges: When pricing Preliminaries, identify separately for each item where, for the purpose of valuing the work, the charge for that item is considered to be:
 - Fixed (i.e. where the charge for the item does not depend on duration).
 - Time related (i.e. where the charge for the item is dependent on duration).

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With the tender.

300 QUANTITIES IN THE PRICED DOCUMENT

- Quantities: Where included in the priced document, these have been prepared in accordance with SMM7/ NRM2 only where and to the extent stated.
- Other items, descriptions and measurements not prepared in accordance with SMM7/ NRM2: Must be priced taking account of the information given

elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

440 CONTRACT SUM ANALYSIS

- Content of the Analysis: A breakdown of the contract sum into at least the following categories:
 - As set out in the Schedule of Works.
 - Form: 1 Excel copy and 1 PDF copy.
 - Fully priced copy: Submit with tender.

445 PROVISIONAL SUMS AND CLIENT CONTINGENCIES

- Any provisional allowances are given by a brief description of work only and the Contractor shall make due allowance in programming, planning and pricing for the works covered by those items. The Contractor shall show the percentage required to be applied to the nett cost (after deduction of all discounts) of Sub-Contractors or Suppliers invoices for overheads and profit for expenditure of Provisional Sum and Contingency items. The Contractor shall have allowed for all general and special attendances in connection with provisional sums including but not limited to the provision of site accommodation and welfare facilities, water, electricity etc.
- All Provisional Sums and Contingency items included within the Contract Documents are for the sole use of the Employer

480 PROGRAMME

- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
- Submit: PDF copy with Tender.

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out: The Works.
- The Contractor shall present method statements which will describe fully his/her operations on site and discuss and agree with the CA and CDM Consultant prior to the commencement of the Works.
- The method statements shall include particular details about:
 - General site safety.
 - General site security.
 - Protection of the General Public.
 - Protection of Occupants, Visitors and Staff using the Premises, etc.
 - Access and exit arrangements.
 - The methods to be employed to prevent mud, grit and dirt being carried onto the public highway from the development;
 - Measures to control the emissions of dust and dirt during construction;
 - Details of unloading and loading contractors' plant and equipment
 - Location of site compound and plant equipment/storage;
 - Details of workforce parking
- Statements: Submit with tender.

510 ALTERNATIVE METHOD TENDERS

- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
- Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- Submit: with tender.

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.

520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
 - Design drawings: Design Drawings and schematics for the works .
 - Technical information: to prove performance of the installed products.
 - Submit: at the required time to prevent delay to the programme.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 QUALITY CONTROL RESOURCES

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- Submit: with tender.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organization 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 health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.

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

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.
 - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - Review procedures to obtain feedback.

599 FREEDOM OF INFORMATION

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

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: within 3 days of request by the CA.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

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

120 COMMUNICATION

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

130 PRODUCTS

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

135 SITE EQUIPMENT

- Definition: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and 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.
- Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

140 DRAWINGS

- Definitions: To BSRIA BG 6/ A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with ISO 19650.

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 removal and disposal of associated pipework, wiring, ductwork or other services.

- Remediate: Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
- Fix: Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are 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 until required for use in the Works as instructed.
- Keep for recycling: As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
- 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 person or legal entity under whose name or trademark the particular product, component or system is marketed.
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;

- compatibility of accessories;
- proposed revisions to drawings and specification;
- compatibility with adjacent work;
- appearance;
- copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

240 SUBSTITUTION OF STANDARDS

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

250 CURRENCY OF DOCUMENTS AND INFORMATION

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

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request and may be charged to the Contractor subject to quantities required.

440 DIMENSIONS

- Scaled dimensions: Do not use. Do not scale for construction purposes. Request from the Architect any dimensions not measurable from the site or calculable from dimensions given on the drawings.

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: all relevant information to the Employer as necessary.

515 CONDITION SCHEDULE

- The works and adjacent works together with all boundaries and features, including but not limited to; surrounding buildings pavements, highways and services, on site that are to be retained shall be inspected by the Contractor.
- The Contractor shall provide a Schedule of Condition following the inspection that sets out all defects. The Schedule shall incorporate plans and colour photographs time and date stamped and sufficiently notated to locate the defects. Two copies of the schedule shall be delivered to the office of the CA prior to commencement of the works.

550 SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION

- General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
- Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information from Subcontractors:

- Obtain in time to meet the programme and in accordance with NAM/T where applicable.
- Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
- Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required: fabrication drawings/ technical submissions/ working drawings.
 - Format: Hard copy or PDF format.
 - Number of copies: One.

610 PRODUCTION INFORMATION

- Contractor/ Domestic subcontractor provide: fabrication drawings and/or technical submissions for all pre-fabricated assemblies or components to be incorporated into the works other than standard or standard sized components for which manufacturers product information is available.
- Submit:
 - For comment and make any necessary amendments.
 - Sufficient copies of final version for distribution to all affected parties.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
- Submit: At least two weeks before date for completion.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

- Information location: In the Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: as noted in specifications elsewhere.

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.

111 SITE ADMINISTRATION AND SECURITY

- The Contractor shall provide adequate site administration for the execution of the Works.
- The Contractor is to be represented on site by a Contracts Site/Manager who should be a competent member of the Contractor's organisation able to fully organise the personnel and work on site. He is to be authorised to receive instructions from the CA and implement them on behalf of the Contractor. Once designated this person is not to be removed without the consent of the CA.
- The Contractor shall not remove or replace any of the site staff without the express permission of the CA. In the event of any of the key personnel impending departure or complete termination of employment, the Contractor shall notify the CA as soon as this fact is known to him and shall introduce a replacement on the Works at least one full month prior to the departure from the Works of the terminated party.
- The Contractor shall keep all workpeople, including those employed by Sub-Contractors, under his control and within the boundaries of the site.
- Subject to the Conditions of Contract, the Contractor shall be responsible for the entire charge and care of the Works, including all works executed by Sub-Contractors, and shall be responsible for all risks or damage arising from weather, carelessness or workpeople or any other cause whatsoever and such responsibility shall rest with the Contractor from the date of commencement to the date of Practical Completion of the Works.
- The Contractor shall be responsible for the storage and safe custody of materials and fittings, including any belonging to the Employer, and replace any missing at his own cost, and provide all necessary protection.
- Directly engaged Contractors shall be responsible for the protection of their equipment.
- The Contractor shall provide all reasonable precautions to protect and secure the site, the Works, materials, plant, etc. and to prevent unauthorised access to and from adjacent properties.
- If in the opinion of the Employer any of the security arrangements are inadequate the Employer reserves the right to arrange for the necessary work, etc. to take place and to set off such costs against monies due to the Contractor.
- All corridors, escape routes etc. shall be left free from obstruction at the termination of each day's work and in a safe condition at all times.

112 CO-ORDINATING THE WORK

- The Contractor shall co-ordinate and arrange for Sub-Contractors, Suppliers, and those engaged on Direct Contracts and any concurrent works, as to the times of commencement of work on site or delivery of materials, and shall give them such notice as may be necessary and

otherwise co-operate with them to ensure the integration of all Sub-Contract work, supply items and installation by others directly appointed by the Employer into the general programme and proper progress of the work.

- The Contractor shall obtain from them; particulars of all chases, recesses and other details and shall supply them with all necessary dimensions, data and other information so that their work may be correctly executed.
- The Contractor shall co-ordinate all of the service installations, one with another and with the Building as a whole in the Main Contract (the location shall be as indicated on the Contract Drawings and specifications).
- The Contractor shall, however, ensure that Drawings prepared for installation purposes meet the design requirements in that services are not installed in inaccessible positions where items (e.g. valves) are required to be accessible for maintenance and servicing.

~~115 CONSIDERATE CONSTRUCTORS SCHEME~~

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

~~Contact:~~

~~Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.~~

~~Tel. 01920 485959.~~

~~Fax. 01920 485958.~~

~~Free phone 0800 7831423.~~

~~Web. www.ccscheme.org.uk~~

~~E mail. enquiries@ccscheme.org.uk~~

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

~~Minimum compliance level: Compliance.~~

118 VEHICLE SAFETY REQUIREMENTS

- Vehicle equipment: Ensure that all 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 nearside 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.
- Scheme membership: Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS).
- Level of accreditation: Bronze.
- Submittal date: Within three weeks of contractor appointment.

120 INSURANCE

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

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or

property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.

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

140 CLIMATIC CONDITIONS

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

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
 - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
 - Planning and mobilization by the Contractor.
 - Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54).
 - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: multiple copies as necessary, submit copies with tender.

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.
- The Contractor shall meet the CA regularly to agree the physical progress achieved during the month against each activity. The Contractor shall then update the current master Programme to take account of the percentage progress achieved against each activity.
- The Contractor shall provide the CA with a clean paper copy and an electronic copy of the initial and of each update of the current Master Programme for progress before any alterations are made to the logic and sequence of the Master Programme to recover delays or project overruns against the date for completion.

- No adjustment to the completion date shown on the Master Programme shall have any effect whatsoever on the date for completion. In the event that recovery measures are required to achieve Practical Completion by the date for completion, the Contractor shall submit to the CA, for his review and comment, all proposed changes to the duration's, resources, logic and sequence of the activities shown on the Master Programme.
- 240 COMMENCEMENT OF WORK
- Notice: Before the proposed date for commencement of work on site give minimum notice of two weeks.
- 250 MONITORING
- Progress: Record on a copy of the programme kept on site. Record actual start dates of all trades.
 - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
 - Key Performance Indicators:
 - Details: Weekly programme update reports.
 - Performance: Record progress against each KPI.
 - Corrective action: If performance falls below target, submit proposals as soon as possible.
- 260 SITE MEETINGS FORMAL MONTHLY PROGRESS REPORTING
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
 - Frequency: Monthly.
 - Location: NMRN Portsmouth Historic Dockyard, venue tbc.
 - Accommodation: Ensure availability at the time of such meetings.
 - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
 - Chairperson (who will also take and distribute minutes): Architect.
- 261 SITE MEETINGS: INTERIM FORTNIGHTLY COORDINATION AND UPDATE MEETINGS
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
 - Frequency: Monthly staggered with Formal Site Meetings.
 - Location: NMRN Portsmouth Historic Dockyard, venue tbc.
 - Accommodation: Ensure availability at the time of such meetings.
 - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
 - Chairperson (who will also take and distribute minutes): Contractor's project manager.
- 265 CONTRACTOR'S PROGRESS REPORT
- General: Submit a progress report at least 2 days before the Formal Monthly Progress meeting.
 - Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - Summary: A concise statement is required that summarises the project status. Reference should be made to the "Critical Path" and specifically the maximum delay (if any) suffered by a critical activity and the measures taken/to be taken to mitigate them

- Detailed Programme Reports: A report on all activities in progress or in delay is required with specific reference to the following for each activity.
- Activity Status (+/- weeks)
- % master programme complete, % actual complete for the Works.
- Forecast start and completion dates
- Actual start and completion dates

Commentary

- Activity Forecast: A report on the activities forecast for the next reporting period including % programmed / % forecast and commentary.
- Outstanding Information: A schedule of outstanding information is required complete with details of any delays suffered and highlighting that information required within the following four weeks. A schedule is also required of information to be "issued for comment" by the Contractor within the following four weeks.
- Labour and Plant Schedules: Weekly schedules of plant and labour actually employed shall be submitted to the CA.
- Delay: The Contractor shall identify potential sources of delay in sufficient time to allow corrective action to be taken. The corrective actions proposed are to be identified.
- Health and Safety: The Principal Contractor shall manage, monitor and review on an ongoing basis health and safety implementation and performance and copy reports etc. to the CA and the CDM Consultant. Health and safety is to be an agenda item on all primary construction coordination and site progress meetings.
- Welfare: The Contractor shall confirm the maintenance of adequate welfare facilities
- Details of any matters materially affecting the regular progress of the Works.
- Sub-Contractors' and suppliers' progress reports.
- Any requirements for further Drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

270 CONTRACTOR'S SITE MEETINGS

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

280 PHOTOGRAPHS

- Number of locations: As many as required. Site record photographs to be taken in locations relevant to the works being undertaken in different areas at different stages of the construction programme.
- Frequency of intervals: Weekly (typically: more frequently if relevant due to progress of works, less frequently if no work occurring in a particular space for extended periods.)
- Image format: JPEG. Please limit file sizes of individual site record photographs to below 500Kb where possible by compressing/ optimizing before storing.
- Number of images from each location: Appropriate to record nature and progress of works.
- Other requirements: Condition survey record photographs to be taken upon possession of site areas prior to commencing works.

285 PARTIAL POSSESSION BY EMPLOYER

- Ensure all necessary access, services and other associated facilities are also complete.

- The Employer may wish to take possession of parts of the Works as they are completed, provided all necessary access, services and other associated facilities are also complete. This beneficial use shall not constitute Practical Completion of these areas. Practical Completion shall only be achieved on completion of the full works as detailed in the Employer's Requirements.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): 2 weeks.

310 EXTENSIONS OF TIME

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

325 CONSULTANTS PRE-COMPLETION QUALITY CONTROL INSPECTIONS -'SNAGGING'

- The Contractors programme shall take into account the entire snagging process.
- The Employer reserves the right to deduct abortive costs associated with Consultant snagging/inspections. Abortive costs will be incurred where rooms/areas are offered to the CA for inspection who subsequently deems them not to have reached the standard required in Clause A33/115.

CONTROL OF COST

410 CASH FLOW FORECAST

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

415 MONTHLY/ INTERIM CASH FLOW FORECASTS

- The Contractor shall provide a detailed cash flow statement for the construction works ~~on a monthly basis~~/ upon request by the Employer for the project showing both gross and net valuations of the works at the date of each Interim Certificate. Such a statement shall be based on the programme for the execution of the Works and shall be ~~updated~~/up to date at such intervals as the programme of works progress is required to be updated and shall include:
 - Contractor's 'Preliminaries' Items.
 - Work to be executed by the Contractor including the works of all Sub-Contractors, Services Authorities.

- All other items not specifically referred to above and which are contained within the Tender Sum.
 - The co-operation of the Contractor under this item shall in no way affect his entitlement to payment under the terms of Contract.
- 420 REMOVAL/ REPLACEMENT OF EXISTING WORK
- Extent and location: Agree before commencement.
 - Execution: Carry out in ways that minimize the extent of work. Any existing work is to be made good to the CA's satisfaction.
- 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 CA immediately if it is not possible to comply with any of the above requirements.
- 435 VAT INVOICE
- The Contractor shall raise a V.A.T. invoice on receipt of each of the CA's Payment Certificates. The invoice shall be sent directly to the Employer and a copy shall be sent to the CA.
- 440 MEASUREMENT
- Covered work: Give notice before covering work required to be measured.
- ~~450 DAYWORK VOUCHERS~~
- ~~Before commencing work: Give reasonable notice to person countersigning daywork vouchers.~~
 - ~~Content: Before delivery, each voucher must be:~~
 - ~~Referenced to the instruction under which the work is authorized.~~
 - ~~Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.~~
 - ~~Submit: No later than the end of the week following that in which the work has been recorded.~~
- 460 INTERIM VALUATIONS
- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
 - Submission: At least seven days before established dates.
- 470 PRODUCTS NOT INCORPORATED INTO THE WORKS
- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
 - Evidence: When requested, provide evidence of freedom of reservation of title.

475 LISTED PRODUCTS STORED OFF SITE

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

480 LABOUR AND EQUIPMENT RETURNS

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

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

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

115 COMMENCEMENT OF CONSULTANTS PRE-COMPLETION QUALITY CONTROL INSPECTIONS - 'SNAGGING'

- The Employers team will not commence snagging in any area until the Contractor has himself snagged the area, actioned that list and carried out and completed a full builders clean.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: At the discretion of the CA, with Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications and the Contractor shall maintain records on site and make available to the CA upon request.
- Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
- Inspect components and products carefully before fixing or using and reject any, which are defective.
- Fix or lay securely, accurately and in alignment.
- Where not otherwise described, select fixing and jointing methods and types, sizes and spacings of fastenings to comply with relevant British Standards and recognised good working practice.
- Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not over tighten fixings.
- Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.
- Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.
- BS 8000: Where compliance with BS 8000 is specified, this is only to the extent that the recommendations therein define the quality of the finished work.
- Where BS 8000 gives recommendations on particular working methods or other matters which are properly within the province and responsibility of the Contractor, compliance therewith will be deemed to be a matter of general industry good practice and not a specific requirement of the CA under the Contract.

- If there is any conflict or discrepancy between the recommendations of BS 8000 on the one hand and the project documents on the other, the latter will prevail.
- 126 GOOD PRACTICE
- Where and to the extent that materials, products and workmanship are not fully detailed or specified, they are to be: of a standard appropriate to the Works and suitable for the purposes stated in or reasonably to be inferred from the project documents, and in accordance with the relevant good building practice and British or European Standards.
- 127 COMPATIBILITY OF MATERIALS
- The Contractor shall check the compatibility of all materials used on the Contract. The Contractor shall also ascertain that all materials are compatible and suitable in the conditions and in the positions in which they are used in the Contract.
- 130 QUALITY OF PRODUCTS
- Generally: New unless otherwise specified. (Proposals for recycled products may be considered).
 - For products specified to a British or European Standard, obtain certificates of compliance, maintain on site, provide to the CA if requested and include within the Health & Safety File.
 - Supply of each product: From the same source or manufacturer. Where a choice of manufacturer or source of supply is allowed for any particular product obtain the Employer's consent prior to order. The whole quantity required to complete the works must be of the same type, manufacture and/or source, unless otherwise approved by the CA. Produce written evidence of sources of supply when requested by the CA.
 - Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
 - Where consistency of appearance is desirable, ensure consistency of supply from the same source. Unless otherwise approved, do not use different colour batches where they can be seen together.
 - Tolerances: Where critical, measure a sufficient quantity to determine compliance.
 - Deterioration: If products are prone to deterioration, or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.
- 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.
- 136 PROPRIETARY PRODUCTS
- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/ instructions.

Inform the CA, prior to Contract if there is a conflict with any other specified requirements and produce a suitable design solution for approval. Submit copies to the CA when required.

- The tender shall be deemed to be based on the products as marketed and recommendations on their use current at time of fixing.
- Obtain confirmation from manufacturers that the products specified, and recommendations on their use, have not been changed since that time. Where such change has occurred this remains the Contractors liability to resolve, and do not place orders for or use the affected products until the Contractors Proposal have been approved by the CA.
- Where BBA certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:
 - The sources, types, qualities, finishes and colours are correct, and match any approved samples.
 - All accessories and fixings, which should be supplied with the goods, have been supplied.
 - Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.
 - The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
 - The products are clean, undamaged or otherwise in good condition.
 - Products which have a limited shelf life are not out of date.
- Performance specification: 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.

145 PROTECTION OF GOODS

- Prevent over-stressing, distortion and any other type of physical damage.
- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate, store off the ground and allow free air movement around and between stored products.
- Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- Protect adequately from rain, damp, frost, sun and other elements as appropriate.

- Ensure that products are at a suitable temperature and moisture content at time of use.
- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
- Keep different types and grades of products separately and adequately identified.
- So far as possible, keep products in their original wrappings, packings or containers, with unbroken seals, until immediately before they are used.
- Wherever possible, retain protective wrappings after fixing and until shortly before Practical Completion.
- Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.

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, including but not limited to, provision for services, openings, supports, fixings, damp proofing, priming and sealing.
- Ensure that the environmental conditions are suitable, particularly that the building is suitably weather tight when internal components, services and finishes are installed.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Exceptions: Submit details of changes to recommendations or instructions.
- Execution: Use ancillary products and accessories supplied or recommended by main product manufacturer.
- 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.

215 SAMPLES OF FINISHED WORK

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

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**310 ACCURACY OF INSTRUMENTS**

- Accuracy in measurement: Use instruments and methods described in BS 5606, Appendix A:

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.

330 APPEARANCE AND FIT

- Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.
- Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.
- Without prejudice to the above, and unless specified otherwise, tolerances will (where applicable) be no greater than those given in 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:
 - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 RECORD DRAWINGS

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

SERVICES GENERALLY

410 SERVICES REGULATIONS

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

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

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

- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.
- 430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE
- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.
- 435 ELECTRICAL INSTALLATION CERTIFICATE
- Submit: When relevant electrical work is completed.
 - Original certificate: To be lodged in the Building Manual.
- ~~440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE~~
- ~~Before the completion date stated in the contract: Submit a certificate stating:~~
- ~~- The address of the premises.~~
 - ~~- A brief description of the new installation and/ or work carried out to an existing installation.~~
 - ~~- Any special recommendations or instructions for the safe use and operation of appliances and flues.~~
 - ~~- The Contractor's name and address.~~
 - ~~- A statement that the installation complies with the appropriate safety, installation and use regulations.~~
 - ~~- The name, qualification and signature of the competent person responsible for checking compliance.~~
 - ~~- The date on which the installation was checked.~~
 - ~~- Certificate location: _____.~~
- 445 SERVICE RUNS
- General: Provide adequate space and support for services, including unobstructed routes and fixings.
 - Ducts, chases and holes: Form during construction rather than cut.
 - Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.
- 450 MECHANICAL AND ELECTRICAL SERVICES
- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
 - Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK**510 SUPERVISION**

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Evidence: Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
- Submittal date: upon request.
- Replacement: Give maximum possible notice before changing persons in charge.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: The Employer's representatives and the Employer's professional consultant team.

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 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: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

~~570 AIR PERMEABILITY~~~~Testing organization: UKAS Accredited and registered with the Air Tightness Testing and Measurement Association (ATTMA) or the Independent Air Tightness Testing Scheme (iATS).~~~~Method: Pressure test in accordance with _____.~~~~Standard: Design Air tightness value (maximum) _____ m³/(h.m²).~~~~Results:~~~~Content: Include test results and all supporting data.~~~~Copies: Required for building control inspection and inclusion in Building Manual.~~~~Electronic deposit: Through the ATTMA lodgement database.~~~~Additional copies: Provide on request.~~

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: Pre-completion testing of any elements with specified acoustic performance requirements.
- Compliance: submit results to CA for review by professional team and acceptance or otherwise by Employer.
 - Copies: Incorporate in the Building Manual.

~~595 ENERGY PERFORMANCE CERTIFICATE~~~~Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.~~~~Building Type: _____.~~~~Method: _____.~~~~Format:~~~~Certificate: To be incorporated in the Building Manual.~~~~Report: _____.~~~~Submit: _____.~~

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing,

opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

- Will be at the expense of the Contractor.
- Will not be considered as grounds for revision to the completion date.

630 QUALITY CONTROL

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

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
 - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
- Enter into maintenance contracts for the defects liability period for all elements of the building that require routine maintenance.
- At an agreed time e.g. 4 weeks prior to completion, provide a finishing programme and arrange inspection meetings with the Employer's consultant team as necessary. Immediately attend and rectify/make good any works deemed not in accordance with the Contract.

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 Employer.

- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

731 DEFECTS AND HANDOVER INSPECTIONS

- The Contractor shall give to the CA adequate notice, having due regard to the size and nature of the project, of the intended Practical/Sectional Completion of the works together with a proposed schedule of defects inspections. The Contractor shall carry out pre-inspections and present the works in a completed state, failure to do so will result in the Contractor reimbursing the CA for all abortive/additional resources.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

- Location: Refer to the CDM Preconstruction Information by Cooper & Withycombe Ltd.
- 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.

115 DBS CHECKS

- All Contractor/Sub-Contractor staff shall be required to hold a DBS Certificate that is no more than 2 years old. The Contractor shall have an up to date DBS register on site at all times.
- Before works commence on site, the Contractor shall submit to the CA, a DBS register for all staff that will attend site.
- The CA/Employer reserves the right to remove from site any site staff that do not hold a current DBS Certificate.

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard: Refer to CDM Preconstruction Information.
 - Precautions assumed: Refer to CDM Preconstruction Information.
 - Specification reference: Refer to CDM Preconstruction Information.
 - Drawing reference: Refer to CDM Preconstruction Information.

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
 - Hazard: to be confirmed by the Contractor.
 - Material: to be confirmed by the Contractor.
 - Specification reference: to be confirmed by the Contractor.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before proposed date for start 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, theft and protection of the public.
- Access: Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.
- The Contractor shall provide all necessary day and night watching, protective lighting and warning notices required and provide adequate protection around the site of the Works to prevent accidents and damage and to guard against vandalism, theft, unauthorised access or occupation. In particular, the Contractor must ensure security resources are implemented during works affecting the surrounding buildings and occupiers. The Contractor must make arrangements with the Employer regarding security of the existing building during 'out-of-hours' working and shall include within his rates and/or prices for all costs and expenses.
- The Contractor shall maintain permanent supervision and attendance at mechanical or other dangerous plant, when in use, or alternatively all such plant and equipment shall be kept in a secure compound to prevent unauthorised access.
- Should it be the Contractor's intention to engage a Sub-Contractor to provide the security services outlined above, he must ensure and demonstrate to the Employer, that the proposed Sub-Contractor company meets the following specific requirements:
 - The company must be a registered member of the British Security Industry Association Approved Contractor Scheme.
 - The company must hold ISO 9001: 2000 and specifically meet the requirements of BS 7499 - the British Standard for Static Guarding and Mobile Patrol Services and BS 7858 - the British Standard for Security Screening of Individuals Employed in a Security Environment.
 - The company will be subject to the approval of the police.
 - The company must be able to demonstrate that it has the capacity and resources to fully meet its requirements without further Sub-Contracting. Should circumstances dictate that the company wishes to further Sub-Contract these services, the Contractor shall be responsible for ensuring that the company provides all necessary documentary evidence to demonstrate that the proposed Sub-Contractor meets all of the above specific requirements.
- The Contractor is required to maintain a register of people on site. This register shall record the individual's name, company, date of visit, time arrived at site, time left site and pass number. This register shall use by the foreman in the event of a fire to ensure everyone can be accounted for. The Architect/Contract Administrator is to have access to this register on request.
- The Contractor shall supply numbered passes which will readily identify the workmen and all workmen must wear such a pass while on site.
- In the event of a fire alarm, the Contractor shall be responsible for reporting to the Incident Control Officer that all personnel have been evacuated from the site and are accounted for. An assembly area shall be agreed with the Contractor.
- The Contractor shall provide the Employer with an emergency telephone contact number for 'out of hours' use. This information shall be provided prior to the works commencing on site. The Contractor shall ensure that emergency contact is available via this telephone contact number at all times.

- The Employer shall not be responsible for any such acts of vandalism by any person, to the Contractor's materials or plant.
 - Special requirements: None.
- 155 HEALTH AND SAFETY SITE SIGN BOARD
- Provide, display and maintain throughout the construction period a site safety signboards in accordance or similar to the suggested layout. Signage will be required to comply with current regulations. The Contractor is to carry out full Health and Safety inspection of site set up and is to provide all appropriate signage.
- 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: All areas not designated as site areas on the Access and Logistics plan for all or part of the duration of the contract works on site. Refer to the Access and Logistics Plan.
 - Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
 - Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.
- 180 ACCESS CONTROL
- Controlled areas: None.
 - Control type: None.
 - Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
 - Return of credentials: When requested or on completion of the work to which the controlled area relates.
- 190 OCCUPIER'S RULES AND REGULATIONS
- Compliance: Conform to the occupier's rules and regulations affecting the site.
 - Copies:
 - Location: Provided with CDM Preconstruction Information: 'NMRN Contractors Guidance.
- 200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT
- Restrictions on use:
 - No photographs to be taken outside of the building interior as for security reasons the taking of photographs may result in confiscation of equipment by the MOD Police Service.
- 210 SAFETY PROVISIONS FOR SITE VISITS
- Safety: Submit details in advance 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, the CA and other visitors to the site.

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: Refer to the CDM Preconstruction Information.
 - Precautions: Refer to the CDM Preconstruction Information.
- Permit to work: Operatives must comply with procedures in the following areas:
 - Work area: Refer to the CDM Preconstruction Information.
 - Procedures: Refer to the CDM Preconstruction Information.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted.

320 NOISE CONSENT BY LOCAL AUTHORITY

- Consent: Granted by the Local Authority under Part III of the Control of Pollution Act relating to the Works providing the following conditions are met:
 - None.

330 NOISE AND VIBRATION

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the works: Maximum level: 50 dB(A) when measured from the site boundary.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- The Contractor shall at all times ensure that his/her operatives create the minimum of noise consistent with the Work being undertaken. All necessary noise, including the playing of transistor radios and the like shall be prohibited. No discomfort or annoyance from the noise will be occasioned to staff where such noise is reasonably avoided. The Contractor shall carry out the works with the minimum of noise and inconvenience to the occupants of adjoining buildings.
- Restrictions: Do not use:
 - Percussion tools and other noisy appliances without consent during the hours of 7am to 5pm Monday to Friday.
 - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately to the CA any suspected asbestos based materials discovered during the contract works. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation. Record any asbestos found during construction works and include details in the Health & Safety file. All costs shall be the responsibility of the Contractor.
 - Do not disturb.
 - Agree methods for safe removal or remediation.

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: None.

380 FIRE PREVENTION

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

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

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

- Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particle, toxins and other microorganisms 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.
- The Contractor shall ensure compounds and access routes are maintained in a clean and tidy condition throughout the contract.
- 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.
- The Employer reserves the right to remove untidy or badly stacked materials, rubbish and debris etc. and contra charge the Contractor all costs in consequence if the Contractor fails to comply.

435 SKIPS

- If the Contractor uses skips or similar they shall be the enclosed type. The siting of which shall be approved by the Employer at an agreed location. The Contractor is responsible for obtaining such statutory notices as may be necessary and within a timely programme.
- Each skip shall:
 - Bear warning lights during hours of darkness.
 - Be clearly and permanently marked with the owners' name, telephone number and address.
 - Be promptly removed when full or otherwise as directed by the Employer.
 - Be secured from unauthorised personnel such as children and the public

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 POWDER ACTUATED FIXING SYSTEMS

- Use: Strictly in accordance with manufacturer's operating instructions by trained operatives.

PROTECT THE FOLLOWING**505 PROTECTING THE WORKS**

- The Contractor shall cover up and protect all materials and work from damage, in all trades including work executed by Sub- Contractors, from injury or damage by water or any other cause and clear away on completion or when no longer required. If such damage should occur, the Contractor shall be required to make good at his own cost to the satisfaction of the CA including but not limited to, re-erecting, dismantling and clearing away any scaffolding necessary and leaving all perfect on completion.
- Protection shall include tarpaulins, temporary gutters, down-pipes, water chutes, channels, etc. and whatever may be necessary.
- The Contractor shall remove all rubbish, debris and surplus material, etc. including that arising from Sub-Contractors work etc. at regular and frequent intervals throughout the duration of the Contract to maintain a clean and safe site.
- The Contractor shall wherever possible, achieve a continuous rate of progress on individual operations. The Contractor should avoid only partially completing an operation and then leaving it for an extended period.
- The Contractor shall be assumed to have had regard to and shall comply with the latest publications on winter working and shall be deemed to have included in his prices for taking all reasonable precautions in providing protection or otherwise to avoid delay in the execution of the work.
- The Contractor shall be expected, on the basis of weather forecasts, to anticipate the arrival of adverse weather in giving effect to the recommended procedures. The Contractor is to protect all the works as necessary against the damage or the harmful effects of weather conditions. He shall pay all costs and expenses in taking down and re-execution or otherwise making good or replacing such works to the satisfaction of the CA.
- The Contractor's attention is particularly drawn to and he is to comply with British Codes of Practice which call for special requirements in respect of methods of curing, laying and maintenance of materials in particular conditions or at a certain moisture content or temperature range and to conditions adopted by the Association of Flooring Contractors and similar bodies including suspended ceiling suppliers.
- The Contractor is to allow for all costs in these regards including the provision of all necessary appliances, labour, supervision, fuel, electricity, water, insurance, attendance and maintenance and everything necessary during and outside normal working hours to comply with these requirements.
- The Contractor shall exhibit in conspicuous positions, notices emphasising to both his own and his domestic Sub-Contractor's employees the importance of protecting finished work.

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
 - Comply with service authority's/ statutory undertaker's recommendations.

- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
 - Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads 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 at the Contractor's expense.

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, and which shall remain weather tight in severe weather.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage, protect or move as necessary to enable the Works to be executed. Reinstall in original positions. The Contractor is to allow all costs associated with the above.
- Extent: Before work in each room starts the Employer cannot guarantee removal of all items of furniture, fittings and equipment.

610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - Adjacent non site and occupied areas of the building and the contents of these areas. Employer's loose FF&E within the office block area to be protected whilst works are ongoing.

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

620 ADJOINING PROPERTY

- Agreement: Access to and/ or use of the following has been agreed with adjacent owners:
 - None.
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
- Access to/use of adjoining/adjacent property is not permitted. It is essential that the Contractor includes for all necessary temporary and protective measures to ensure the adjacent owners have full and safe unrestricted access.
- The CA/ Employer must view all proposals prior to work commencing and the Contractor, unless instructed otherwise, must not approach the adjacent owners directly.

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.

120 DESIGN CONSTRAINTS

- Details: Refer to Main Works Specification.

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
 - The Contractor shall phase the works in accordance with the Access and Logistics Plan and subsequently any updated or amended versions of this as may be agreed with the CA and Employer in relation to the Contractor's proposed programme, and so as to cause the minimum disturbance to the building occupants.

140 SCAFFOLDING

- Scaffolding: Make available to subcontractors and others at all times.
- Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all sub-contractors.

160 USE OR DISPOSAL OF MATERIALS

- Arisings to become the property of the Contractor.

170 WORKING HOURS

- Specific limitations: Refer to CDM Preconstruction Information.
- The Contractor shall satisfy himself with regard to limitations on working hours imposed on him by the CA and is to allow for the cost and implications of any such limitations in his tender. The normal working hours shall be Monday to Friday 0900 to 1700 unless otherwise specified and shall comply with all statutory requirements.
- If arriving and leaving through Trafalgar gate, the Contractor and the vehicles will need to be escorted as per the normal escorted pass procedure.
- The Contractor shall allow here or in his rates for all out-of-hours and overtime working such as that necessary to keep to the programme.

180 COMPLETION IN SECTIONS OR IN PARTS

- General: Where the Employer is to take possession of any section or part of the Works and such section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES**GENERALLY****110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES**

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

ACCOMMODATION**210 ROOM FOR MEETINGS**

- Facilities: To be provided by NMRN
- The Contractor shall not be allowed to erect temporary buildings, deposit plant, store materials or rubbish on any part of the property or grounds outside that assigned to him for this contract, without the necessary approval of the relevant Local Authorities and CA.
- Furniture and Equipment: N/A.

220 SITE ACCOMMODATION

- Purpose: Site office, site welfare facilities, site storage.
- Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities.

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
 - It is used solely for the purposes of carrying out the Works.
 - The use to which it is put does not involve undue risk of damage.
 - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
 - It is vacated on completion of the Works or determination of the Contract
 - When vacated, its condition is at least equivalent to its condition at the start of the Contract.

235 TEMPORARY HOARDINGS/ HERAS FENCING

- As per the Access and Logistics Plan. Submit proposals with tender for which costs have been included in the tender. Additional locations and types of hoardings/ fencing to be agreed with the CA during the course of the works.

231 TEMPORARY ACCOMMODATION

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

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - Details: Refer to CDM Preconstruction Information.
 - Restrictions on use: Refer to CDM Preconstruction Information.
 - Protective or remedial measures: Refer to CDM Preconstruction Information.

320 TEMPORARY WORKS

- Employer's Specific Requirements: Provide: None.

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents. Details for information to be provided on the sign board will be discussed at the pre-start meeting.

350 ADVERTISEMENTS

- The Contractors shall not be permitted to display advertisements on the site, neither shall he permit advertisements to be displayed by others without the written consent of the Employer. He shall remove any advertisements that have been displayed without such consent. He shall, however permit advertisements to be displayed by any person authorised by the Employer. Should the Contractor be successful in obtaining the Employer's consent for such advertisements then it will be the Contractor's responsibility to obtain any necessary planning permission required for the erection of the advertisement.

SERVICES AND FACILITIES

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 LIGHTING AND POWER

- Supply: Electricity from the existing mains may be used for the Works as follows:
 - Metering: TBC.
 - Point of supply: TBC.
 - Available capacity: TBC.
 - Frequency: 50 Hz.
 - Phase: TBC.
 - Current: Alternating.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

430 WATER

- Supply: The existing mains may be used for the Works as follows:
 - Metering: TBC.
 - Source: TBC.
 - Location of supply point: TBC.
 - Conditions/ Restrictions: TBC.

- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.
- 440 MOBILE TELEPHONES
- Direct communication: As soon as practicable after the start on site:
 - provide the Contractor's person in charge with a mobile telephone.
 - pay all charges reasonably incurred.
- 470 E-MAIL AND INTERNET FACILITY
- General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Sub-Contractors and those acting on behalf of the Employer.
 - Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.
 - Peripherals: None.
- 480 PHOTOCOPIER
- General: Provide reasonably unrestricted access to and reasonably limited free use of an on-site photocopier, which may be located in the Contractor's own site offices.
- 510 TEMPERATURE AND HUMIDITY
- Levels required by the Employer: Maintain the following:
 - Function of existing heating system (except for those parts being remodelled as part of the works) and internal conditions in the Building (e.g. by keeping external doors closed as necessary) except where temporary shutdowns or extended opening of external doors may be necessary to carry out or complete the works. Discuss and liaise to establish the timing of such operations to minimise disturbance to the operations of the building users.
- 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 recording details of the terms and conditions of use.
- 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: Laser levels for establishing setting out of lines and levels.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of other members of the project team, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired.
Number required: 5.
 - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 5.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 5.
 - 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 AND REGULATION 38 INFORMATION

- 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 Principal Contractor and must be complete no later than noted below.
- Information provided by others: Details: Record drawings by designers. As-built information by subcontractors.
- 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.
 - The Contractor is also required to compile the subset of the Building Manual to be handed over at completion to the Employer's Responsible Person (The Regulation 38 information) concerned with Building Fire Safety Management.
- 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: 1 paper, 2 no. Electronic (PDF)
 - Format: A4 Lever Arch file, 2 no. CD/DVD
 - Latest date for submission: Draft 2 weeks before the date for completion stated in the contract. Final version 2 weeks after completion.
- As-built drawings and schedules:
 - Number of copies: as above.
 - Format: as above.

115 THE HEALTH AND SAFETY FILE

- Purpose: to ensure that, at the end of the project, the client has information that anyone carrying out subsequent construction work on the building will need to know about in order to be able to plan and carry out the work safely and without risks to health.
- Responsibility: The Principal Contractor.
- Content: Obtain and Provide the following information: Refer to the CDM Preconstruction Information.
- Format: 1 paper A4 Lever Arch file, 2 no. Electronic (PDF) CD/DVD
- Delivery to: CDM Advisor by (date): Draft 2 weeks before the date for completion stated in the contract. Final version 2 weeks after completion.

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant.
 - Health and Safety information - other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
 - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - Overall design criteria.
 - Environmental performance requirements.
 - Relevant authorities, consents and approvals.
 - Third party certification, such as those made by 'competent' persons in accordance with the Building Regulations.
- Operational requirements and constraints of a general nature:
 - Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors, location of emergency alarm and fire fighting systems, services, shut off valves, switches, etc.
 - Emergency procedures and contact details in case of emergency.
 - Other specific requirements: TBC.
- Description and location of other key documents.
- Timescale for completion: as clause 110.

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
- Construction of the building:
 - A detailed description of methods and materials used.
 - As-built drawings recording the construction, together with an index.
 - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including but not limited to:
 - Air permeability.
 - Resistance to passage of sound.

- Continuity of insulation.
 - Electricity and Gas safety.
 - Life safety e.g. Fire Alarms systems.
 - Other specific requirements: TBC.
 - Timescale for completion: as clause 110.
- 140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES
- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
 - Detailed design criteria and description of the systems, including:
 - Services capacity, loadings and restrictions
 - Services instructions.
 - Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
 - Detailed description of methods and materials used.
 - As-built drawings for each system recording the construction, together with an index, including:
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings.
 - Record drawings showing overall installation.
 - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - Identification of services - a legend for colour coded services.
 - Product details, including for each item of plant and equipment:
 - Name, address and contact details of the manufacturer.
 - Catalogue number or reference.
 - Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - Information and guidance concerning dismantling, repair, renovation or decommissioning.
 - Operation: A description of the operation of each system, including:
 - Starting up, operation and shutting down.
 - Control sequences.
 - Procedures for seasonal changeover.
 - Procedures for diagnostics, troubleshooting and faultfinding.
 - Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors.
 - Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations - including:
 - Electrical circuit tests.
 - Corrosion tests.
 - Type tests.
 - Work tests.
 - Start and commissioning tests.
 - Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
 - Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.
 - Lubrication: Schedules of all lubricated items.
 - Consumables: A list of all consumable items and their source.
 - Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.

- Emergency procedures for all systems, significant items of plant and equipment.
 - Annual maintenance summary chart.
 - Other specific requirements: TBC.
 - Timescale for completion: as clause 110.
- 150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE
- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with.
 - hazardous materials used.
 - information regarding the removal or dismantling of installed plant and equipment.
 - health and safety information about equipment provided for cleaning or maintaining the structure.
 - the nature, location and markings of significant services.
 - information and as-built drawings of the structure, its plant and equipment.
 - any other relevant or necessary information.
 - Information prepared by others: Details: as clause 110.
 - Timescale for completion: as clause 110.
 - Submit to: CDM Advisor.
- 151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE
- Content: Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy & environmental strategy.
 - Water use.
 - Transport facilities.
 - Materials & waste policy.
 - Re-fit/ re-arrangement considerations.
 - Reporting provision.
 - Training.
 - Links & references.
 - Other specific requirements: TBC.
 - Timescale for completion: as clause 110.
- 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:
 - Commencement: date of practical completion.
 - Duration: Rectification period.

220 TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Level of training: Purpose, function and operations of installations contained within the Building Manual.
- Time allowance: Include a minimum of 2 days.

230 SPARE PARTS

- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
- Content: Include in the priced schedule for:
 - Manufacturers' current prices, including packaging and delivery to site.
 - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - Painting, greasing, etc. and packing to prevent deterioration during storage.
- Latest date for submission: 2 weeks prior to Practical Completion.

250 TOOLS

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

280 GUARANTEES

- The Contractor shall ensure that the benefits of any guarantees provided by his Sub-Contractors or suppliers in respect of materials, workmanship, plant or equipment are transferable and that the Contractor shall be responsible for transferring such guarantees and shall ensure that these are available at the earliest opportunity.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

- The Contractor shall provide an adequate resident site management staff and sufficient number of men to achieve a high standard of workmanship and for the proper, complete and expeditious execution of the Works.
- Cost significant items: Contractor to advise.

120 EMPLOYMENT OF LABOUR / INDUSTRIAL RELATIONS

- Ensure that only trained, experienced and competent labour is used throughout the Works.
- Ensure that the workforce conduct themselves in a manner so as to avoid offence to third parties. The CA shall have the right to require the removal of any workmen or supervisory staff that fail to achieve the required level of conduct, whether employed directly by the contractor or by his Sub-Contractors.

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION**110 SITE ACCOMMODATION**

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- The Contractor is to include for the payment of all fees, charges, etc.
- Cost significant items: Contractor to advise.
- Refer to Appendix 6 - Health and Safety.

120 TEMPORARY ACCOMMODATION AND FACILITIES

- All accommodation and facilities shall be kept in good order, be clean and presentable and shall comply with the latest fire safety codes and other relevant regulations.
- The Contractor shall obtain all necessary statutory consents and approvals for the siting, erection, maintenance and removal of all temporary accommodation and facilities.
- The proposed siting of the temporary accommodation, within the site boundaries, shall be submitted to the CA for approval and none shall be erected before such approval is given.

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 POWER, SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: Contractor to advise.

120 LIGHTING

- Cost significant items: Contractor to advise.

130 FUELS

- Cost significant items: Contractor to advise.

140 WATER

- Cost significant items: Contractor to advise.

150 TELEPHONE AND ADMINISTRATION

- Cost significant items: Contractor to advise.

160 SAFETY, HEALTH AND WELFARE

- See clause A34/210.
- Cost significant items: Contractor to advise.

170 STORAGE OF MATERIALS

- Cost significant items: Contractor to advise.

180 RUBBISH DISPOSAL

- See clause A34/430.
- Cost significant items: Contractor to advise.

190 CLEANING

- See clause A33/710.
- Cost significant items: Contractor to advise.

200 DRYING OUT

- See clause A34/410.
- Cost significant items: Contractor to advise.

210 PROTECTION OF WORK IN ALL SECTIONS

- Cost significant items: Contractor to advise.

220 SECURITY

- See clause A34/150.
- Cost significant items: Contractor to advise.

230 MAINTAIN PUBLIC AND PRIVATE ROADS

- See clause A34/520.
- Cost significant items: Contractor to advise.

240 SMALL PLANT AND TOOLS

- Cost significant items: Contractor to advise.

250 OTHERS

- Heading: Contractor to advise.
- Cost significant items: Contractor to advise.

310 ADDITIONAL SERVICES AND FACILITIES ITEMS

- Heading: Contractor to advise.
- Cost significant items: Contractor to advise.

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

- 100 MECHANICAL PLANT
 - Cost significant items: Contractor to advise.
- 110 CRANES
 - Cost significant items: Contractor to advise.
- 120 HOISTS
 - Cost significant items: Contractor to advise.
- 140 TRANSPORT
 - Cost significant items: Contractor to advise.
- 160 CONCRETE PLANT
 - Cost significant items: Contractor to advise.
- 180 PAVING AND SURFACING PLANT
 - Cost significant items: Contractor to advise.
- 200 ADDITIONAL MECHANICAL PLANT
 - Cost significant items: Contractor to advise.

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

110 TEMPORARY ROADWORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.
- Cost significant items: Contractor to advise.

120 TEMPORARY WALKWAYS

- Cost significant items: Contractor to advise.

130 ACCESS SCAFFOLDING

- Cost significant items: Contractor to advise.

140 SUPPORT SCAFFOLDING AND PROPPING

- Cost significant items: Contractor to advise.

150 HOARDINGS, FANS, FENCING, ETC.

- Cost significant items: Contractor to advise.

160 HARDSTANDING

- Cost significant items: Contractor to advise.

170 TRAFFIC REGULATIONS

- Cost significant items: Contractor to advise.

200 ADDITIONAL TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.
- Cost significant items: Contractor to advise.

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

110 WORK BY/ ON BEHALF OF EMPLOYER

- The Employer reserves the right to send their own or other workmen to the site to execute work not included in this Contract and the Contractor shall be required to afford such workmen all reasonable facilities for the execution of their work but the Contractor shall not be entitled to any profit on the cost of such work.

111 WORK BY/ ON BEHALF OF EMPLOYER

- Title: Mezzanine Floors and Stairs
- Description of work: Installation new mezzanine floor decks including supporting structural steelwork, provision of handrails etc and two new staircases.
- Carried out by: STS Storage Systems Limited.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
 - Provision of lighting, heating and power to the spaces where the mezzanine installations must take place.
 - Exclusive access to the mezzanine installation areas for STS's operatives to carry out the installation in one operation without other trades working in these areas.
 - Liaison with STS generally but especially to confirm the timing of their installation phase as early as possible during the construction programme.

112 WORK BY/ ON BEHALF OF EMPLOYER

- Title: Workshop Mechanical Extraction Systems.
- Description of work: New extraction systems to machine workshop and laminating workshop.
- Carried out by: (Provisionally) The Woodwork Dust Control Company Ltd.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
 - Liaison and coordination with this supplier with regard to electrical power supplies required for mechanical extract equipment installed, quantities, locations, specifications and incorporating these into the CDP electrical services design.

120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

- General: Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.
- Handling: Accept delivery, check against receipts and take into appropriate storage.
- Surplus products: Keep safe and obtain instructions.

A55 DAYWORKS

110 LABOUR
- N/A

120 PRODUCTS
- N/A

130 EQUIPMENT
- N/A

140 SPECIALIST TRADES
- N/A

A56 ADVANCE PROCUREMENT

110 FIXING

- Scope: Items procured in advance do not include for Main Contractor's receiving, unloading, handling, storing, returning packing, hoisting into position and fixing, which must be allowed for in the appropriate work section.