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**A10 PROJECT PARTICULARS**

**110 THE PROJECT**

Name: Oswaldtwistle Civic Theatre, Accrington

Nature: Re-roofing Works

Location: Oswaldtwistle Civic Theatre

Length of contract: TBA

**120 EMPLOYER (CLIENT)**

Name: Hyndburn Borough Council

Address Scaitcliffe House, Ormerod Street, Accrington. BB5 0PF

Contact: Kevin Wilcock

Telephone: 01254 356193

E-mail: Kevin.Wilcock@hyndburnbc.gov.uk

**130 CONTRACT ADMINISTRATOR**

Name: Glovers Project Services Ltd

Address: The Old Tannery, Eastgate, Lancashire. BB5 6PW

Contact: Lee O'Neill / Tom Crowther

Telephone: 01254 398426

E-mail: [loneill@dgjonesglovers.com](mailto:loneill@dgjonesglovers.com) or tcrowther@dgjonesglovers .com

**140 PRINCIPAL CONTRACTOR (CDM)**

Name:

Address:

Contact: TBC

Telephone:

E-mail:

**150 PRINCIPAL CONTRACTOR (BUILDING REGULATIONS)**

Name:

Address:

Contact: TBC

Telephone:

E-mail:

**160 PRINCIPAL DESIGNER (CDM)**

Name: Glovers Project Services Ltd

Address: The Old Tannery, Eastgate, Lancashire. BB5 6PW

Contact: Lee O'Neill

Telephone: 01254 398426

E-mail: [loneill@dgjonesglovers.com](mailto:loneill@dgjonesglovers.com)

Total

170 PRINCIPAL DESIGNER (BUILDING REGULATIONS)

Name:  
Address: TBC  
Contact:  
Telephone:  
E-mail:

170 STRUCTURAL ENGINEER

Name:  
Address: TBC  
Contact:  
Telephone:  
E-mail:

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

The tender drawings are: as included in section

120 CONTRACT DRAWINGS

The Contract Drawings: The same as the tender drawings.

130 QUANTITIES DRAWINGS

The drawings from which the quantities included in the specification/schedules have been prepared are: the tender drawings

160 PRECONSTRUCTION INFORMATION

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

180 OTHER DOCUMENTS

Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of the client referred to in A20/110

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Total

**A12 THE SITE/ EXISTING BUILDINGS**

**110 THE SITE**

Description: The site is The Civic Art Centre & Theatre, Oswaldtwistle, Accrington

**120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE**

Description: Existing Theatre Building is on the site. The site is surrounded by residential properties.

**140 EXISTING UTILITIES AND SERVICES**

Drawings: (Information shown is indicative only):

Other information: \_\_\_\_\_.

**160 SOILS AND GROUND WATER**

Information: Is not included in the tender documents.

**170 SITE INVESTIGATION**

Report: Is not included in the tender documents.

**180 HEALTH AND SAFETY FILE**

Availability for inspection: The Health and Safety File for the site/building may be seen by appointment during normal office hours at: To Be confirmed

Arrangements for inspection:

**200 ACCESS TO THE SITE**

Description: The access to the site is via the car park off Lord Street

Limitations: \_\_\_\_\_.

**210 PARKING**

Restrictions on parking of the Contractor's and employees' vehicles: site is to be used for site works only. The subcontractors and contractors can use surrounding streets as long as they are complying with any local parking restrictions & not in a manner that blocks or prevents access to any neighbouring residences/buildings.

**220 USE OF THE SITE**

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

Limitations: \_\_\_\_\_.

**230 SURROUNDING LAND/BUILDING USES**

General: Adjacent or nearby uses or activities are as follows:

- Residential.

Total

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:

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.

250 SITE VISIT

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

Arrangements for visit: Contact Glovers Project Services – 01254 398426

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

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

Description: NONE

120 THE WORKS

- Description: The works comprises reroofing and internal and external repairs of the theatre buildings.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: None

140 COMPLETION WORK BY OTHERS

- Description: None

Total

INTERMEDIATE BUILDING CONTRACT (IC)

The Contract: JCT Intermediate Building Contract 2024 Edition.

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

THE RECITALS

First - THE WORKS

Comprise: The re-roofing and repairs of the Civic theatre.

Location: Oswaldtwistle Civic Theatre, Accrington.

Second – CONTRACT DRAWINGS

Contract drawings: are the tender drawings.

Schedule of Works: as priced for tender.

Third – PRICING BY THE CONTRACTOR

Priced Schedule of works: as contained within tender documents

Fifth – CONSTRUCTION INDUSTRY SCHEME (CIS) UNDER THE FINANCE ACT 2004

The status of the Employer is a contractor, as at the Base Date, that stated in the Contract Particulars

Seventh – CONSTRUCTION DESIGN MANAGEMENT REGULATIONS 2015

The status of the project that comprises or includes the Works is stated in the Contract Particulars. **The Project is Notifiable.**

Eighth – DECRPTION OF SECTIONS

Shall be deleted

Ninth – FRAMEWORK AGREEMENT

The Ninth Recital shall be deleted.

Tenth – SUPPLEMENTAL PROVISIONS

Whether any of Supplemental Provisions 1 to 3 apply is stated in the Contract Particulars

Supplemental Provision 1: Health and safety  
applies

Supplemental Provision 2: Cost savings and value improvements  
applies

Supplemental Provision 3: Performance Indicators and monitoring  
does not apply

Total

## ARTICLES

### 1 – CONTRACTOR'S OBLIGATIONS

The contractor shall carry out and complete the Works in accordance with the Contract Documents

### 2 – CONTRACT SUM

Shall be the agreed tender sum

### 3 – COLLABORATIVE WORKING

The Parties shall work with each other and with other project team members in a co-operative and collaborative manner, in good faith and in a spirit of trust and respect. To that end, each shall support collaborative behaviour and address behaviour which is not collaborative.

### 4 - ARCHITECT/CONTRACT ADMINISTRATOR

Architect/ Contract Administrator: See clause A10/130.

### 5 – CDM REGULATIONS-PRINCIPAL DESIGNER AND PRINCIPAL CONTRACTOR

Principal Designer: See clause A10/160

Principal Contractor: See clause A10/140

### 6- BUILDING REGULATIONS-PRINCIPAL DESIGNER AND PRINCIPAL CONTRACTOR

Principal Designer: See clause A10/170

Principal Contractor: See clause A10/150

### 9 - ADJUDICATION

If any dispute or difference arises under this Contract either Party may refer it to adjudication in accordance with clause 7.3.

Article 9 and clauses 9.4 to 9.9 (Arbitration)

Does not apply

## CONTRACT PARTICULARS

1.1 Base Date: 6 weeks after the return of the tenders.

BIM Protocol – does not apply

Date for completion of the works – TBC

Sections : Dates for Completion of Sections – Does not apply.

Total

Clause 1.6.2 - ADDRESSES FOR SERVICE OF NOTICES  
Employer: as per address in A20/120  
- Address: Scaitcliffe House, Ormerod Street, Accrington. BB5 0PF  
- Email: TBC  
• Contractor: as per address in A20/140 for the Contractor  
- Address: TBC  
- Email: TBC

Clause 2.4 – Date of possession of the site  
• Works commencement date: estimated January 2026

Clause 2.5 – Deferment of possession of the site  
Clause 2.5 applies  
Maximum period of deferment (if less than 6 weeks) – 6 weeks

Clause 2.23.2 - LIQUIDATED DAMAGES  
Damages: At the rate of £500.00 per week or part thereof

Clause 2.30 - RECTIFICATION PERIOD  
Period: 12 months from the date of practical completion of the Works.

Clause 4.3 and 4.9 – FLUCTUATION PROVISIONS – does not apply

Clause 4.7 – ADVANCE PAYMENT – Does not apply

Clause 4.8.1 - INTERIM PAYMENTS - INTERIM VALUATION DATES  
• The first Interim Valuation Date is: 4 weeks after the date of possession, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1 – PAYMENTS DUE PRIOR TO PRACTICAL COMPLETION-PAYMENTS BECOMING DUE ON OR AFTER PRACTICAL COMPLETION  
• Payment due prior to practical completion percentage of the total value of the work etc: 95%  
• Payment due on or after practical completion percentage of the total amount to be paid to the contractor: 97.5%

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Total



Clause 4.10.5 LISTED ITEMS not uniquely identified – does not apply

4.17.5 and 4.17.8 – RELEVANT MATTERS

Clause 4.14.5 – (effects of epidemic on the execution of the works ) – does not apply

Clause 4.17.6 (exercise of a statutory power etc ) – does not apply

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: £5,000,000.00

Clause 6.7 and Schedule 1 - INSURANCE OF THE WORKS ETC.- ALTERNATIVE PROVISIONS  
Insurance option C – Works and existing structures insurance by other means: applies  
– PERCENTAGE TO COVER PROFESSIONAL FEES  
• Percentage to cover professional fees: 15% per cent.

6.10 and Schedule 1 – TERRORISM COVER – Pool Re cover is required

6.15 The joint fire code – does not apply

7.2.1 PERFORMANCE OR GUARANTEE from bank or approved surety – is not required

7.3 COLLATERAL WARRANTIES – Are not required

8.9.2 PERIOD OF SUSPENSION – is 2 months

8.11.1.1 to 8.11.1.6 – PERIOD OF SUSPENSION – 2 months

9.1 Notification of disputes.

- Employers Nominee – TBC
- Contractors Nominee – TBC

Clause 9.3.1 - ADJUDICATION  
The Adjudicator is: TBA  
Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): Royal Institution of Chartered Surveyors

Clause 9.5.1 – Arbitration – does not apply

Total

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4 - RECKONING PERIODS OF DAYS

Amendments: None.

1.8 - APPLICABLE LAW

Amendments: None

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

*Amendment – Clause 4.3.3 delete “14” and replace with “28”*

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

The Contract: Will be executed as a DEED.

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Total

**A30 TENDERING/ SUBLETTING/ SUPPLY**

**MAIN CONTRACT TENDERING**

**110 SCOPE**

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

**145 TENDERING PROCEDURE**

General: In accordance with NBS Guide to Tendering for Construction Projects.  
Errors: Alternative 1 is to apply.

**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 3 months.  
Date for possession/commencement: See section A20.

**PRICING/ SUBMISSION OF DOCUMENTS**

**210 PRELIMINARIES IN THE SPECIFICATION**

Measurement rules: Preliminaries/General Conditions have been prepared in accordance with NRM.

**220 PRICING OF PRELIMINARIES**

Abbreviations: The following have been used:

- F = Fixed charge item.
- TR = Time related charge item.

**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.

Total

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

Submit: with tender returns.

#### QUANTITIES IN THE PRICED DOCUMENT

Quantities: Where included in the priced document, these have been prepared in accordance with NRM where and to the extent stated.

Other items, descriptions and measurements not prepared in accordance with NRM:

Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

#### 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 SCHEDULE OF WORKS

Schedule of Works (unpriced): Included with the tender documents. The Contractor may insert additional items.

Fully priced copy: Submit \_\_\_\_\_.

#### 440 SCHEDULE OF WORKS

Content: Rates for all significant items of work including at least the following:

- \_\_\_\_\_.

Fully priced copy: Submit \_\_\_\_\_.

#### 440 CONTRACT SUM ANALYSIS

Content of the Analysis: A breakdown of the Contract Sum into at least the following categories:

- \_\_\_\_\_.

Form: \_\_\_\_\_.

Fully priced copy: Submit with tender.

#### 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: within 1 week or request.

Total

490 INFORMATION RELEASE SCHEDULE

Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.

Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.

500 TENDER STAGE METHOD STATEMENTS

Method statements: Prepare, describing how and when the following is to be carried out:

- \_\_\_\_\_.

Statements: Submit within 1 week of request.

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: within 1 week of request.

515 ALTERNATIVE TIME TENDERS

General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.

Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

530 SUBSTITUTE PRODUCTS

Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.

Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

Total

**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: submit within 1 week of request.

**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: within 1 week of request.

**570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

Content: Submit the following information within one week of request:

- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for cooperation and coordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.

Total

- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

#### 590 SITE WASTE MANAGEMENT PLAN

Person responsible for developing the Plan: The Contractor.

Content: Include details of:

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

Additional requirements: \_\_\_\_\_.

Submit with tender.

#### 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 1 week of request.

##### 640 'LISTED' DOMESTIC SUBCONTRACTORS

General: The work listed below and described in the Contract Documents must be carried out by persons identified in a list as provided for in clause A30/645:

- The work: Timber/damp treatment as described in the Bill of Quantities
- Enter a contract with one of the following:

Total

- Stone Oak Limited

645 'LISTED' DOMESTIC SUBCONTRACTORS

General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.

The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.

Additions to lists:

- The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.

- The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.

Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.

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

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

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

Total



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 BS 1192.

145 CONTRACTOR'S CHOICE

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

150 CONTRACTOR'S DESIGN

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

155 SUBMIT PROPOSALS

Meaning: Submit information in response to specified requirements.

Total

TERMS USED IN SPECIFICATION

Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.

Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.

Supply and fix: As above but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.

Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/Purchaser or for use in the Works as instructed.

Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/or replacement.

Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.

Repair: Execute remedial work to designated products. Make secure, sound and neat.

Excludes redecoration and/or replacement.

Refix: Fix removed products.

Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.

Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.

System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

Definition: When used in this combination:

- Manufacturer: the 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:

Total

- manufacturer and product reference;
- cost;
- availability;
- relevant standards;
- performance;
- function;
- compatibility of accessories;
- proposed revisions to drawings and specification;
- compatibility with adjacent work;
- appearance;
- copy of warranty/guarantee.

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

Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

#### 210 CROSS REFERENCES

Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.

Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.

Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.

Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

#### 220 REFERENCED DOCUMENTS

Conflicts: Specification prevails over referenced documents.

#### 230 EQUIVALENT PRODUCTS

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

#### 240 SUBSTITUTION OF STANDARDS

Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK. Before ordering: Submit notification of all such substitutions. Documentary evidence: Submit for verification when requested as detailed in clause

A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

Total

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 DRAWINGS/DOCUMENTS

Additional copies: Issued free of charge.

410 ADDITIONAL COPIES OF DRAWINGS/DOCUMENTS

Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS

Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

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

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

460 THE SPECIFICATION

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

DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/SUPPLIERS

550 NAMED 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:

Total

- 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, coordination 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.

Submit within 1 week of request.

#### 610 PRODUCTION INFORMATION

Contractor/Domestic subcontractor provide: \_\_\_\_\_.

Submit:

- For comment and make any necessary amendments.
- Sufficient copies of final version for distribution to all affected parties.

#### 630 TECHNICAL LITERATURE

Information: Keep on site for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Works.
- Relevant British, EN or ISO Standards.

#### 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

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

Information location: In Building Manual.

Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: \_\_\_\_\_.

#### 650 ENERGY RATING CALCULATION

Calculation documentation:

- Number of copies: \_\_\_\_\_.
- Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

#### 660 ENVIRONMENTAL ASSESSMENT INFORMATION

Scheme type: \_\_\_\_\_.

Assessment information:

Total

- Provide the following: \_\_\_\_\_.
- Format: \_\_\_\_\_.
- Submit: Within one week of request.

## DOCUMENT/ DATA INTERCHANGE

### 850 ELECTRONIC DATA INTERCHANGE (EDI)

- Data: Types and classes of communication: documents including Emails, PDF, Word, Drawings, Specifications.
- Parties: Between: All Parties
- Requirements: PDF, CAD, Word

## 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.

#### 120 INSURANCE

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

#### 130 INSURANCE CLAIMS

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

Failure to notify: 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.

Total

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: within 1 week of request

230 SUBMISSION OF PROGRAMME

Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

Notice: Before the proposed date for commencement of work on site give minimum notice of 4 weeks.

250 MONITORING

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

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

Total

260 SITE MEETINGS

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

Frequency: Monthly

Location: On site.

Accommodation: Ensure availability at the time of such meetings.

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

Chairperson (who will also take and distribute minutes): The Contract Administrator.

265 CONTRACTOR'S PROGRESS REPORT

General: Submit a progress report at least 3 days before the site meeting.

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

- A progress statement by reference to the master programme for the Works.
- Details of any matters materially affecting the regular progress of the Works.
- Subcontractors' and suppliers' progress reports.
- Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

270 CONTRACTOR'S SITE MEETINGS

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

280 PHOTOGRAPHS

Number of locations: TBA.

Frequency of intervals: Weekly

Image format: Electronic

Number of images from each location: 2

Other requirements: \_\_\_\_\_

285 PARTIAL POSSESSION BY EMPLOYER

Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

290 NOTICE OF COMPLETION

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

- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): 4 weeks.

Total



### 310 EXTENSIONS OF TIME

Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.

Details: As soon as possible submit:

- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
- All other relevant information required.

### CONTROL OF COST

### 410 CASH FLOW FORECAST

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

### 420 REMOVAL/REPLACEMENT OF EXISTING WORK

Extent and location: Agree before commencement.

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

### 430 PROPOSED INSTRUCTIONS

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

Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources required.
- Details of any adjustments to be made to the programme for the Works.
- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

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

### 440 MEASUREMENT

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

### 450 DAYWORK VOUCHERS

Before commencing work: Give reasonable notice to person countersigning daywork vouchers.

Content: Before delivery each voucher must be:

- Referenced to the instruction under which the work is authorised.

Total

- Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.

Submit: By the end of the week in which the work has been executed.

#### 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.

#### 5 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:

Total

- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.

- Suitable for the purposes stated or reasonably to be inferred from the project documents.

Contract documents: Omissions or errors in description and/or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

#### 120 WORKMANSHIP SKILLS

Operatives: Appropriately skilled and experienced for the type and quality of work.

Registration: With Construction Skills Certification Scheme.

Evidence: Operatives must produce evidence of skills/qualifications when requested.

#### 130 QUALITY OF PRODUCTS

Generally: New. (Proposals for recycled products may be considered).

Supply of each product: From the same source or manufacturer.

Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.

Tolerances: Where critical, measure a sufficient quantity to determine compliance.

Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

#### 135 QUALITY OF EXECUTION

Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.

Colour batching: Do not use different colour batches where they can be seen together.

Dimensions: Check on-site dimensions.

Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.

Location and fixing of products: Adjust joints open to view so they are even and regular.

#### 140 COMPLIANCE

Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.

Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:

- Properties tested.
- Pass/ fail criteria.
- Test methods and procedures.

Total

- Test results.
- Identity of testing agency.
- Test dates and times.
- Identities of witnesses.
- Analysis of results

#### 150 INSPECTIONS

Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:

- Date of inspection.
- Part of the work inspected.
- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

#### 160 RELATED WORK

Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:

- Appropriately complete.
- In accordance with the project documents.
- To a suitable standard.
- In a suitable condition to receive the new work.

Preparatory work: Ensure all necessary preparatory work has been carried out.

#### 170 MANUFACTURER'S RECOMMENDATIONS/INSTRUCTIONS

General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.

Changes to recommendations or instructions: Submit details.

Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.

Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

#### 180 WATER FOR THE WORKS

Mains supply: Clean and uncontaminated.

Other: Do not use until:

- Evidence of suitability is provided.
- Tested to BS EN 1008 if instructed.

#### SAMPLES/ APPROVALS

#### 210 SAMPLES

Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:

Total

- To an express approval.
- To match a sample expressly approved as a standard for the purpose.

#### 220 APPROVAL OF PRODUCTS

Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.

Complying sample: Retain in good, clean condition on site. Remove when no longer required.

#### 230 APPROVAL OF EXECUTION

Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal or proceed with affected work until compliance with requirements is confirmed.

Complying sample: Retain in good, clean condition on site. Remove when no longer required.

#### ACCURACY/SETTING OUT GENERALLY

##### 320 SETTING OUT

General: Submit details of methods and equipment to be used in setting out the Works.

Levels and dimensions: Check and record the results on a copy of drawings.

Notify discrepancies and obtain instructions before proceeding.

Inform: When complete and before commencing construction.

##### 330 APPEARANCE AND FIT

Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:

- Submit proposals; or
- Arrange for inspection of appearance of relevant aspects of partially finished work.

General tolerances (maximum): To BS 5606, tables 1 and 2.

##### 340 CRITICAL DIMENSIONS

Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.

Location: Detailed on drawings \_\_\_\_\_.

Total

### 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.

Total

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: within 1 week of request

Total

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

#### 520 COORDINATION OF ENGINEERING SERVICES

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

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

#### 530 OVERTIME WORKING

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

- Minimum period of notice: 1 week.

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

#### 540 DEFECTS IN EXISTING WORK

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

Documented remedial work: Do not execute work which may:

- Hinder access to defective products or work; or
- Be rendered abortive by remedial work.

#### 550 ACCESS FOR INSPECTION

Removal: Before removing scaffolding or other facilities for access, give notice of not less Than 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).

Method:

- Pressure test in accordance with \_\_\_\_\_.

Standard:

- Design Air tightness value (maximum): \_\_\_\_\_ .m<sup>3</sup>/(h.m<sup>2</sup>).

Results:

Total



- 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: \_\_\_\_\_.

Compliance: \_\_\_\_\_,

- 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 work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.

Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

#### 620 MEASURES TO ESTABLISH ACCEPTABILITY

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

Total

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

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

#### 630 QUALITY CONTROL

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

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

Content of records:

- Identification of the element, item, batch or lot including location in the Works.
- Nature and dates of inspections, tests and approvals.
- Nature and extent of nonconforming work found.
- Details of corrective action.

#### WORK AT OR AFTER COMPLETION

##### 710 WORK BEFORE COMPLETION

General: Make good all damage consequent upon the Works.

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

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

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

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

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

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

##### 720 SECURITY AT COMPLETION

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

Keys: Account for and adequately label all keys and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

Total

730 MAKING GOOD DEFECTS

Remedial work: Arrange access with the contract administrator.

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

Completion: Notify when remedial works have been completed.

740 HIGHWAY/SEWER ADOPTION

Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104: Description:

\_\_\_\_\_.

Work for adoption must be:

- Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued.
- Subject to a Defects Liability/ Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars).
- Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/ Sewer Authorities.

**A34 SECURITY/ SAFETY/ PROTECTION**

**SECURITY, HEALTH AND SAFETY**

110 PRECONSTRUCTION INFORMATION

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

- Description of project: Sections A10 and A11.
- Client's consideration and management requirements: Sections A12, A13 and A36.
- Environmental restrictions and on-site risks: Section A12, A35 and A34.
- Significant design and construction hazards: Section A34.
- The Health and Safety File: Section A37.

120 EXECUTION HAZARDS

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

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

- Hazard: \_\_\_\_\_.
- Precautions assumed: \_\_\_\_\_.
- Specification reference: \_\_\_\_\_.
- Drawing reference: \_\_\_\_\_.

Total

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: \_\_\_\_\_.
- Material: \_\_\_\_\_.
- Specification reference: \_\_\_\_\_.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Submission: Present to the Employer/Client no later than 1 week or request, in any event 2 weeks prior to commencement on site.

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

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

150 SECURITY

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

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

Special requirements: \_\_\_\_\_.

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: \_\_\_\_

\_\_\_\_\_.

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.

Total

180 ACCESS CONTROL

Controlled areas: \_\_\_\_\_.

Control type: \_\_\_\_\_.

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: \_\_\_\_\_.

- Arrangements for inspection: \_\_\_\_\_.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

Restrictions on use:

- \_\_\_\_\_.

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 visitors to the site.

220 WORKING PRECAUTIONS/RESTRICTIONS

Hazardous areas: Operatives must take precautions as follows:

- Work area: \_\_\_\_\_.

- Precautions: \_\_\_\_\_.

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

- Work area: \_\_\_\_\_.

- Procedures: \_\_\_\_\_.

**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:

- \_\_\_\_\_.

Total

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: \_\_\_\_\_ dB(A) when measured from \_\_\_\_\_.

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

Restrictions: Do not use:

- Percussion tools and other noisy appliances without consent during the hours of \_\_\_\_\_.
- 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 suspected materials discovered during execution of the Works.

- 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.

Total

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

Special requirements: \_\_\_\_\_.

#### 380 FIRE PREVENTION

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

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

#### 390 SMOKING ON SITE

- Smoking on site: Not permitted.

#### 400 BURNING ON SITE

- Burning on site: Not permitted.

#### 410 MOISTURE

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

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

- Blistering and failure of adhesion.
- Damage due to trapped moisture.
- Excessive movement.

#### 420 INFECTED TIMBER/CONTAMINATED MATERIALS

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

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

#### 430 WASTE

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

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

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

- Non-hazardous material: In a manner approved by the Waste Regulation Authority.
- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

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

Total

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

Waste transfer documentation: Retain on site.

#### 440 ELECTROMAGNETIC INTERFERENCE

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

#### 450 LASER EQUIPMENT

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

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

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

#### 460 POWDER ACTUATED FIXING SYSTEMS

Use: Not permitted.

#### 470 INVASIVE SPECIES

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

Special precautions: \_\_\_\_\_.

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

- Do not disturb.

- Agree methods for safe eradication or removal.

#### PROTECT THE FOLLOWING

#### 510 EXISTING SERVICES

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

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

Work adjacent to services:

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

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

Identifying services:

Total



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

- Overhead: Use headroom markers.

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

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

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

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

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

#### 520 ROADS AND FOOTPATHS

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

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

#### 530 EXISTING TOPSOIL/SUBSOIL

Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.

Protection: Before starting work submit proposals for protective measures.

#### 540 RETAINED TREES/SHRUBS/GRASSED AREAS

Protection: Preserve and prevent damage, except those not required.

Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

#### 550 RETAINED TREES

Protected area: Unless agreed otherwise do not:

- Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.

- Sever roots exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.

- Change level of ground within an area 3m beyond branch spread.

Total

555 WILDLIFE SPECIES AND HABITATS

General: Safeguard the following: \_\_\_\_\_.

Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.

Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

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: \_\_\_\_\_.

570 EXISTING WORK

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

Removal: Minimum amount necessary.

Replacement work: To match existing.

580 BUILDING INTERIORS

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

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.

Extent: Before work in each room starts, the following will be removed:

- \_\_\_\_\_.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in original positions.

Extent: Before work in each room starts, all items will be removed, other than the following:

- \_\_\_\_\_.

610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

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

- \_\_\_\_\_.

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

Total

620 ADJOINING PROPERTY

Agreement: Access to and/or use of the following has been agreed with adjacent owners:

- \_\_\_\_\_.

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

620 ADJOINING PROPERTY

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

625 ADJOINING PROPERTY RESTRICTIONS

Precautions:

- Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
- Pay all charges.
- Remove and make good on completion or when directed.

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

630 EXISTING STRUCTURES

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

Supports: During execution of the Works:

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

Adjacent structures: Monitor and immediately report excessive movement.

Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

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

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

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

110 SCOPE

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

Total

120 DESIGN CONSTRAINTS

Details: \_\_\_\_\_.

130 METHOD/ SEQUENCE OF WORK

Specific Limitations: Include the following in the programme:

- \_\_\_\_\_.

140 SCAFFOLDING

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

160 USE OR DISPOSAL OF MATERIALS

Specific limitations: \_\_\_\_\_.

170 WORKING HOURS

Specific limitations: \_\_\_\_\_.

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 WORK/SERVICES**

**GENERALLY**

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

Location: Give notice and details of intended siting.

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

**ACCOMMODATION**

210 ROOM FOR MEETINGS

Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.

Furniture and Equipment: Provide table and chairs for 10 people.

Total

220 SITE ACCOMMODATION

Purpose: Progress.

Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:

- Status: \_\_\_\_\_ be part of the Contractor's own accommodation
- Location: \_\_\_\_\_.
- Floor area: \_\_\_\_\_.
- Furniture and equipment: \_\_\_\_\_.
- Temperature control: \_\_\_\_\_.
- Lighting: \_\_\_\_\_.
- Services: \_\_\_\_\_.
- Sanitary facilities: \_\_\_\_\_.
- Consumables: \_\_\_\_\_.
- Attendance: \_\_\_\_\_.

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.

Description: \_\_\_\_\_.

Available services and facilities: \_\_\_\_\_.

230 TEMPORARY ACCOMMODATION

Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.

Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

230 TEMPORARY ACCOMMODATION

Facilities: Sanitary accommodation will be provided for the duration of the Contract as follows:

- \_\_\_\_\_.

260 SANITARY ACCOMMODATION

Requirement: Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the

Total

Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

#### 280 ACCOMMODATION USE/LOCATION

Restrictions:

- Location \_\_\_\_\_.
- Timing: \_\_\_\_\_.

#### 290 PARKING

Provide and maintain exclusively for use by Employer's representatives: \_\_\_\_\_.

#### TEMPORARY WORKS

##### 310 ROADS

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

- Details: \_\_\_\_\_.
- Restrictions on use: \_\_\_\_\_.
- Protective or remedial measures: \_\_\_\_\_.

##### 320 TEMPORARY WORKS

Employer's specific requirements: Provide: \_\_\_\_\_.

##### 330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

Temporary protection: Provide before starting work in locations shown on drawing \_\_\_\_\_.

Protective barriers and any other relevant physical protection measures: To BS 5837.

Design details of the proposed physical means of protection: \_\_\_\_\_.

Areas of structural landscaping to be protected from construction operations: \_\_\_\_\_.

Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

##### 340 NAME BOARDS/ ADVERTISEMENTS

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

- Title of project: \_\_\_\_\_.
- Name of Employer: \_\_\_\_\_.
- Names of Consultants: \_\_\_\_\_.
- Names of Contractor and Subcontractors: \_\_\_\_\_.
- Special requirements: \_\_\_\_\_.

Total

## 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: \_\_\_\_\_.
- Point of supply: \_\_\_\_\_.
- Available capacity: \_\_\_\_\_.
- Frequency: 50 Hz.
- Phase: \_\_\_\_\_.
- 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: \_\_\_\_\_.
- Source: \_\_\_\_\_.
- Location of supply point: \_\_\_\_\_.
- Conditions/ Restrictions: \_\_\_\_\_.

Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

### 440 TELEPHONES

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

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

### 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.

### 440 TELEPHONES

Temporary on-site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor, Subcontractors and those acting on behalf of the Employer, and pay all charges reasonably incurred.

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

Total

Employer's call charges: Allow for the cost of a modest number of calls made by those acting on behalf of the Employer.

#### 470 E-MAIL AND INTERNET FACILITY

General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer.

Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.

Peripherals: \_\_\_\_\_.

#### 510 TEMPERATURE AND HUMIDITY

Levels required by the Employer: Maintain the following:

- \_\_\_\_\_.

#### 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

The following permanent systems may be used for the Works: \_\_\_\_\_.

Details: \_\_\_\_\_.

#### 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, enter into 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.

Total



550 THERMOMETERS

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

560 SURVEYING EQUIPMENT

General: Provide on-site and maintain in accurate condition: \_\_\_\_\_.

570 PERSONAL PROTECTIVE EQUIPMENT

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

- Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 10
- High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 10.
- Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 10.
- Disposable respirators to BS EN 149.FFP1S.
- Eye protection to BS EN 166.
- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

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

**GENERALLY**

110 THE BUILDING MANUAL

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

Scope:

- Part 1: General: Content as clause 120.
  - Part 2: Fabric: Content as clause 130.
  - Part 3: Services: Content as clause 140.
  - Part 4: The Health and Safety File: Content as clause 150.
  - Part 5: Building User Guide: Content as clause 151.
- Responsibility: The Building Manual is to be produced by the contractor and must be complete no later than 2 weeks prior to completion.
- Information provided by others: Details: \_\_\_\_\_.

Total

Compilation:

- Prepare all information for Contractor designed or performance specified work including as-built drawings.

- Obtain or prepare all other information to be included in the Manual.

Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.

Final copies of the Manual:

- Number of copies: \_\_\_\_\_.

- Format: \_\_\_\_\_.

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

As-built drawings and schedules:

- Number of copies: \_\_\_\_\_.

- Format: \_\_\_\_\_.

#### 115 THE HEALTH AND SAFETY FILE

Responsibility: The contractor

Content: Obtain and provide the following information: \_\_\_\_\_.

Format: Hard copy and electronic version

Delivery to: the contract administrator by (date): 2 weeks prior to 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.

Total

- Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and firefighting systems, services, shut off valves switches, etc.
- Emergency procedures and contact details in case of emergency.

- Other specific requirements: \_\_\_\_\_.

Description and location of other key documents.

Timescale for completion: \_\_\_\_\_.

### 130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

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

Detailed design criteria, including:

- Floor and roof loadings.
- Durability of individual components and elements.
- Loading restrictions.
- Insulation values.
- Fire ratings.
- Other relevant performance requirements.

Construction of the building:

- A detailed description of methods and materials used.
- As-built drawings recording the construction, together with an index.
- Information and guidance concerning repair, renovation or demolition/deconstruction.

Periodic building maintenance guide chart.

Inspection reports.

Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.

Fixtures, fittings and components schedule and index.

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

Test certificates and reports required in the specification or in accordance with legislation, including:

- Air permeability.
- Resistance to passage of sound.
- Continuity of insulation.
- Electricity and Gas safety.

- \_\_\_\_\_.

Other specific requirements: \_\_\_\_\_.

Timescale for completion: \_\_\_\_\_

### 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:

Total

- Services capacity, loadings and restrictions  
 - Services instructions.  
 - Services log sheets.  
 - Manufacturers' instruction manuals and leaflets index.  
 - Fixtures, fittings and component schedule index.  
 Detailed description of methods and materials used.  
 As-built drawings for each system recording the construction, together with an index, including:  
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings  
 - Record drawings showing overall installation  
 - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.  
 - Identification of services – a legend for colour coded services.  
 Product details, including for each item of plant and equipment:  
 - Name, address and contact details of the manufacturer.  
 - Catalogue number or reference  
 - Manufacturer's technical literature, including detailed operating and maintenance instructions.  
 - Information and guidance concerning dismantling, repair, renovation or decommissioning.  
 Operation: A description of the operation of each system, including:  
 - Starting up, operation and shutting down  
 - Control sequences  
 - Procedures for seasonal changeover  
 - Procedures for diagnostics, troubleshooting and fault finding.  
 Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.  
 Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:  
 - Electrical circuit tests.  
 - Corrosion tests.  
 - Type tests.  
 - Work tests.  
 - Start and commissioning tests.  
 Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.  
  
 Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems  
 Lubrication: Schedules of all lubricated items  
 Consumables: A list of all consumable items and their source.

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Total

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

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

Annual maintenance summary chart.

Other specific requirements: \_\_\_\_\_.

Timescale for completion: \_\_\_\_\_.

150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

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

- residual hazards and how they have been dealt with
- hazardous materials used
- information regarding the removal or dismantling of installed plant and equipment
- health and safety information about equipment provided for cleaning or maintaining the structure.
- the nature, location and markings of significant services,
- information and as-built drawings of the structure, its plant and equipment
- \_\_\_\_\_.

Information prepared by others: Details: \_\_\_\_\_.

Timescale for completion: \_\_\_\_\_.

Submit to: \_\_\_\_\_.

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: \_\_\_\_\_.

" Timescale for completion: \_\_\_\_\_.

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.

Total

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

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

#### 190 MAINTENANCE SERVICE

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

- \_\_\_\_\_.

Terms: \_\_\_\_\_.

Commencement: \_\_\_\_\_.

Duration: \_\_\_\_\_.

#### 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 \_\_\_\_\_.

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: \_\_\_\_\_.

#### 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.

Total

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

110 MANAGEMENT AND STAFF

Cost significant items: \_\_\_\_\_.

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

110 SITE ACCOMMODATION

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

Cost significant items: \_\_\_\_\_.

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

110 SERVICES AND FACILITIES

Details: Services or facilities required or made/not made available by the Employer: See section A36.

Cost significant items: \_\_\_\_\_.

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

110 MECHANICAL PLANT

Cost significant items: \_\_\_\_\_.

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

110 TEMPORARY WORKS

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

Cost significant items: \_\_\_\_\_.

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

110 WORK BY/ON BEHALF OF EMPLOYER

Title: \_\_\_\_\_.

Description of work: \_\_\_\_\_.

Carried out by: \_\_\_\_\_.

Attendance: Allow for the following additional to those reasonably required by the conditions of contract:

- \_\_\_\_\_.

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.

Total

Handling: Accept delivery, check against receipts and take into appropriate storage. Surplus products: Keep safe and obtain instructions.

**A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

110 WORKS BY LOCAL AUTHORITY

Item: \_\_\_\_\_.  
Description of work: \_\_\_\_\_.  
Provisional Sum: Include \_\_\_\_\_.  
Allow for general attendance.

120 WORKS BY STATUTORY UNDERTAKERS

Item: \_\_\_\_\_.  
Description of work: \_\_\_\_\_.  
Provisional Sum: Include \_\_\_\_\_.  
Allow for general attendance.

**A54 PROVISIONAL WORK/ ITEMS**

590 CONTINGENCIES

- Refer to the Bill of Quantities

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Total \_\_\_\_\_