

Axis Architecture Limited

Wickham and Knowle Parish Council

Extension Knowle Village Hall

24-004 NBS Prelimns

19-09-2025

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A10

Project particulars

Clauses

110 The Project

1. Name: Knowle Village Hall Extension & Remodelling
2. Nature: Class E Community Building
3. Location: Knowle Village Hall, Knowle Avenue, Fareham
PO17 5GR
4. Timescale for construction work: TBC

120 Employer (client)

1. Name: Wickham and Knowle Parish Council
2. Address: Wickham and Knowle Parish Council, Parish
Office, Knowle Village Hall, Knowle Avenue, Knowle,
Fareham, PO17 5GR
3. Contact: Sophie Thorogood
4. Telephone: 07770 246293
5. Email: clerk@wickhamknowleparish.gov.uk

130 Principal Contractor (CDM/ Building Regulations)

1. Duties: Fulfil all applicable duties that relate to the role of Principal Contractor for the purposes of the [CDM Regulations](#) and [Building Regulations](#).
2. Competence
 - 2.1. Standard: Minimum competencies in accordance with [PAS 8672](#).
 - 2.2. Evidence of competence
 - 2.2.1. Submittals: References, CV, sample of work, insurance documents

140 Architect/ contract administrator

1. Name: Axis Architecture
2. Address: Spaces, 4500 Parkway, Whiteley, PO15 7AZ
3. Contact: Giordana Burns
4. Telephone: 01329 832405
5. Email: Giordana.Burns@axismail.co.uk

150 Principal Designer (CDM/ Building Regulations)

1. Duties: Fulfil all applicable duties that relate to the role of Principal Designer for the purposes of the [CDM Regulations](#) and [Building Regulations](#).
2. Name: Axis Architecture
3. Address: Spaces, 4500 Parkway, Whiteley, PO15 7AZ
4. Contact: Giordana Burns
5. Telephone: Axis Architecture
6. Email: Giordana.Burns@axismail.co.uk
7. Competence
 - 7.1. Standard: Minimum competencies in accordance with [PAS 8671](#).

7.2. Evidence of competence

7.2.1. Submittals: References, CV, sample of work, insurance documents

170 Structural Engineer

1. Name: Not appointed yet

Ω End of Section

A11

Tender and contract documents

Clauses

110 Tender Drawings

1. The tender drawings are: 24-004-300 Site and Location Existing
24-004-301 Existing Ground Floor Plan
24-004-302 Elevations As Existing
24-004-303 Existing Roof Plan
24-004-304 Section As Existing
24-004-310 Proposed Site Plan
24-004-311 GA Proposed Ground Floor Plan
24-004-312 GA Proposed First Floor Plan
24-004-313 GA Proposed Roof Plan
24-004-314 GA Proposed Section
24-004-315 GA Proposed Elevations Sheet 1 of 2
24-004-316 GA Proposed Elevations Sheet 2 of 2
24-004-317 Proposed Ground Floor Fire Strategy Plan
24-004-318 Proposed First Floor Fire Strategy Plan

120 Contract drawings

1. The contract drawings: The same as the tender drawings.

130 Quantities drawings

1. The drawings from which the bills of quantities were prepared are the tender drawings.

160 Pre-construction information

1. **Format:** The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

170 Fire Statement

1. **Location:** See section B05 'Whole project fire safety'

Ω End of Section

A12

The site/ existing buildings

Clauses

110 The site

1. **Description:** Knowle Village Hall, Knowle Avenue, Knowle, Fareham, PO17 5GR

120 Existing buildings on/ adjacent to the site

1. **Description:** Residential housing

140 Existing utilities and services

1. **Drawings:** (Information shown is indicative only): GAs.

160 Soils and ground water

1. **Information:** Included in the tender documents.

170 Site investigation

1. **Report:** Not included in the tender documents. Contractor to allow for undertaking Site Investigation in relation to foul and surface water.

180 Health and safety file

1. **Availability for inspection:** The health and safety file for the site/ building may be seen by appointment during normal office hours at: Axis Architecture, Spaces, 4500 Parkway, Whiteley, PO15 7AZ.
2. **Arrangements for inspection:** Contact PD

200 Access to the site

1. **Description:** Under prior appointment with the Client.
2. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

210 Parking

1. **Restrictions on parking of the Contractor's and employees' vehicles:** No restrictions.

220 Use of the site

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

230 Surrounding land/ building uses

1. **General:** Adjacent or nearby uses or activities are as follows:
 - 1.1. Recreational grounds and fields.

240 Health and safety hazards

1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards may be present:
 - 1.1. Asbestos.
2. **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.

3. **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

1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** Contact Client.

Ω End of Section

A13

Description of the work

Clauses

120 The works

1. **Description:** Extension and Alteration works to Knowle Village Hall, including a new Gym and Community Hall

Ω End of Section

A20

JCT Intermediate Building Contract with contractor's design (ICD)

Clauses

JCT Intermediate Building Contract with contractor's design (ICD)

- The Contract: [JCT Intermediate Building Contract with contractor's design 2024 Edition](#).
- Requirement: Allow for the obligations, liabilities and services described.

Recitals

First - The Works

- **Comprise:** Extension and Remodelling of the existing village hall
- **Location:** Knowle Village Hall, Knowle Avenue, Knowle, Fareham, PO17 5GR

Second - Contractor's Designed Portion

- The Works include the design and construction of:
 - ☐ Plumbing Layout to supply cold water and waste disposal for all sanitary ware and kitchen. Hot water to be supplied by existing boiler. Contractor to revise proposal and produce design.
 - ☐ Electric Heating Design to comply with minimum BTU per room calculated on the following basis: multiply the Length of the room x the Width of the room x the Height of the room by 0.0606 for kW to achieve:
 - Circulation 18°
 - Clubroom 19.5°
 - Changing Rooms & Showers 21°
 - Kitchen 19°
 - Offices 21°
 - Cleaners' cupboards 18°
 - Stores N/A
 - ☐ Electrical Layout. Contractor to supply and fit electrics to the Pavilion as per drawing 315 Proposed Electrical Layout.
 - ☐ Lighting Design, to meet the following criteria:
 - Entrance lobbies 200 lux
 - Corridors 100 lux
 - Churches & village halls 300 lux
 - Changing rooms & showers 100 lux
 - Toilets 150 lux
 - Food preparation & cooking 500 lux
 - Office 500 lux
 - Electrical cupboards 100 lux
 - Cleaners' cupboards 200 lux
 - Large item stores 100 lux

Third - Contract Drawings

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

Fourth - Other documents supplied by the Employer

- **Comprise:** The Specification

- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fifth A - Pricing by the Contractor

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

Ninth - Information Release Schedule

- The Ninth Recital will not be deleted.

Articles

4 - Architect/ Contract Administrator

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

6 - CDM Regulations - Principal Designer and Principal Contractor

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

7 - Building Regulations - Principal Designer and Principal Contractor

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

10 - Legal proceedings

- Amendments: None

Contract Particulars

Fourth Recital - Employer's Requirements

- Comprise: CONSTRUCTION INDUSTRY SCHEME (CIS).
Employer at the Base Date is a 'Contractor' for the purposes of the CIS.

Sixth Recital - Contractor's Proposals/ CDP Analysis

- Comprise: TO BE COMPLETED BY CONTRACTOR.

Eighth Recital and Clause 4.6 - Construction Industry Scheme

- Employer at Base Date is a 'contractor' for the purposes of the CIS.

Tenth Recital - CDM Regulations

- The project is notifiable.

Eleventh Recital - Description of Sections

- Description of Sections: Comprise: Drawings, details, specifications and design calculations..

Twelfth Recital - Framework Agreement

- Framework agreement: Does not apply.

Thirteenth Recital and Schedule 4 - Supplemental Provisions

- Health and safety: Supplemental Provision 1 applies.
- Cost savings and value improvements: Supplemental Provision 2 applies.
- Performance Indicators and monitoring: Supplemental Provision 3 does not apply.

Article 9 - Arbitration

- Article 9 and clauses 9.4 to 9.9 (Arbitration) apply.

Clause 1.1 - Base Date

- Base Date: Ten days before the date set for receipt of tenders.

Clause 1.1 - BIM Protocol

- BIM Protocol (where applicable): N/A

Clause 1.1 - Date for Completion of the Works

- Date for Completion of the Works (where completion by Sections does not apply): Contractor to forward proposal.

Clause 1.7.3 - Addresses for service of notices

- Employer
 - Address: Sophie Thorogood, Wickham and Knowle Parish Council, Parish Office, Knowle Village Hall, Knowle Avenue, Knowle, Fareham, PO17 5GR
 - Email: clerk@wickhamknowleparish.gov.uk
- Contractor
 - Address: TO BE COMPLETED BY CONTRACTOR.
 - Email: TO BE COMPLETED BY CONTRACTOR.

Clause 1.7.4.2 - Service of notices by email

- Clause 1.7.4.2: Applies.
- Employer's email: clerk@wickhamknowleparish.gov.uk
- Contractor's email: TO BE COMPLETED BY CONTRACTOR.

Clause 2.4 - Date of Possession of the site

- Date of Possession of the site: Contractor to forward proposal.

Clause 2.5 - Deferment of possession of the site

- Clause 2.5 Applies.
- Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is 6 weeks.

Clause 2.23.2 - Liquidated Damages

- Damages: At the rate of £700 per week.

Clause 2.30 - Rectification Period

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

Clause 2.34.3 - Contractor's Designed Portion

- Limit of Contractor's liability for loss of use: unlimited

Clause 4.3 and 4.9 - Fluctuations Provision

- Fluctuations Provision: no Fluctuations Provision applies

Clause 4.7 - Advance payment and Advance Payment Bond

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1 - Interim payments - Interim Valuation Dates

- The first Interim Valuation Date is: 4 weeks, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1 - Interim payments - percentages of value

- Not achieved practical completion: Where the Works, or those works in a Section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
- Completed works: Where the Works, or those works in a Section or Relevant Part, have achieved practical completion, the percentage in respect of the completed works is 97½%..

Clause 4.10.4 - Listed Items - uniquely identified

- The Contract Particulars item for clause 4.10.4 will be deleted.

4.10.5 - Listed Items - not uniquely identified

- Listed Items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 - Contractor's Public Liability Insurance: Injury to persons or property

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

Clause 6.5.1 - Insurance - liability of Employer

- Insurance is not required.

Clause 6.5.1 - Insurance - liability of Employer

- Insurance may be required.
- Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £10,000,000

Clause 6.7 and Schedule 1 - Works insurance - Insurance Options

- Schedule 1: Insurance Option C applies.
- Percentage to cover professional fees: 15 per cent.
- If Option A applies, annual renewal date (as supplied by the Contractor): TO BE COMPLETED BY CONTRACTOR.

- Where Insurance Option C applies, Paragraph C1: Applies.

Clause 6.10 and Schedule 1 - Terrorism Cover

- Details of the required cover: Not required

Clause 6.15 - Joint Fire Code

- Joint Fire Code: Applies.
- Application: State whether the insurer under Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': No.

Clause 6.18 - Joint Fire Code - amendments/ revisions

- Joint Fire Code - amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor.

Clause 6.19 - Contractor's Designed Portion - Professional Indemnity Insurance

- Level of cover: £5m
 - Amount of indemnity required: Is for any one claim or series of claims arising out of one event.
 - and is £ 5,000,000.
- Specific exclusions: Cover for pollution and contamination claims is required, with a sub-limit of indemnity of £1,000,000.
- Expiry of required period of CDP Professional Indemnity Insurance: 12 years

Clause 7.2.1 - Performance bond or guarantee

- Bond or guarantee from bank or other approved surety: The Contractor shall allow for entering into a contract guarantee bond with an approved Guarantee Corporation, Insurance Company or Bank acceptable to Thurrock Council by which the Contractor and surety shall be jointly and severally bound to the Employer in the Contract, in a sum equivalent to 10% of the contract sum conditioned for the due fulfilment of the terms and conditions of the contract.
- Details: In order that any necessary enquiries can be made, the Contractor whose tender is under consideration for acceptance shall inform the Employer of the surety from whom he intends to obtain the bond. The bond itself shall be the ABI Model Form.
 - Required form: The bond itself shall be the ABI Model Form.
 - Period of validity: The Employer will normally release the performance bond immediately on completion of the works.
 - Reduction in value: 50%

Clause 7.2.2 - Guarantee from the Contractor's parent company

- Guarantee: Is required.
 - Parent company's name and registration number: TO BE COMPLETED BY CONTRACTOR.

Clause 7.3 - Collateral Warranties

- Details: As set out in the following documents: Collateral Warranties will be required from each designing organisation described within the list of.

Clause 8.9.2 - Period of suspension (termination by Contractor)

- Period of suspension: Two months.

Clauses 8.11.1.1 to 8.11.1.6 - Period of suspension (termination by either Party)

- Period of suspension: Two months.

Clause 9.1 - Notification and negotiation of disputes

- The respective nominees of the Parties are
 - Employer's nominee: Axis Architecture Limited
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR.
- Or such replacement as each Party may notify to the other from time to time.

Clause 9.5.1 - Arbitration

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

Conditions - No Amendments

Section 1: Definitions and Interpretation

1.5 - Reckoning periods of days

- Amendments: none

1.12 - Applicable law

- Amendments: none

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works

3.7 - Named Sub-Contractors

- General: The work listed below and described in the Contract Documents is to be executed by the following Named Sub-Contractors as provided in [Intermediate Building Contract with contractor's design](#) clause 3.7. For each such Named Sub-Contractor, a completed [Tender and Agreement ICSUB/NAM](#), together with the numbered documents referred to therein, is included with the main contract tender documents.
- Agreement: The [JCT Intermediate Named Sub-Contractor/Employer Agreement \(ICSub/NAM/E\)](#) will be used.
- Allow for attendance: As described in [ICSub/NAM](#).

Section 4: Payment - No Amendments

Section 5: Variations - No Amendments

Section 6: Injury, Damage and Insurance - No Amendments

Section 7: Assignment, Performance Bonds and Guarantees and Collateral Warranties - No Amendments

Section 8: Termination - No Amendments

Section 9: Settlement of Disputes - No Amendments

Project Bank Account

Project Bank Account

- General: Comply with the requirements and obligations of the [JCT Project Bank Account Agreement \(PBA 2022\)](#). The enabling provisions and clauses X.1 and X.2 will be inserted into the building contract, and clauses Y1 and Y2 will be inserted into subcontracts.
- Details
 - Employer: The Employer
 - Contractor: The Contractor
 - Sub-Contractor(s): The Sub-Contractors

Execution

Execution

- The Contract: Will be executed as a deed.

Ω End of Section

A30

Tendering/ subletting/ supply

Main contract tendering

110 Scope

1. **General:** These conditions are supplementary to those stated in the invitation to tender and on the form of tender.

145 Tendering procedure

1. **General:** In accordance with the principles of: the JCT practice Note 2012, 'Assessment and.
2. **Arithmetical errors:** Overall price is dominant.

160 Exclusions

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

170 Acceptance of tender

1. **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.
2. **Costs:** No liability is accepted for any cost incurred in the preparation of any tender.

190 Period of validity

1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 12 weeks.
2. **Date for possession/ commencement:** See section A20.

Pricing/ submission of documents

210 Preliminaries in the specification

1. **Measurement rules:** Preliminaries/ General Conditions have been prepared in accordance with SMM7.

220 Pricing of preliminaries

1. **Abbreviations - the following have been used:**
 - 1.1. F = Fixed charge item.
 - 1.2. TR = Time related charge item.

250 Priced documents

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

300 Quantities in the priced document

1. Quantities: Where included in the priced document, these have been prepared in accordance with SMM7.

310 Tender

1. **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 rates

1. **Schedule of rates (unpriced):** Included with the tender documents. The contractor may insert additional items.

480 Programme

1. **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.
2. **Submit:** With tender

490 Information release schedule

1. **Compatibility with programme:** At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.
2. **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

1. **Method statements:** Prepare, describing how and when the following is to be carried out:
 - 1.1. works to foundations; masonry works; carpentry works; roofing works; double glazing fitting.
2. **Statements:** Submit With the tender.

510 Alternative method tenders

1. **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.
2. **Alternative tenders:** Include a complete and precise statement of the effects on cost and programme.
3. **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.
4. **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.

515 Alternative time tenders

1. **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.
2. **Date for Completion:** If any such tender is accepted the Date for Completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

520 Design documents

1. General

- 1.1. **Scope:** Include the following in the Contractor's Proposals.
- 1.2. **Design drawings:** to be included as listed in A11/110.
- 1.3. **Technical information:** to be included as listed in A11/110
2. **Submit:** With tender.

530 Substitute products

1. **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving, reasons for each proposed substitution. Unless notification is given at tender stage, proposals for substitutions may not be considered.
2. **Compliance:** Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 Quality control resources

1. **Statement:** Describe the organization and resources to control the quality of the Works, including the work of subcontractors.
2. **QA staff:** Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. **Submit:** Within two weeks of request

550 Health and safety information

1. **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include**
 - 2.1. **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
 - 2.2. **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - 2.3. **Training:** Records of training and training policy.
 - 2.4. **Personnel:** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submit:** Within two weeks of request

570 Outline construction phase health and safety plan

1. **Content**
 - 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.2. **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
 - 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
 - 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - 1.5. **Emergency:** Procedures including those for fire prevention and escape.
 - 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - 1.7. **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the

views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.

- 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
- 1.9. **Welfare facilities:** Include appropriate arrangements.

590 Site Waste Management Plan

1. Details: the Contractor is the person responsible for developing the Plan. 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.
- Submit with tender.

595 Environmental policy

1. **Environmental Policy:** See A11/180.
2. Project Environmental Management System
 - 2.1. **General:** Develop a system compatible with the existing policy.

596 Environmental targets

1. **BREEAM targets**
2. **Compliance:** Monitor and submit report within one week of request.

599 Freedom of Information Act

1. **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.
2. **Determination:** Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
3. **Confidentiality:** Maintain at all times.

Subletting/ supply

630 Domestic subcontracts

1. **Details:** Provide details of all subcontractors and the work for which they will be responsible.
2. **Submit:** Within two weeks of request

635 Supply chain agreements

1. **General:** All consultants, subcontractors and suppliers involved in the tasks listed must agree to the principles of collaborative working.
2. **Proposed agreements:** Provide details of all subcontractors/ suppliers who will be entering into framework agreements to undertake the tasks listed.
3. **Submittal date:**

A31

Provision, content and use of documents

Definitions and interpretations

110 Definitions

1. **Meaning:** Terms, derived terms and synonyms used in the Preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

120 Communication

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

130 Products

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

135 Site equipment

1. **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.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

140 Drawings

1. **Definitions:** To [BSRIA BG 6 Design framework for building services](#).
2. **CAD data:** In accordance with BS EN ISO 19650.

145 Contractor's choice

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

150 Contractor's Design

1. **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

1. **Meaning:** Submit information in response to specified requirements.

160 Terms used in specification

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

2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.
4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **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.
13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.
14. **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.

170 Manufacturer and product reference

1. **Definition:** When used in this combination:
 - 1.1. **Manufacturer:** The person or legal entity under whose name or trademark the particular product, component or system is marketed
 - 1.2. **Product reference:** The proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **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

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Information to be submitted:**
 - 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 or guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
 5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

210 Cross references

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

220 Referenced documents

1. **Conflicts:** Specification prevails over referenced documents.

230 Equivalent products

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

240 Substitution of standards

1. **Specification:** To British Standard or European Standard.
2. **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 recognized in the UK.
3. **Before ordering:** Submit notification of all such substitutions.
4. **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 Currency of documents and information

1. **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the invitation to tender.

260 Sizes

1. **General dimensions:** Products are specified by their co-ordinating sizes.
2. **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

1. **Additional copies:** Issued free of charge.

440 Dimensions

1. **Scaled dimensions:** Do not rely on.

450 Measured quantities

1. **Ordering products and constructing the Works:** The accuracy and sufficiency of the measured quantities are not guaranteed.
2. **Precedence:** The specification and drawings shall override the measured quantities.

460 The specification

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

Documents provided by contractor/ subcontractors/ suppliers

510 Design and production information

1. **Master programme:** Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
2. **Design/ production information:** Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
3. **Contractor's changes to Employer's Requirements:** Support request for substitution or variation with all relevant information.
4. **Employer's amendments to Employer's Requirements:** If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.
5. **Final version of design/ production information:** Submit two copies.

550 Named subcontractors: Design and production information

1. **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.
2. **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.
3. **Information from Subcontractors:** Obtain in time to meet the programme and in accordance with NAM/T where applicable. Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
4. **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.
5. **Final version of information:** Distribute copies to all affected Subcontractors and others and keep one copy on site.
6. Submit two copies.

600 Contractor's Design information

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

3. **Master programme:** Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
4. **Information required:**
 - 4.1. **Format:** CAD / Revit
 - 4.2. **Number of copies:** 2
5. **Submit:** Within one week of request.

610 Production information

1. **Contractor/ Domestic subcontractor provide:** Complete the design and detailing of parts of the Works as specified.
2. **Submit:** For comment and make necessary amendments, sufficient copies of final version for distribution to all affected parties.

620 As-built drawings and information

1. **Contractor designed work**
 - 1.1. **Provide the following drawings/ information:** Full as Built Design
2. **Submit:** At least two weeks before Date for Completion.

630 Technical literature

1. **Availability:** Retain on site for reference by supervisory personnel.
2. **Information:** Manufacturers' current information and relevant British Standards, relating to products to be used in the Works.

640 Maintenance instructions and guarantees

1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. **Information location:** In Building Manual.
3. **Emergency call out services:** Provide telephone numbers for use after completion. Extent of cover: Office hours only.

650 Energy rating calculation

1. **Calculation documentation**
 - 1.1. **Number of copies:** Two
 - 1.2. **Deliver to:** Energy Performance Certificate Assessor and also lodge in the Building Manual.

Document/ data interchange - No Amendments

Ω End of Section

A32

Management of the works

Generally

110 Supervision

1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **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.

115 Considerate Constructors Scheme

1. **Registration:** Before starting work, register the site and pay the appropriate fee.
2. **Contact**
 - 2.1. **Address:** Considerate Constructors Scheme Office, The Maltings, Hoe Lane, Ware, SG12 9LR.
 - 2.2. **Tel:** 01920 485959.
 - 2.3. **Free phone:** 0800 7831423.
 - 2.4. **Web:** www.ccscheme.org.uk.
 - 2.5. **E mail:** enquiries@ccscheme.org.uk.
3. **Standard:** Comply with the scheme's Code of Considerate Practice.

118 Vehicle safety requirements

1. **Vehicle equipment:** Ensure that all vehicles have the following:
 - Audible alert to other road users of the planned movement of the vehicle when the vehicle's indicators are in operation.
 - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - Properly adjusted Class VI mirror(s) or Fresnel lens to eliminate the near-side blind spot.
 - Side underrun guards.
2. **Drivers:**
 - Trained on vulnerable road user safety through an approved course.
 - Hold a current valid Certificate of Professional Competence.
 - Have a valid driving licence and be legally able to drive the vehicle.
3. **Scheme membership:** Submit evidence of registration with and accreditation to the [Fleet Operator Recognition Scheme \(FORS\)](#)
4. **Level of accreditation:** Bronze
5. **Submittal date:** Within one week of request

120 Insurance

1. **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

1. **Notice:** If an event occurs that 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 administering the Contract on their behalf and the insurers.

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

140 Climatic conditions

1. **Climatic conditions:** Record accurately and retain.
2. **Information**
 - 2.1. **Air temperatures:** Daily maximum and minimum, including overnight.
 - 2.2. **Delay records:** Due to adverse weather, include a description of the weather, the types of work affected and the number of hours lost.

150 Ownership

1. **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

1. **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:
 - 1.1. Design, production information and proposals provided by the contractor/ subcontractors/ suppliers, including inspection and checking (see section A31).
 - 1.2. Planning and mobilization by the contractor.
 - 1.3. Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - 1.4. Running in, adjustment, commissioning and testing of all engineering services and installations
 - 1.5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - 1.6. 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.
2. **Exclusions:** Where and to the extent that the programme implications for work which is not so defined are impossible to assess, exclude it and confirm this when submitting the programme.
3. **Submit:** two copies

230 Submission of programme

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

240 Notice of commencement of work

1. **Notice period (minimum):** Before the proposed date for commencement of work on site give minimum notice of 2 weeks.

250 Monitoring

1. **Progress**
 - 1.1. **Records:** Record on a copy of the programme kept on site.
 - 1.2. **Delays:** Minimize. Take appropriate action to recover lost time.
 - 1.3. **Corrective action:** Where progress falls below target, submit proposals.
 - 1.4. **Submittal date:** As soon as possible.

1.5. **Completion forecast:** Submit on the last working day of each week.

2. **Key Performance Indicators**

2.1. **Performance:** Record progress against each KPI.

2.2. **Corrective action:** If performance falls below target, submit proposals as soon as possible.

2.3. **Submittal date:** As soon as possible.

260 Site meetings

1. **General:** Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. **Frequency:** Every month
3. **Location:** Site
4. **Accommodation:** Ensure availability at the time of such meetings.
5. **Attendees:** Attend meetings and inform subcontractors and suppliers when their presence is required.
6. **Chairperson (who will also take and distribute minutes):** Contract Administrator

265 Contractor's progress report

1. **General:** Submit a progress report at least two working days before the site meeting.
2. **Content:** Notwithstanding the Contractor's obligations under the Contract the report must include:
 - 2.1. A progress statement by reference to the master programme for the Works.
 - 2.2. Details of any matters materially affecting the regular progress of the Works.
 - 2.3. Subcontractors' and suppliers' progress reports.
 - 2.4. Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

270 Contractor's site meetings

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

280 Photographs

1. **Number of locations:** External: all elevations. Internal: all rooms.
2. **Number of images from each location:** As many required to provide full coverage.
3. **Frequency of intervals:** Monthly
4. **Image format:** Any

285 Partial possession by Employer

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

290 Notice of completion

1. **Requirement:** Give notice of the anticipated Date for Completion of the whole or parts of the Works.
2. **Associated works:** Ensure that necessary access, services and facilities are complete.
3. **Period of notice (minimum):** Two weeks

310 Extensions of time

1. **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.
2. **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

1. **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

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

430 Proposed instructions

1. **Estimates:** If a proposed instruction requests an estimate of cost, submit without delay, and in any case within seven days.
2. **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.
3. **Inability to comply:** Inform immediately if it is not possible to comply with any of the above requirements.

440 Measurement

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

450 Daywork vouchers

1. **Before commencing work:** Give reasonable notice to person countersigning daywork vouchers.
2. **Content:** Before delivery, each voucher must:
 - Be referenced to the instruction under which the work is authorized.
 - Include a full description of the work undertaken and time spent on individual tasks.
 - Be signed by the Contractor's person in charge as evidence that the operatives' names, the time spent by each, and the plant and materials shown are correct.
3. **Submit:** By the end of the week in which the work has been executed.

470 Products not incorporated into the Works

1. **Ownership:** At the time of each valuation, supply details of those products not incorporated into the Works which are subject to reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.

2. **Evidence:** When requested, provide evidence of freedom of reservation of title.

475 Listed products stored off site

1. **Evidence of Title:** Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
2. **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.
3. **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

1. **Records:** Provide for verification at the beginning of each week in respect of each of the previous seven days.
2. **Records must show**
 - 2.1. 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.
 - 2.2. The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

Ω End of Section

A33

Quality standards/ control

Standards of products and executions

110 Incomplete documentation

1. **General:** Where and to the extent that products or work are not fully documented, they are to be:
 - 1.1. **Standard:** Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - 1.2. **Suitability:** Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. **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

1. **Operatives:** Appropriately skilled and experienced for the type and quality of work.
2. **Registration:** With Construction Skills Certification Scheme.
3. **Verification:** When requested, operatives must produce evidence of skills/ qualifications.

130 Quality of products

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

135 Quality of execution

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

140 Evidence of Compliance

1. **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
2. **Performance specification:** Submit upon request evidence of compliance with performance specifications, including:
 - Test reports indicating properties tested.
 - Pass or fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.
 - Test dates and times.
 - Identities of witnesses.
 - Analysis of results.

150 Inspections

1. **Products and executions:** Inspection, or other action, of products or executions must not be taken as approval, unless confirmed in writing and including:
 - 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

1. **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.
2. **Preparatory work:** Ensure that all necessary preparatory work has been carried out.

170 Manufacturer's recommendations/ instructions

1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

180 Water for the works

1. **Mains supply:** Clean and uncontaminated.
2. **Other:** Do not use until:
 - Evidence of suitability is provided.
 - Tested to [BS EN 1008](#) if instructed.

Samples/ approvals

210 Samples

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

220 Approval of products

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

230 Approval of execution

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

Accuracy/ setting out generally

320 Setting out

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

330 Appearance and fit

1. **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.
2. **General tolerances (maximum):** To [BS 5606](#), Tables 1 and 2.

340 Critical dimensions

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

350 Levels of structural floors

1. **Maximum tolerances for designed levels to be**
 - 1.1. Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - 1.2. Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - 1.3. Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - 1.4. Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - 1.5. Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - 1.6. Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 Record drawings

1. **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

1. **New or existing services:** Comply with the bye-laws or regulations of the relevant statutory authority.

420 Water regulations/ bye-laws notification

1. **Requirements:** Notify water Statutory Provider of any work carried out to, or which affects, new or existing services. Submit required plans, diagrams and details.
2. **Consent:** Allow adequate time to receive Statutory Provider's consent before starting work. Inform the Employer immediately if consent is withheld or is granted subject to significant conditions.

430 Water regulations/ bye-laws contractor's certificate

1. **On completion of the work:** Submit a certificate (copy where also required to the water Statutory Provider), including:
 - 1.1. **Installation:** Description of the new installation and/ or the work carried out to an existing installation, including the address.
 - 1.2. **Statement:** Confirmation that the installation complies with the relevant water regulations or bye-laws.
 - 1.3. **Inspection:** Provide the Contractor's name and address, the name and signature of the individual responsible for checking compliance and the date on which the installation was checked.

435 Electrical installation certificate

1. **Submit:** When relevant electrical work is completed.
2. **Original certificate:** To be lodged in the Building Manual.

440 Gas, oil and solid fuel appliance installation certificate

1. Before the Completion Date stated in the Contract, submit a certificate stating:
 - 1.1. **Installation:** Description of the new installation and/ or the work carried out to an existing installation, including the address.
 - 1.2. **Safety:** Special recommendations or instructions for the safe use and operation of appliances and flues.
 - 1.3. **Statement:** Confirmation that the installation complies with the appropriate safety, installation and use regulations.
 - 1.4. **Inspection:** Provide the Contractor's name and address, the date on which the installation was checked and the name, qualifications and signature of the competent person responsible for checking compliance.
2. **Certificate location:**

445 Service runs

1. **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
2. **Ducts, chases and holes:** Form during construction rather than cut in situ.
3. **Coordination with other works:** Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.

450 Mechanical and electrical services

1. **Final tests and commissioning:** Carry out so that services are in full working order at completion of the Works.
2. **Building Regulations notice:** Copy to be lodged in the Building Manual.

Supervision/ inspection/ defective work

510 Supervision

1. **General:** The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
2. **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.
3. **Submittal date:** Within one week of request
4. **Replacement:** Give maximum possible notice before changing supervisory personnel.

520 Coordination of engineering services

1. **Suitability:** Site organization 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.
2. **Evidence:** Submit on request, 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.

530 Overtime working

1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - 1.1. **Minimum period of notice:** One week
2. **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

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may hinder access to defective products or work, or be rendered abortive by the remedial work.

550 Access for inspection

1. **Removal:** Before removing scaffolding or other facilities for access, give notice of not less than One week.

560 Tests and inspections

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

570 Air permeability

1. **Testing organization:** UKAS-accredited and registered with the [Air Tightness Testing and Measurement Association \(ATTMA\)](#) or the [Elmhurst Airtightness Scheme \(EAS\)](#).
2. **Method**
 - 2.1. Pressure test in accordance with [BS EN ISO 9972](#).
3. **Standard**
 - 3.1. Design airtightness value (maximum): 5 m³/(h.m²).
4. **Results**
 - 4.1. **Content:** Include test results and all supporting data.
 - 4.2. **Copies:** Required for building control inspection and inclusion in Building Manual.
 - 4.3. **Electronic deposit:** Through the [ATTMA](#) lodgement database
 - 4.4. **Additional copies:** Provide on request.

580 Continuity of thermal insulation

1. **Record and report:** Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to the specification.
2. **Content:**
 - address of premises;
 - the Contractor's name and address;
 - the name, qualification and signature of a competent person responsible for checking compliance; and
 - the date on which the installation was checked.
3. **Submit:** Before completion of the Works.
4. **Copy:** To be lodged in the Building Manual.

595 Energy performance certificate

1. **Assessment:** Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - 1.1. **Building Type:** Non-dwelling
 - 1.2. **Method:** Simplified Building Energy Model (SBEM)
2. **Format**
 - 2.1. **Certificate:** To be incorporated in the Building Manual.

610 Proposals for rectification of defective products/ executions

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

620 Measures to establish acceptability

1. **General:** Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures will be at the expense of the Contractor, and will not be considered as grounds for revision of the Completion Date.

630 Quality control

1. **Procedures:** Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
2. **Records:** Maintain full records, keep copies on site for inspection, and submit copies on request.
3. **Content of records**
 - 3.1. **Identification:** Describe each element, item, batch or lot including location in the Works.
 - 3.2. **Inspections, tests and approvals:** Describe purpose and dates.
 - 3.3. **Nonconforming work:** Describe nature and extent of work found.
 - 3.4. **Corrective action:** Details of work carried out.

Work at or after completion

710 Work before completion

1. **General:** Make good all damage consequent upon the Works.
2. **Temporary markings, coverings and protective wrappings:** Remove unless otherwise instructed.
3. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
5. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. **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.
7. **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

1. **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
2. **Keys:** Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 Making good defects

1. **Remedial work:** Arrange access with Client.
2. **Rectification:** Give reasonable notice for access to the various parts of the Works.
3. **Completion:** Notify when remedial works have been completed.

740 Highway/ sewer adoption

1. **Adoption procedure:** Water Industry Act, Section 104
2. **Standard:** To the technical approval of the relevant statutory authority
3. **Defects liability/ rectification period:** 12 months
4. **Maintenance:** Undertake to the satisfaction of the relevant statutory authority, including:

- Making good of damage due to reasonable wear and tear occurring during the period.
- Clean at the end of the period.

Ω End of Section

A34 Security/ safety/ protection

Security, health and safety

110 Pre-construction information

1. Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - 1.1. Description of project: Sections A10 and A11.
 - 1.2. Client's consideration and management requirements: Sections A12, A13 and A36.
 - 1.3. Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - 1.4. Significant design and construction hazards: Section A34.
 - 1.5. The health and safety file: Section A37.

120 Execution hazards

1. Common hazards: Not listed. Control by good management and site practice.
2. Significant hazards: The design of the project includes the following:
 - 2.1. Hazard: See Designer's Risk Assessment

130 Product hazards

1. 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](#).
2. Common hazards: Not listed. Control by good management and site practice.
3. Significant hazards: Specified construction materials include the following:

140 Construction phase health and safety plan

1. Submission: Present to the employer/ client no later than possession of the site.
2. Confirmation: Do not start construction work until written confirmation is received that the construction phase health and safety plan includes the procedures and arrangements required by the [CDM Regulations](#).
3. 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/ pre-construction information.

150 Security

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

160 Stability

1. Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
2. Design loads: Obtain details, support as necessary and prevent overloading.

170 Occupied premises

1. Extent: Existing buildings will be occupied and/ or used during the Contract as follows: TBA; generally, Monday to Friday 10am to 4pm. Areas of work can be vacated when required and alternative areas will need to be provided for occupation.

2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

190 Occupier's rules and regulations

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

200 Mobile telephones and portable electronic equipment

1. **Restrictions on use:** No

210 Safety provisions for site visits

1. **Access:** Provide at reasonable times.
2. **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
3. **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.
4. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

220 Working precautions/ restrictions

1. **Hazardous areas:** Operatives must take precautions as follows:
 - 1.1. **Work area:** See Designer Risk Assessment
2. **Permit to work:** Operatives must comply with procedures in the following areas:
 - 2.1. **Work area:** See Designer Risk Assessment

Protect against the following

310 Explosives

1. **Use:** Not permitted.

320 Noise consent by local authority

1. **Consent:** Granted by the local authority under Part III of the [Control of Pollution Act](#) relating to the works providing that the following conditions are met:

330 Noise and vibration

1. **Standard:** Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
2. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
3. **Restrictions:** Obtain consent before using percussion tools and other noisy appliances. Do not use radios or other audio equipment, or permit employees to use them in ways or at times that may cause nuisance.

340 Pollution

1. **Prevention:** Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. **Contamination:** If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

350 Pesticides

1. Use: Not permitted.

360 Nuisance

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

370 Asbestos containing materials

1. Duty: Report immediately any suspected materials discovered during execution of the works. Do not disturb, and agree methods for safe removal or encapsulation.

371 Dangerous or hazardous substances

1. Duty: Report immediately suspected materials discovered during execution of the works. Do not disturb and agree methods for safe removal or remediation.

375 Antiquities

1. Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
2. Preservation: Keep objects in the exact position and condition in which they were found.

380 Fire prevention

1. Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
2. Standard: Comply with [Fire prevention on construction sites. The joint code of practice on the protection from fire of construction sites and buildings undergoing renovation](#), published by the [Fire Protection Association](#) (the 'Joint Fire Code').

390 Smoking on-site

1. Smoking on-site: Not permitted.

400 Burning on-site

1. Burning on-site: Not permitted.

410 Moisture

1. Wetness or dampness: Prevent, where this may cause damage to the Works.
2. 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

1. Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
2. Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.

430 Waste

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

440 Electromagnetic interference

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

450 Laser equipment

1. **Construction laser equipment:** Install, use and store in accordance with [BS EN 60825-1](#) and the manufacturer's instructions.
2. **Class 1 or Class 2 laser equipment:** Ensure that the laser beam is not set at eye level and is terminated at the end of its useful path.
3. **Class 3R 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

1. **Use:** Not permitted.

470 Invasive species

1. **General:** Prevent the introduction or spread of species (e.g. plants or animals) that may adversely affect the site and/ or the Works economically, environmentally or ecologically.
2. **Special precautions:**
3. **Duty:** Report immediately any suspected invasive species discovered during execution of the Works. Do not disturb and agree methods for safe eradication or removal.

Protect the following

510 Existing services

1. **Confirmation:** Notify service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. **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.
3. **Work adjacent to services:** Comply with service authority's or 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.
4. **Identifying services**
 - 4.1. **Below ground:** Use signboards, giving type and depth.
 - 4.2. **Overhead:** Use headroom markers.
5. **Damage to services**
 - 5.1. **Action:** Immediately give notice and notify appropriate service authority/ statutory undertaker.

- 5.2. **Repair:** Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.
6. **Liability:** Measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
7. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 Roads and footpaths

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. **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

1. **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.
2. **Protection:** Before starting work submit proposals for protective measures.

540 Retained trees/ shrubs/ grassed areas

1. **Protection:** Preserve and prevent damage, except those not required.
2. **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

1. **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 the root protection area.
2. **Roots:** Do not sever if exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
3. **Ground levels:** Do not change within the root protection area.

555 Wildlife species and habitats

1. **General:** Safeguard the following: See 24-004 Biodiversity Statement.
2. **Protected habitats and species:** Upon discovery immediately advise. Do not proceed until instruction is received.
3. **Education:** Ensure that employees and visitors to the site receive suitable instruction and awareness training.

560 Existing features

1. **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.

570 Existing work

1. **Protection:** Prevent damage to existing work, structures or other property during the course of the work.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

580 Building interiors

1. **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

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
2. Removal by Employer
 - 2.1. **Timing:** Before work starts in relevant areas.

610 Especially valuable/ vulnerable items

1. **Protection:** Ensure provision and maintenance of special protective measures to prevent damage.
2. **Method statement:** Submit within one week of request describing special protection to be provided.

620 Adjoining property

1. **Agreement:** Access to and/ or use of the following has been agreed with adjacent owners.
2. **Permission:** Obtain as necessary from other owners if requiring to erect scaffolding on, or otherwise use, adjoining property.

625 Adjoining property restrictions

1. **Precautions:** Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.

630 Existing structures

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. Supports
 - 2.1. **Standards:** In accordance with [BS 5975](#) and [BS EN 12812](#).
 - 2.2. **Requirements:**
 - 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, which 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.
3. **Adjacent structures:** Monitor and immediately report excessive movement.

640 Materials for recycling/ reuse

1. **Duty:** Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
2. **Storage:** Stack neatly and protect until required by the Employer or for use in the Works as instructed.

Ω End of Section

A35

Specific limitations on method/ sequence/ timing

Clauses

110 Scope

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

140 Scaffolding

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

170 Working Hours

1. **Specific limitations:** TBA

180 Completion in sections or in parts

1. **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.
2. **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.

Ω End of Section

A36 Facilities/ temporary work/ services

Generally

110 Spoil heaps, temporary works and services

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

Accommodation

210 Room for meetings

1. **Facilities:** Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
2. **Furniture and Equipment:** Provide table and chairs for 4 people.

220 Site Accommodation

1. **Purpose:** Site Office
2. **Facilities:** Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:
 - 2.1. **Status:** May be part of the Contractor's own accommodation
 - 2.2. **Location:** Contractor to forward proposal.
 - 2.3. **Furniture and equipment:** As required plus meeting table and chair for 4 people.
 - 2.4. **Temperature control:** Room temperature required.
 - 2.5. **Lighting:** Required.
 - 2.6. **Services:** Required.
 - 2.7. **Sanitary facilities:** Required.

230 Temporary accommodation

1. **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.
 - 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.

260 Sanitary accommodation

1. **Requirement:** Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

Temporary works

290 Parking

1. Provide and maintain exclusively for use by Employer's representatives: Parking within Site Compound

330 Temporary protection to existing trees/ vegetation

1. Temporary protection: Provide before starting work in locations shown on drawing 24-004-260 Tree Location Plan.
2. Protective barriers and any other relevant physical protection measures: To [BS 5837](#).
3. Design details of the proposed physical means of protection: 24-004 Biodiversity Statement
4. 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

1. Name boards/ advertisements: Permitted.

Services and facilities

410 Lighting

1. 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

1. Supply: Electricity from the existing mains may be used for the Works as follows:
 - 1.1. Metering: Metered by the Contractor and charged to the Contractor
 - 1.2. Point of supply: TBC
 - 1.3. Frequency: 50 Hz.
 - 1.4. Current: Alternating.
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

425 Gas

1. Supply: The existing mains may be used for the Works as follows:
 - 1.1. Metering: Metered by the Contractor and charged to the Contractor
 - 1.2. Location of supply point:
2. Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

430 Water

1. Supply: The existing mains may be used for the Works as follows:
 - 1.1. Metering: Metered by the Contractor and charged to the Contractor
 - 1.2. Location of supply point: TBC
2. Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

440 Telephones

1. 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.

2. **Responses:** Make arrangements (e.g. call diverts) to ensure that incoming calls are answered promptly.

470 E-mail and internet facility

1. **General:** As soon as practicable after the start on site provide a suitable email facility on site, with a separate dedicated connection, for the use of the Contractor, subcontractors and other members of the project team.
2. **Use on behalf of Employer:** Allow for the cost of a reasonable number of transmissions made by other members of the project team.
3. **Peripherals:**

520 Use of permanent heating system

1. **Permanent heating installation:** May be used for drying out the Works/ services and controlling temperature and humidity levels.
2. **Requirements:** Take responsibility for operation, maintenance and remedial work. Arrange supervision by and indemnification of the appropriate subcontractors. Pay fuel and associated costs.

540 Meter readings

1. **Charges for service supplies:** Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.

550 Thermometers

1. **General:** Provide on site and maintain in accurate condition a maximum and minimum thermometer. Measure atmospheric shade temperature in an approved location.

570 Personal protective equipment

1. **General:** Provide the equipment described below for the sole use of other members of the project team, in sizes to be specified.
2. Safety helmets
 - 2.1. **Standard:** To [BS EN 397](#), neither damaged nor time expired.
3. High-visibility waistcoats
 - 3.1. **Standard:** To [BS EN ISO 20471](#).
4. Safety boots
 - 4.1. **Standard:** To [BS EN ISO 20345](#), with steel insole and toecap.
5. Disposable respirators
 - 5.1. **Standard:** To [BS EN 149](#), FFP1S.
6. Eye protection
 - 6.1. **Standard:** To [BS EN ISO 16321-1](#) and [BS EN ISO 16321-3](#), as appropriate.
7. Ear protection
 - 7.1. **Standard:** Muffs to [BS EN 352-1](#), plugs to [BS EN 352-2](#).
8. Hand protection
 - 8.1. **Standard:** To [BS EN 388](#), [BS EN 407](#), [BS EN ISO 21420](#) or [BS EN 511](#) as appropriate.

Ω End of Section

A37

Operation/ maintenance of the finished works

Generally

110 The Building Manual

1. **Purpose:** The Building 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.
2. **Scope**
 - 2.1. **Part 1: General:** content as clause 120.
 - 2.2. **Part 2: Fabric:** content as clause 130.
 - 2.3. **Part 3: Services:** content as clause 140.
 - 2.4. **Part 4: The Health and Safety File:** content as clause 150.
 - 2.5. **Part 5: Building User Guide:** content as clause 151.
3. **Responsibility for production:** Contractor
4. **Date required:** Two weeks before Completion
5. **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 Building Manual.
6. **Reviewing the Building Manual:** Prepare and circulate a complete draft. Amend in the light of any comments and recirculate. Do not proceed with production of the final copies until authorized.
7. **Final copies of the Building Manual**
 - 7.1. **Number of copies:** Two
 - 7.2. **Format:** Any
 - 7.3. **Latest date for submission:** One week before the Date for Completion stated in the Contract.
8. **As-built drawings and schedules**
 - 8.1. **Number of copies:** Two
 - 8.2. **Format:** Any

115 The Health and Safety File

1. **Responsibility:** The Contractor
2. **Content:**
 - **Description of work:** A brief description of the work being done
 - **Hazards:** Any remaining hazards and how they were dealt with
 - **Structural information:** Information about the structure's bracing, stored energy, and safe working loads
 - **Hazardous materials:** Information about hazardous materials used, such as pesticides
 - **Equipment:** Information about equipment used for cleaning and maintaining the structure
 - **Services:** Information about the location and markings of services like gas supply, fire-fighting, and underground cables
 - **Drawings:** As-built drawings of the structure, its plant, and equipment
3. **Format:** Any
4. **Delivery to:** Principal Designer By (date): four weeks before the Completion Date.

120 Content of the Building Manual part 1: General

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual:
2. **Index:** List the constituent parts of the Building Manual, together with their location in the document.
3. **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](#).
4. **The Contract:**
 - Names, 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.
5. **Operational requirements and constraints of a general nature:**
 - Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire-resisting doors, location of emergency alarm and firefighting systems, services, shut off valves switches, etc.
 - Emergency procedures and contact details in case of emergency.

130 Content of the Building Manual part 2: Building fabric

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual:
2. **Detailed design criteria:** Including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
3. **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.
4. **Periodic building maintenance guide chart:** Provide for all significant items of work.
5. **Inspection reports:** Provide list of all relevant items.
6. **Manufacturer's instructions index:** Include relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
7. **Guarantees, warranties and maintenance agreements:** Obtain from manufacturers, suppliers and subcontractors.
8. **Test certificates and reports required in the specification:** Obtain, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.

- Electricity and gas safety.

9. **Timescale for completion:** Two weeks before Completion

140 Content of the Building Manual part 3: Building services

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual:
2. **Detailed design criteria and description of the systems, including:**
 - Services capacity, loadings and restrictions.
 - Services instructions.
 - Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
3. **Detailed description of methods and materials used:** For all items.
4. **As-built/ record 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.
5. **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.
6. **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.
7. **Guarantees, warranties and maintenance agreements:** Obtain from manufacturers, suppliers and subcontractors.
8. **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.
9. **Equipment settings:** Schedules of fixed and variable equipment settings established during commissioning.
10. **Preventative maintenance:** Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
11. **Lubrication:** Schedules of all lubricated items
12. **Consumables:** A list of all consumable items and their source.
13. **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.

14. **Emergency procedures:** For all systems, significant items of plant and equipment.
15. **Annual maintenance summary chart:** For all systems.
16. **Timescale for completion:** Two weeks before Completion

150 Content of the Building Manual part 4: the Health and Safety File

1. **Content:** Obtain and provide the following, including all relevant details not included in other parts of the Building Manual:
 - 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.
2. **Information provided by others:** Subcontractors Design
3. **Timescale for completion:** Two weeks before Completion

151 Content of the Building Manual part 5: the building user guide

1. **Content:** Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy and environmental strategy.
 - Water use.
 - Transport facilities.
 - Materials and waste policy.
 - Refit/ rearrangement considerations.
 - Reporting provision.
 - Training.
 - Links and references.
2. **Timescale for completion:** Two weeks before Completion

160 Presentation of Building Manual

1. **Format:** Electronic.
2. **Hard copy documents**
 - 2.1. **Presentation:** A4-size, plastics-covered, loose-leaf, four-ring binders with hard covers, each indexed, divided and appropriately cover-titled.
 - 2.2. **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.
 - 2.3. **Number required:** Two
3. **As-built drawings:** The main sets may form annexes to the Building Manual.

190 Maintenance service

1. **Scope:** Provide a comprehensive maintenance service. Include all planned preventative maintenance, as set out within the maintenance schedule, and replacement of all consumable items.
2. **Plant and equipment to be maintained:** As required

220 Training

1. **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.
2. **Level of training:** As required
3. **Time allowance (minimum):** Two days

230 Spare parts

1. **General:** Prepare a priced schedule of recommended spare parts that should be obtained and kept in stock for maintenance of the services installations.
2. **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.
3. **Latest date for submission:** Two weeks before completion

250 Tools

1. **General:** Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Sub-contracts) together with suitable means of identifying, storing and securing.
2. **Quantity:** Two complete sets.
3. **Consumables:** Supply a complete list of all consumables necessary for the operation.
4. **Time of submission:** At completion.

Ω End of Section

A41

Contractor's general cost items: site accommodation

Clauses

110 Site accommodation

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

Ω End of Section

A42

Contractor's general cost items: services and facilities

Clauses

110 Services and facilities

1. **Details:** Services or facilities required or made/ not made available by the Employer: See section A36.
2. **Cost significant items:** POWER;
 - LIGHTING;
 - FUELS (excluding fuels for testing and commissioning);
 - WATER;
 - TELEPHONE AND ADMINISTRATION;
 - SAFETY, HEALTH AND WELFARE;
 - STORAGE OF MATERIALS;
 - RUBBISH DISPOSAL;
 - CLEANING;
 - DRYING OUT;
 - PROTECTION OF WORK IN SECTIONS;
 - SECURITY;
 - MAINTAIN PUBLIC AND PRIVATE ROADS;
 - SMALL PLANT AND TOOLS;
 - OTHERS;
 - GENERAL ATTENDANCE ON NOMINATED SUBCONTRACTORS.
3. **Other Items:** Allow for further cost items as may be required, with fixed charges and time related charges as appropriate.

Ω End of Section

A43

Contractor's general cost items: mechanical plant

Clauses

110 Mechanical plant

1. Cost significant items: Cranes; Hoists; Personnel transport; Transport; Additional mechanical plant.

Ω End of Section

A44

Contractor's general cost items: temporary works

Clauses

110 Temporary works

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

Ω End of Section

A50

Work/ products by/ on behalf of the employer

Clauses

120 Products provided by/ on behalf of employer

1. **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.
2. **Handling:** Accept delivery, check against receipts and take into appropriate storage.
3. **Surplus products:** Keep safe and obtain instructions.

Ω End of Section

A53

Work by statutory authorities/ undertakers

Clauses

110 Work by Local Authority

1. Description of work: None

120 Work by statutory undertakers

1. Description of work: None

Ω End of Section

A54 Provisional work/ items

Clauses

110 Provisional sums for defined work, for use with SMM7/ NRM2

1. Item: Kitchen
2. Description of work: Contractor to supply and fit kitchen wall and base units; stainless steel worktop; plinth; sink, tap and plumbing; appliance housing including fridge freezer, oven, microwave.
3. Provisional Sums: Include £7,000.
4. Allow for general attendance.

210 Provisional sums for undefined work, for use with SMM7/ NRM2

1. Item: Structural Elements
2. Description of work: Structural Engineer to design before commencement of the works
3. Provisional Sums: Include £30,000.
4. Allow for general attendance.

590 Contingencies

1. Provisional sum: Include: 5% of contract sum.

Ω End of Section

A55 Dayworks

Clauses

110 Labour

1. Provisional sum: Include prime cost of labour incurred before the Final Completion Date:
Contractor to forward proposal.
 - 1.1. Percentage adjustment: Add to cover incidental costs, overheads and profit: TO BE
COMPLETED BY CONTRACTOR%.

Ω End of Section

A56

Advance procurement

Clauses

110 Fixing

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

120 Planting

1. **Scope:** Items for plants and trees do not include for planting, maintenance and guarantee, which should be allowed for in the appropriate work section.

Ω End of Section



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