

**Construction of a New Amenity Block and
Associated External Works**

at

Gostrey Meadow

Union Road

Farnham

Surrey

GU9 7PT

DOCUMENT 1

PRELIMINARIES & CONTRACT CONDITIONS

Document Ref: i/p/265/i/pt/sow/1

November 2025

TENDER ISSUE

Isosceles Limited
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60 High Street
Hampton Wick
Surrey KT1 4DB

Appendix C: Preliminaries Cost Breakdown - refer to Document 2

SECTION 1: INTRODUCTION & INSTRUCTIONS TO TENDERERS

1.0 INTRODUCTION					£
A B C D E F G H I J	Introduction				
	The Client, Farnham Town Council wish to appoint a main contractor to undertake the demolition of the existing public conveniences and construction of a new public amenity block with adjacent landscaping works located in Gostrey Meadow, Union Road, Farnham GU9 7PT.				
	It is intended that tenders for the works are procured under competitive conditions on the open market, to a pre-selected list of contractors.				
	The Works will be let to the successful contractor on a fixed price basis, subject only to adjustment by Contract Instruction and the expenditure of Provisional and Prime Cost Sums.				
	The Client has appointed a full design team to prepare appropriate design and tender information, and to manage the procurement process through to completion of the works. The design team will be retained by the Client for the duration of the project.				
	For the purposes of the CDM Regulations 2015 the Principal Designer will be the Architect.				
	For the purposes of the Building Safety Act 2022 the Principal Designer will be the Architect.				
	The Pre-Construction Health & Safety Information has been prepared by the Principal Designer and is included in the tender documents.				
	The works are to be completed as noted in the tender documents and will be executed under a JCT Intermediate Form of Contract With Contractor's Design 2024 Edition.				
	The Contractor Designed portions of the work will be as noted in the tender documents. Collateral Warranties will be required in respect of any contractor designed element of works.				
	Post-tender interviews will be by invitation and will be held as soon as possible after the tender return date, however given the proximity of the Christmas and New Year break this is likely to be in January 2026.				

1.0 INSTRUCTIONS TO TENDERERS					£
1.1 Tender Documents					
A	Tender documents consist of the following: - Architectural drawings & specifications - Structural drawings and specifications. - Mechanical & Electrical Services drawings and specifications. - Drainage design drawings & specifications - Pre-Construction Health & Safety information. - Isosceles Schedule of Works document dated November 2025. - Surveys & Quotations. (All as listed in Appendix A.)				
B	Contractors shall examine the numbers on each page of the Schedule of Works document, and other tender documents, and if any page is missing, duplicated or if any of the figures are indistinct he shall immediately notify the Quantity Surveyor. Any discrepancy in the tender documentation is to be brought to the attention of the Quantity Surveyor and an instruction sought as to how to proceed. Any additional costs arising from discrepancies not brought to the attention of the Quantity Surveyor at tender stage will be the contractor's responsibility.				
C	Contractors shall not alter the text or any other component of the Tender Documents without the written authorisation of the client, unless expressly invited to do so by the text relating to a specific part of the tender documents. Any unauthorised amendment shall be ignored.				
D	Contractors shall submit a fully priced and unqualified <u>Fixed Price</u> tender based on the <u>Specifications and Drawings</u> . Any qualifications to the tender shall render it liable to rejection.				
E	Contractors are to allow within the Preliminaries all costs necessary for the management and operation of the entire works as indicated on the planning drawings and other associated surveys & reports, or which may reasonably be inferred therefrom.				
F	Contractors may be asked to submit their fully detailed costings during the tender evaluation process and the successful contractor will be required to provide a copy of his fully detailed costings prior to commencing on site.				
G	The Employer is not bound to accept the lowest or any tender.				
H	The Employer accepts no liability for any costs incurred in the preparation and submission of tenders.				
I	If there are any doubts in the mind of the Contractor these doubts shall be reconciled with the Quantity Surveyor before the tender is submitted.				
J	If the Contractor feels unable to tender for any part of the works as defined in the tender documents he must inform the Quantity Surveyor within 7 days of receipt of the tender documents, defining the relevant part(s) and stating the reason(s) for his inability to tender.				
K	Tenders shall be returned to the Quantity Surveyor electronically by 12 noon on the date stated on the Form of Tender (see Section 4). Late tender returns will be excluded from consideration.				
L	Tenders shall remain open for consideration for not less than ninety (90) days from the date fixed for the submission or lodgement of tenders.				
1.2 Site Inspection					
A	Contractors are required to visit site prior to submitting a tender.				
B	Site visits can be made by prior appointment with the Quantity Surveyor.				
C	Before tendering ascertain the nature of the site, access thereto, all geotechnical matters including sub-surface services and all local conditions and restrictions likely to affect the design or execution of the Works.				

1.0 INSTRUCTIONS TO TENDERERS				£
D The Contractor shall be deemed to have inspected the site and its surroundings and to be in possession of all relevant information connected therewith, and to have satisfied themselves before entering into Contract as to: - the form and nature of the site and its surroundings, including the ground and sub-soil conditions - the extent of the work and materials necessary for constructing, completing and maintaining the project - the means of communicating with and access to the site - the location of utilities and drainage systems - the nature and extent of any previous works, including demolition E No claim will be entertained for failure to comply or lack of knowledge arising from failure to carry out the necessary investigations prior to submitting a tender. F The Contractor is responsible for obtaining all surveys and information necessary for carrying out his obligations under the Contract. G The Contractor shall be liable for any costs arising from the Contractors failure to perform his obligations under the above clauses, or from any lack of information or knowledge which the Contractor is deemed to have under the above clauses.				
1.3 Statutory Consents and Approvals A Planning Consent for the proposed scheme has been obtained, a copy of which is provided as part of the tender package of information. Contractor's are to allow for provision of any required information to assist in discharging any pre-commencement or pre-occupation/use conditions. B Building Control approval will be via the Local Authority. Contractor's are to allow for fully complying with Building Regulation requirements and for obtaining Building Control sign-off prior to Practical Completion.				
1.4 Rights of Way A There are no known Rights of Way crossing the site although it should be noted that the site sits in a public space to which members of the public have unhindered access.				
1.5 Health & Safety A Pre-Construction Health & Safety Information has been incorporated into the tender documents. Any additional information will be provided prior to commencement on site. B The project is notifiable and Form F10 and the Principal Contractor will be required to lodge the F10 prior to the works commencing on site. C The Contractor shall comply with all relevant Health & Safety legislation and guidelines and allow within his tender price for the cost of so doing.				
1.6 Information to be provided by Tenderers A The Form of Tender. B The fully priced Schedule of Works document, including the detailed cost breakdown section and Form of Tender. C A outline programme for the works based on the contractor's stipulated construction period. This shall clearly demonstrate the phasing requirements set out in the tender information. D A brief Method Statement describing how the Contractor intends to undertake and manage the works throughout the contract period. E Other Method Statements as noted within the Preliminaries. F CDM information as required in the tender documents. G Any other relevant information to the project that does not reflect the above topics.				

1.0 INSTRUCTIONS TO TENDERERS					£
1.7	Tender Evaluation A Tender evaluation will be made taking into account the following factors (not necessarily in order of importance): Completeness of the tender submission. The tender price Information requested elsewhere within the tender documents Tender qualifications and exclusions, including acceptance of risk, variations and/or substitutes. Performance and demonstration of competence and willingness to work with the client and design team if called for interview B Tenders shall be returned electronically by 12 noon on the date stated on the Form of Tender. Late tender returns will be excluded from consideration.				
1.8	Confidentiality A Save for the purpose of tendering, contractors, including sub-contractor's and suppliers, shall not disclose details or information relating to this project or use drawings or images for any form of marketing, advertising or social media representation without the prior express consent of the Employer.				

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	SECTION 2: PRELIMINARIES				

2.0 PRELIMINARIES				£
2.1 PROJECT PARTICULARS a. <u>The Project</u> Name: Gostrey Meadow Amenity Block Location: Union Road, Farnham GU9 7PT Nature: Construction of a new public amenity block and associated hard and soft landscaping, utility connections and ancillary works. Works include: Demolition of the existing public WC's, Borelli Shelter and part of the adjacent children's playground area and rebuilding of the Borelli Shelter utilising materials reclaimed from demolition of the existing shelter; construction of a new Public Amenity Block incorporating a Workshop/ Storage area; ground works for piled raft foundations; hard and soft landscaping, utility connections and ancillary works. The Works will necessitate temporary/permanent diversion of existing services in order for the new building to be constructed. These diversion works will also form part of the contract Works. Timescale for construction work: A start on site is anticipated in Spring 2026 and contractor's are required to submit their best, but realistic and achievable, construction programme with their tender price. b. <u>Confidentiality</u> Save for the purpose of tendering, contractors, including sub-contractor's and suppliers, shall not disclose details or information relating to this project or use drawings or images for any form of marketing, advertising or social media representation without prior express consent of the Employer. c. <u>Employer/Client</u> Farnham Town Council Town Hall, South Street, Farnham GU9 7RN d. <u>Principal Contractor</u> The Principal Contractor will be the Main Contractor e. <u>Architect & Contract Administrator</u> Plan A UK Ltd Glen House, Glen Road, Grayshott GU22 6NF Contact: Alex Burdfield Telephone: 01428 609899 E-mail: alex@planauk.com f. <u>Principal Designer</u> CDM 2015 Health & Safety Regulations - Plan A UK Ltd Building Safety Act 2022 - Plan A UK Ltd g. <u>Quantity Surveyor</u> Isosceles Navigator House, 60 High Street, Hampton Wick KT1 4DB Contact: Patrick Land Telephone: 07557 569095 E-mail: patrick@isoscelesqs.com h. <u>Structural Engineer</u> Garrick Consulting Engineers Limited PM House, Old Portsmouth Road, Guildford Surrey GU3 1LZ				

2.0 PRELIMINARIES				£
Contact: Ed Garrick Telephone: 01483 904150 E-mail: i. <u>Drainage Engineer</u> Jones Parry Swan's Farm, Winchfield, Hook RG27 8DB Contact: Simon Jones-Parry Telephone: 01256 704940 E-mail: j. <u>Mechanical & Electrical Consultant</u> Pope Consulting 1 North Pallant, Chichester, West Sussex PO19 1TL Contact: Neil Champion Telephone: 01243 788955 E-mail: <i>The above consultant has been appointed by the Employer to produce indicative design proposals and the Performance Specification. They will be retained by the Employer for the duration of the contract to monitor and comment on the design and installation of the works provided by the Contractor/his sub-contractor under the Main Contractor's Designed Portion of work.</i> The Main Contractor is to provide details of his appointed sub-contractor.				
2.2 TENDER & CONTRACT DOCUMENTS a. <u>Tender Drawings</u> The tender drawings are listed in Appendix A and included within the tender documentation. b. <u>Contract Drawings</u> The Contract Drawings will be the same as the tender drawings. c. <u>Pre-Construction Information</u> The Pre-construction information is described in these Preliminaries and in the Pre-Construction Health & Safety Information documentation produced by the Principal Designer. This information is integral to, and shall be read in conjunction with, the tender documents, drawings, specifications, associated documents and information provided therein. d. <u>Other Documents</u> The following documents are also provided as part of the tender information: • Quotations and Surveys as noted in Appendix A This information is integral to, and shall be read in conjunction with, the tender documents, drawings and information provided therein.				
2.3 THE SITE/ EXISTING BUILDINGS a. <u>The Site</u> The site is located on Union Road, central Farnham and comprises public amenity space/parkland with WC provision, the Borelli Shelter and a children's playground. The site is bounded to the North West by Union Street, to the North East by adjacent office and residential properties, to the South East by Gostrey Meadow public amenity space/parkland and the River Wey and to the South West by Gostrey Meadow public amenity space/parkland and Long Bridge.				

2.0 PRELIMINARIES				£
b. <u>Existing Buildings On / Adjacent To The Site</u> Existing buildings on the site consist of public WC's, an electricity sub-station and the Borelli Shelter. Immediately adjacent to the existing WC's and the Borelli Shelter is a recently refurbished children's playground. The proposed works encroach on part of this playground, which will need to be securely hoarded-off for the duration of the works and reinstated upon completion. Within the Gostrey Meadow public amenity space/parkland there is also a stand-alone bandstand and numerous public paths criss-crossing the site. The Contractor will be expected to safeguard members of the public whilst the works are carried out, respect the privacy and amenity of the neighbouring properties and residents throughout the course of the Works and mitigate any potential disruption caused by noise, dust or debris. c. <u>Access To The Site</u> Access to site will be via Union Road. Contractors should note the proximity of the Bus Stop to the proposed new site entrance and the fact that Union Road forms part of the Farnham one-way road system. Contractors are to note the requirement to adapt the existing pedestrian access, as noted on Plan A Drawing No.A24880(4.2)101 T1, in order to form a new temporary site entrance; including removal and reinstatement of part of the boundary wall and pier and railing to the pavement edge. Access is to be maintained and kept free of construction related traffic, plant, equipment, materials at all times and the roadway kept clean and free of mud and other site debris. The timing of deliveries, skip removals and periods of road closure are to be agreed in advance by the Contractor, times and durations noted and authorised by signature of the Contract Manager. In the event that vehicles are unable to turn around and exit in a forward manner a banksman shall be provided for all vehicles that need to reverse out of the site to such a point where they can safely turn and progress in a forward manner. Any road closures are to be kept to a minimum and all road closure costs are to be the responsibility of the contractor. Local residents are to be informed in writing, by letter-drop, of any intended road closures and the maximum possible notice given of the intended dates and durations of any road closure. d. <u>Contractor's Compound</u> The contractor's compound is to be located and laid out as indicated on Plan A Drawing No. A24880(4.2)1010 T1. e. <u>Use Of The Site</u> Do not use the site for any purpose other than carrying out the Works. The Contractor will maintaining site security and for eliminating unauthorised entry to the site. The Contractor shall ensure that the site is left in a clear and safe condition, and secured from unauthorised access at the end of each working day, and shall maintain clear access for neighbouring resident and visitors at all times. The use of radios or other audio equipment (including mobile phones and bluetooth speakers) on site is prohibited. Smoking on site, within the boundary of the site, or within the visual range of the site is strictly prohibited. Burning of materials on site is not permitted. Appropriate Personal Protective Equipment must be worn by all persons on site at all times. f. <u>Parking</u>				

2.0 PRELIMINARIES				£
All contractor's, sub-contractor's, suppliers and employee's vehicles are to be kept within the confines of the site boundary or parked elsewhere off-site in such a manner as not to cause obstruction or nuisance to neighbouring properties or other road users. g. <u>Existing Utilities & Services</u> The Contractor's attention is drawn to the proximity and location of existing utility services on the site, and especially the electrical sub-station situated to the North East corner of the site. Contractors are to ensure that the electrical sub-station remains operational at all times, with any statutory / emergency access requirements adhered to. Contractors are to note the existence of other services, ducts and sewers etc. as indicated on the tender drawings, in particular but not limited to Jones-Parry Drawing No. 100 T1, Garrick Drawing No. DRG-S-101 00 and in the Pre-Construction Information issued as part of the tender documentation. Existing services are indicated on the tender drawings and will require diversion and/or temporary reinstatement in order for the works to take place. Contractors are to ascertain for themselves the exact nature and locations of all existing services, and whether they are "live". h. <u>Soils & Groundwater</u> Refer to Garrick Consulting Engineers Structural Notes and Specifications. Contractors should ascertain for themselves the likely nature of the soil and presence of ground water, and make due allowance in this respect when pricing the Works. i. <u>Site Investigation</u> Refer to Garrick Consulting Engineers Structural Notes and Specifications. Contractors should ascertain for themselves the likely nature of the soil and presence of ground water, and make due allowance in this respect when pricing the Works. j. <u>Surrounding Land / Building Uses</u> The area immediately surrounding the site consists of office/residential properties and public parkland. The Contractor is to identify and familiarise himself of the above in advance of commencement of site establishment and ensure that all access routes, footpaths, rights of way and the like remain unobstructed and unaffected by the Works, the Contractor's site set up and day to day construction operations. k. <u>Health & Safety Hazards</u> The nature and condition of the site/ building cannot be fully and certainly ascertained however the following hazards are or may be present: Refer to the Pre-Construction information produced by Principal Designer. The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representatives. The Contractor shall ascertain if any additional information is required to ensure the safety of all persons and the Works, and obtain the same. The Contractor shall draw to the attention of all personnel working on the site the nature of any possible hazards and the need to take appropriate precautionary measures. l. <u>Site Visit</u> The Contractor shall undertake a site visit prior to tendering for the Works and shall ascertain and satisfy himself as to the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works prior to submitting a tender for the works.				

2.0 PRELIMINARIES				£
Arrangements for a site As the site is located in public parkland no prior arrangements are required for site visits, contractors may visit at times and frequencies to suit their particular timetable. Note: No claim shall be considered which results from lack of knowledge and discrepancy from information which may reasonably obtained from on-site investigations. 2.4 DESCRIPTION OF THE WORK a. <u>The Works</u> The works consist of the demolition o the existing public WC's and Borelli Shelter and the construction of a new Public Amenity Block incorporating Workshop/Storage space, Re-construction of the Borelli Shelter utilising materials reclaimed for the demolition of the existing shelter, and reinstatement of the adjacent children's playground. b. <u>Work By Others Concurrent With The Contract</u> There are currently no concurrent works by others envisaged as part of the contract. c. <u>Completion Work By Others</u> There are currently no completion works by others envisaged as part of the contract. 2.5 FORM OF CONTRACT a. The Works will be let under the JCT Intermediate Building Contract With Contractor's Design 2024 Edition. Contract Particulars are provided as part of the tender documents - refer to Appendix B. Allow for the obligations, liabilities and services described therein. b. The Contract will be executed under hand. c. The Contractor Designed portions of the work will be as noted in the tender documents including, but not limited to, the following: - Temporary support / temporary works - Piling - Pre-cast concrete items (e.g. concrete planks, pre-cast staircases etc.) - Structural steelwork connections (including fixings to concrete structure if applicable) - All Mechanical & Electrical Services based on the performance specification provided as part of the tender documents d. JCT SCWa/E Collateral Warranties will be required in respect of any contractor or sub-contractor designed portion of the Works. e. A Performance Bond is not required. f. Parent Company Guarantees may be required where the successful contractor is part of and/or operating under the umbrella of a larger organisation. g. Insurance Option A applies - The Contractor is to insure the Works in Joint Names. Prior to commencement on site the Contractor will be required to take out a Joint Names insurance policy in accordance with the requirements of the JCT Contract and to provide a copy to the Employer The Contractor's All-Risks insurance policy will only be considered as an acceptable form of insurance of the Works if it contains confirmation that a specific limit sufficient to cover the liability of this project has been "ring fenced" within the overall aggregate limit of the contractors insurance and that said insurance covers the entire duration of the contract works.				

2.0 PRELIMINARIES				£
h. The Fluctuation clauses do not apply - the Contract is to be a Fixed Price subject only to adjustment via expenditure of any Provisional Sums or Variations/Contract Instructions and omissions for work not undertaken or completed. i. The Contractor is to advise of the required optimum contract period as part of his tender submission.				
2.6 TENDERING/ SUBLETTING/ SUPPLY MAIN CONTRACT TENDERING a. <u>Scope</u> These conditions are supplementary to those stated in the Invitation to Tender and on the Form of Tender. b. <u>Tendering Procedure</u> Contractors are required to submit a fixed price tender, based on the tender drawings and specifications, subject only to adjustment via Contract Instruction and expenditure of any Provisional Sums or Daywork allowances described within the Tender Documents. Errors in the tender submission shall be dealt with generally in accordance with the principles of JCT Practice Note 6. The ability to correct arithmetical errors shall apply. c. <u>Exclusions</u> Immediately inform the Architect & Quantity Surveyor if any parts of the work as defined in the tender documents cannot be tendered. Define those parts, stating reasons for the inability to tender. d. <u>Acceptance Of Tender</u> No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given. No liability is accepted for any cost incurred in the preparation of any tender. e. <u>Period Of Validity</u> Tenders shall remain open for consideration (unless previously withdrawn) for not less than 90 days from the date of submission. The date for possession/commencement of the works is defined in the Contract Conditions - see Appendix B. PRICING/ SUBMISSION OF DOCUMENTS f. <u>Tender</u> 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. g. <u>Priced Documents</u> Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. Where not stated, ascertain measurements from the drawings. Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender. Submit the priced documents, including the detailed Preliminaries cost breakdown, with the Form of Tender. h. <u>Pricing Of Preliminaries</u> The Contractor shall provide a detailed Preliminaries cost breakdown in the format provided as part of these tender documents as part of his tender submission, clearly identifying which costs are a fixed charge item and which costs are time related.				

2.0 PRELIMINARIES				£
i. <u>Contract Sum Analysis</u> A breakdown of the Contract Sum into the items contained within the Schedule of Works section of the tender documents shall be submitted with the Form of Tender, supported by the fully priced Schedule of Works. j. <u>Schedule of Rates</u> The Contractor shall complete the Schedule of Rates included as part of these tender documents and return this as part of the tender submission. The Contractor may insert additional items. All items must be fully priced and based on an 8 hour working day. k. <u>Substitute Products</u> If products of different manufacture to those specified are proposed, submit details with the Form of Tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered and the originally specified item shall be provided at no additional cost to the Employer. l. <u>Alternative Time Tenders</u> In addition to and at the same time as tendering based upon the date or period specified in the Contract Conditions (Appendix B), an alternative tender based upon a different date for completion or period may be submitted. 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. m. <u>Programme</u> Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design, itemizing any work which is excluded, and submit with the Form of Tender. n. <u>Tender Stage Method Statements</u> Prepare, and submit with the Form of Tender, an outline Method Statement describing how the works are to be carried out. The Method Statement should specifically address the following: - Management and control of site access & egress, deliveries etc. - Materials storage and handling - Excavation and substructure operations - Timing & sequencing of specific works o. <u>Quality Control Resources</u> Describe the organisation and resources that will be provided in order to control the quality of the Works, including the work of subcontractors. Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties. Submit the statement with the Form of Tender. p. <u>Health And Safety Information</u> Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect. Include: - A copy of the contractor's health and safety policy document, including risk assessment procedures. - Accident and sickness records for the past five years. - Records of previous Health and Safety Executive enforcement action. - Records of training and training policy.				

2.0 PRELIMINARIES				£
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties. Submit the statement with the Form of Tender. q. <u>Outline Construction Phase Health & Safety Plan</u> The Contractor shall prepare and submit the Construction Phase Health & Safety Plan for review and comment by the Principal Designer and Contract Administrator two calendar weeks prior to the Date of Possession. This shall include the following information: - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed. - Details of the management structure and responsibilities. - Arrangements for issuing health and safety directions. - Procedures for informing other contractors and employees of health and safety hazards. - Selection procedures for ensuring competency of other contractors, the self-employed and designers. - Procedures for communications between the project team, other contractors and site operatives. - Arrangements for cooperation and coordination between contractors. - Procedures for carrying out risk assessment and for managing and controlling the risk. - Emergency procedures including those for fire prevention and escape. - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded. - Arrangements for welfare facilities. - Procedures for ensuring that all persons on site have received relevant health and safety information and training. - Arrangements for consulting with and taking the views of people on site. - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance. - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. - Review procedures to obtain feedback. r. <u>Freedom Of Information</u> The Contractor shall retain, maintain, 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. Do not supply information outside the project participants without express written permission. Confidentiality shall be maintained at all times. SUBLETTING/ SUPPLY s. <u>Domestic Subcontracts</u> Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'. Provide details of all subcontractors and the work for which they will be responsible and submit within one week of request. t. <u>'Listed' Domestic Subcontractors</u> Contract Documents may provide that certain work must be carried out, or goods supplied and/or installed, by a person or company of the Employer's choice. Where such provision is made the selected person or company will become a domestic subcontractor as provided for in the Contract Condition for Subletting.				

2.0 PRELIMINARIES					<u>£</u>
2.7	PROVISION, CONTENT AND USE OF DOCUMENTS				
	DEFINITIONS AND INTERPRETATIONS				
a.	<u>Definitions</u> Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.				
b.	<u>Communication</u> Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements. Format: In writing to the Contract Administrator unless specified otherwise. Do not proceed until a response has been received.				
c.	<u>Products</u> Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works. Includes: Goods, plant, materials, site materials and things for incorporation into the Works.				
d.	<u>Site Equipment</u> Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.				
e.	<u>Drawings</u> Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions. CAD data: In accordance with BS 1192.				
f.	<u>Contractor's Choice</u> Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.				
g.	<u>Contractor's Design</u> Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.				
h.	<u>Submit Proposals</u> Meaning: Submit information in response to specified requirements.				
i.	<u>Terms Used In Specification</u> REMOVE: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services. FIX: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose. SUPPLY & FIX: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise. KEEP FOR REUSE: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.				

2.0 PRELIMINARIES				£
MAKE GOOD: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement. REPLACE: Supply and fix new products matching those removed. Execute work to match original new state of that removed. REPAIR: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement. REFIX: Fix removed products. EASE: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions. MATCH EXISTING: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible. SYSTEM: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function. j. <u>Manufacturer And Product Reference</u> Definition: When used in this combination: - Manufacturer: The firm under whose name the particular product is marketed. - Product reference: The proprietary brand name and/ or reference by which the particular product is identified. - Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender. k. <u>Substitution Of Products</u> Products: If an alternative product to that specified is proposed, obtain approval before ordering the product. Reasons: Submit reasons for the proposed substitution. Documentation: Submit relevant information, including: - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/ guarantee. Alterations to adjacent work: If needed, advise scope, nature and cost. Manufacturers' guarantees: If substitution is accepted, submit before ordering products. l. <u>Cross References</u> Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to. Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply. Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply. Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions. m. <u>Referenced Documents</u> Conflicts: Specification prevails over referenced documents. n. <u>Equivalent Products</u>				

2.0 PRELIMINARIES				£
Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included. Where an alternative product is proposed written acceptance and approval shall be obtained from the CA prior to substitution or use of the specified product. o. <u>Substitution Of Standards</u> Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK. Before ordering: Submit notification of all such substitutions. Documentary evidence: Submit for verification when requested. Any submitted foreign language documents must be accompanied by certified translations into English. Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the invitation to tender. p. <u>Sizes</u> General dimensions: Products are specified by their co-ordinating sizes. Timber: Cross section dimensions shown on drawings are: - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections. - Finished sizes for non-structural softwood or hardwood sawn and further processed sections. DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER q. <u>Additional Copies of Drawings/Documents</u> Additional hard copies: Issued on request and charged to the Contractor. r. <u>Dimensions</u> Scaled dimensions: Do not rely on. s. <u>The Specification</u> Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General Conditions. DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS t. <u>Named Subcontractors: Design And Production Information</u> General: Certain Subcontractors may be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7. Master programme: Make reasonable allowance for completing design/ production information, checking, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and re-inspection. Information from Subcontractors: - Obtain in time to meet the programme and in accordance with NAM/T where applicable. - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation. Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.				

2.0 PRELIMINARIES				£
Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site. u. <u>Production Information</u> Contractor/ Domestic subcontractor provide: copies and information as may be required. Submit: - For comment and make any necessary amendments. - Sufficient copies of final version for distribution to all affected parties. v. <u>Technical Literature</u> Information: Keep on site for reference by all supervisory personnel: - Manufacturers' current literature relating to all products to be used in the Works. - Relevant British, EN or ISO Standards. w. <u>Maintenance Instructions And Guarantees</u> Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. Information location: In Building Manual. Emergency call out services: Provide telephone numbers for use after completion. Energy Rating Calculation x. <u>Calculation documentation:</u> Number of copies: as my be required. Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.				
2.8 MANAGEMENT OF THE WORKS GENERALLY a. <u>Supervision</u> Accept responsibility for coordination, supervision and administration of the Works, including subcontracts. 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. b. <u>Considerate Constructor's Scheme</u> Registration: Before starting work, register the site and pay the appropriate fee. Address: Considerate Constructors Scheme Office, The Maltings, Hoe Lane, Ware SG12 9LR Tel. 0800 783 1423 Standard: Comply with the Scheme's Code of Considerate Practice. c. <u>Insurance</u> Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract, including the following: - Employer's Liability: £10 million - Public & Products Liability: £5 million - Contractor's All Risks / Insurance of The Works: £t.b.a. Prior to commencement on site the Contractor will be required to take out a Joint Names insurance policy in accordance with the requirements of the JCT Contract and to provide a copy to the Employer				

2.0 PRELIMINARIES				£
The Contractor's All-Risks insurance policy will only be considered as an acceptable form of insurance of the Works if it contains confirmation that a specific limit sufficient to cover the liability of this project has been "ring fenced" within the overall aggregate limit of the contractors insurance and that said insurance covers the entire duration of the contract works. d. <u>Professional Indemnity Insurance</u> Provide and maintain insurance in respect of Contractor Designed Works. Amount of indemnity required: £1 million Limit of cover for pollution/contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): £1 million Expiry of required period of CDP Professional Indemnity Insurance: If Contract let under hand: 6 years from the date of Practical Completion of The Works. If Contract let as a Deed: 12 years from the date of Practical Completion of The Works e. <u>Insurance Claims</u> If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the Contract Administrator and the Insurers. Indemnify the Employer against any loss, which may be caused by failure to give such notice. f. <u>Climatic Conditions</u> Record accurately and retain: - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost. g. <u>Ownership</u> Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. PROGRAMME/ PROGRESS h. <u>Programme</u> Prepare a master programme for the Works, which must include details of: - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking. - Planning and mobilization by the Contractor. - Earliest and latest start and finish dates for each activity and identification of all critical activities. - Running in, adjustment, commissioning and testing of all engineering services and installations. - Work resulting from instructions issued in regard to the expenditure of provisional sums. - Work by or on behalf of the Employer and concurrent with the Contract. The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents. Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme. Submit: immediately when requested and in any event at least two weeks prior to commencement on site. i. <u>Submission Of Programme</u>				

2.0 PRELIMINARIES				£
Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract. j. <u>Commencement Of Work</u> Notice: Before the proposed date for commencement of work on site give minimum notice of two weeks. k. <u>Monitoring</u> Progress: Record on a copy of the programme kept on site. Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time. l. <u>Site Meetings</u> Site meetings will be held at regular intervals to review progress and other matters arising from administration of the Contract. Frequency: generally monthly but may from time to time be more frequent depending on progress and project demands. Location: in the Contractor's site office / accommodation. Accommodation: Ensure availability at the time of such meetings. Attend meetings and inform subcontractors and suppliers when their presence is required. Chairperson (who will also take and distribute minutes): the Contract Administrator. m. <u>Contractor's Progress Report</u> Submit a progress report at least two working days before the site meeting. Notwithstanding the Contractor's obligations under the Contract the report must include: - A progress statement by reference to the master programme for the Works. - Details of any matters materially affecting the regular progress of the Works. - Subcontractors' and suppliers' progress reports. - Any requirements for further drawings or details or instructions to fulfill any obligations under the Conditions of Contract. - A selection of progress photographs taken from pre-determined and agreed locations around the site. The progress report shall be of suitable size and format for distribution via direct email. n. <u>Contractor's Site Meetings</u> Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress. o. <u>Photographs</u> Number of locations: to be agreed. Frequency of intervals: to be agreed but anticipated as monthly. Image format: to be agreed. Number of images from each location: to be agreed. Other requirements: Drone photographs may be used to provide an overall image of the site and supplement the specific site photographs. Drone photographs will not be accepted as a sole means of representing progress of the works. p. <u>Partial Possession By Employer</u> Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.				

2.0 PRELIMINARIES					£
q.	<u>Notice of Completion</u> Give notice of the anticipated dates of completion of the whole or parts of the Works. Associated works: Ensure necessary access, services and facilities are complete. Period of notice (minimum): 5 working days.				
r.	<u>Extensions Of Time</u> 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. 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					
s.	<u>Cash Flow Forecast</u> 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. In the event that the Works do not progress in accordance with the intended programme provide regular updated forecasts in line with the revised programme.				
t.	<u>Removal/Replacement of Existing Work</u> Extent and location: Agree before commencement. Execution: Carry out in ways that minimize the extent of work.				
u.	<u>Proposed Instructions</u> If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. Include: - A detailed breakdown of the cost, including any allowance for direct loss and expense. - Details of any additional resources required. - Details of any adjustments to be made to the programme for the Works. - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction. Inform the Contract Administrator & Quantity Surveyor immediately if it is not possible to comply with any of the above requirements.				
v.	<u>Measurement</u> Give a minimum of 2 working days notice before covering work required to be measured.				
w.	<u>Daywork Vouchers</u> Give reasonable notice to person countersigning daywork vouchers before commencing the work. Before delivery each voucher must be: - Referenced to the instruction under which the work is authorised. - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct. Submit: By the end of the week in which the work has been executed.				
x.	<u>Products Not Incorporated Into The Works</u>				

2.0 PRELIMINARIES				£
At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values. When requested, provide evidence of freedom of reservation of title. y. <u>Listed Products Stored Off Site</u> Submit reasonable proof that the property in 'listed items' is vested in the Contractor. Include for products purchased from a supplier: - A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge. Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor: - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled. z. <u>Labour And Equipment Returns</u> Records: Provide for verification at the beginning of each week in respect of each of the previous seven days. Records must show: - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors. - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services				
2.9 QUALITY STANDARDS/ CONTROL STANDARDS OF PRODUCTS AND EXECUTIONS a. <u>Incomplete Documentation</u> Where and to the extent that products or work are not fully documented, they are to be: - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used. - Suitable for the purposes stated or reasonably to be inferred from the project documents. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract. b. <u>Workmanship Skills</u> Operatives: Appropriately skilled and experienced for the type and quality of work. Registration: With Construction Skills Certification Scheme. Operatives must produce evidence of skills/ qualifications when requested. c. <u>Quality Of Products</u> Generally: New. (Proposals for recycled products may be considered). Supply of each product: From the same source or manufacturer. Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance. Tolerances: Where critical, measure a sufficient quantity to determine compliance. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.				

2.0 PRELIMINARIES				£
d. <u>Quality Of Execution</u> Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Colour batching: Do not use different colour batches where they can be seen together. Dimensions: Check on-site dimensions. Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. Location and fixing of products: Adjust joints open to view so they are even and regular. e. <u>Compliance</u> Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied. Compliance with performance specifications: Submit evidence of compliance, including test reports indicating: - Properties tested. - Pass/ fail criteria. - Test methods and procedures. - Test results. - Identity of testing agency. - Test dates and times. - Identities of witnesses. - Analysis of results. f. <u>Inspections</u> Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to: - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. g. <u>Related Work</u> 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. Ensure all necessary preparatory work has been carried out. h. <u>Manufacturers Recommendations/Instructions</u> Comply with manufacturer's printed recommendations and instructions current on the date of the invitation to tender. Changes to recommendations or instructions: Submit details. Ancillary products and accessories: Use those supplied or recommended by main product manufacturer. Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates. i. <u>Water For The Works</u> The Contractor may use the existing water supplies to the property free of charge but shall allow for any temporary connections, distribution points and outlet points as necessary.				

2.0 PRELIMINARIES				£
All temporary connections, supply pipework, meters, stand pipes and the like must not disrupt the operation of the building and shall be removed entirely upon completion of the Works. SAMPLES/ APPROVALS j. <u>Samples</u> 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. k. <u>Approval Of Products</u> Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained. Complying sample: Retain in good, clean condition on site. Remove when no longer required. l. <u>Approval of Execution</u> Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed. Complying sample: Retain in good, clean condition on site. Remove when no longer required. ACCURACY/ SETTING OUT GENERALLY m. <u>Setting Out</u> Submit details of methods and equipment to be used in setting out the Works. Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding. Inform: When complete and before commencing construction. n. <u>Appearance And Fit</u> Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either: - Submit proposals; or - Arrange for inspection of appearance of relevant aspects of partially finished work. General tolerances (maximum): To BS 5606, tables 1 and 2. o. <u>Critical Dimensions</u> Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated. p. <u>Levels Of Structural Floors</u> Maximum tolerances for designed levels to be: - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm. - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm. - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.				

2.0 PRELIMINARIES					£
	- Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm. - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm. - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.				
q.	<u>Record Drawings</u> 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				
r.	<u>Services Regulations</u> New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.				
s.	<u>Water Regulations/Byelaws Notification</u> Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details. Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.				
t.	<u>Water Regulations/Byelaws Contractor's Certificate</u> On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including: - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - The Contractor's name and address. - A statement that the installation complies with the relevant Water Regulations or Byelaws. - The name and signature of the individual responsible for checking compliance. - The date on which the installation was checked. Certificate location: include in the Building Manual.				
u.	<u>Electrical Installation Certificate</u> Submit: When relevant electrical work is completed. Original certificate: To be lodged in the Building Manual.				
v.	<u>Gas, Oil And Solid Fuel Appliance Installation Certificate</u> Before the completion date stated in the Contract: Submit a certificate stating: - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - Any special recommendations or instructions for the safe use and operation of appliances and flues. - The Contractor's name and address. - A statement that the installation complies with the appropriate safety, installation and use regulations. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. Certificate location: include in the Building Manual.				
w.	<u>Service Runs</u> Provide adequate space and support for services, including unobstructed routes and fixings.				

2.0 PRELIMINARIES				£
Form ducts, chases and holes during construction rather than cut. Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings. x. <u>Mechanical And Electrical Services</u> Carry out final tests and commissioning so that services are in full working order at completion of the Works. Building Regulations notice: Copy to be lodged in the Building Manual. SUPERVISION/ INSPECTION/ DEFECTIVE WORK y. <u>Supervision</u> In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. Give maximum possible notice before changing person in charge or site agent. z. <u>Coordination Of Engineering Services</u> Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally. Submit when requested CVs or other documentary evidence relating to the staff concerned. aa. <u>Overtime Working</u> Prior to overtime being worked, submit details of times, types and locations of work to be done. Minimum period of notice: 2 working days. Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense. ab. <u>Defects In Existing Work</u> Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received. Documented remedial work: Do not execute work which may: - Hinder access to defective products or work; or - Be rendered abortive by remedial work. ac. <u>Access. For Inspection</u> Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract. Before removing scaffolding or other facilities for access, give notice of not less than 5 working days. ad. <u>Tests And Inspections</u> Agree and record dates and times of tests and inspections to enable all affected parties to be represented. Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. Submit a copy of test certificates and retain copies on site. ae. <u>Air Permeability</u> Testing organization: UKAS Accredited. Registered by the British Institute of Non-destructive Testing. Results: Submit no later than seven days following final test. Content: Include test results and all supporting data.				

2.0 PRELIMINARIES				£
Format: to be agreed. Number of copies: to be agreed. Include also in building manual. af. <u>Continuity of Thermal Insulation</u> Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include: - The address of the premises. - The Contractor's name and address. - The name, qualification and signature of the competent person responsible for checking compliance. - The date on which the installation was checked. Submit: Before completion of the Works. Copy: To be lodged in the Building Manual. ag. <u>Energy Performance Certificate</u> Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested. Certificate: To be incorporated in the Building Manual. ah. <u>Proposals For Rectification Of Defective Products/Executions</u> Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Such proposals may be unacceptable and contrary instructions may be issued. ai. <u>Measures To Establish Acceptability</u> Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures: - Will be at the expense of the Contractor. - Will not be considered as grounds for revision of the completion date. aj. <u>Quality Control</u> Establish and maintain procedures to ensure that the Works, including the work of subcontractors, comply with specified requirements. Maintain full records, keep copies on site for inspection, and submit copies on request. Content of records: - Identification of the element, item, batch or lot including location in the Works. - Nature and dates of inspections, tests and approvals. - Nature and extent of nonconforming work found. - Details of corrective action. WORK AT OR AFTER COMPLETION ak. <u>Work Before Completion</u> Make good all damage consequent upon the Works. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials. Cleaning materials and methods are to be as recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.				

2.0 PRELIMINARIES				£
Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. Touch up minor faults in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. Adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls. al. <u>Security At Completion</u> Leave the Works secure with, where appropriate, all accesses closed and locked. Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt. am. <u>Making Good Defects</u> Arrange access with the Contract Administrator/Employer. Give reasonable notice for access to the various parts of the Works, accommodating any particular timetable or other requirements of the Employer. Notify the Contract Administrator when the remedial works have been completed. an. <u>Highway/Sewer Adoption</u> Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104: Description: As indicated in the tender drawings and specifications. Work for adoption must be: - Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued. - Subject to a Defects Liability/ Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars). - Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/ Sewer Authorities.				
2.10 SECURITY/ SAFETY/ PROTECTION SECURITY, HEALTH AND SAFETY a. <u>Pre-construction Information</u> The pre-Construction Information has been compiled by the Principal Designer as referenced in Appendix A b. <u>Execution Hazards</u> Common hazards: Not listed. Control by good management and site practice. Significant hazards: There are no significant hazards that have been identified. c. <u>Product Hazards</u> Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits. Common hazards: Not listed. Control by good management and site practice. Significant hazards: None expected. d. <u>Construction Phase Health & Safety Plan</u>				

2.0 PRELIMINARIES				£
The Contractor shall present the Construction Phase Health & Safety Plan to the Principal Designer no later than 7 days prior to commencement on site. Do not start construction work until the Principal Designer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations. Develop the plan from the Pre-Construction Health & Safety Information and other tender information and draw on the Outline Construction Phase Health and Safety Plan. e. <u>Security</u> Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property. f. <u>Stability</u> Maintain the stability and structural integrity of the Works and adjacent structures during the Contract. Design loads: Obtain details, support as necessary and prevent overloading. g. <u>Occupied Premises</u> Existing buildings will be occupied and/ or used during the Contract as follows: not applicable Carry out the works without undue inconvenience and nuisance and without danger to occupants and users. h. <u>Access Control</u> Controlled areas: As deemed necessary by the Main Contractor. Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required. Return of control keys: When requested or on completion of the work to which the controlled area relates. i. <u>Occupier's Rules And Regulations</u> Conform to the occupier's rules and regulations affecting the site. j. <u>Mobile Telephone And Portable Electronic Equipment</u> Restrictions on use: not permitted on site or whilst operating plant or using any hand tools. This includes portable music players or mobile phones used to play music and requiring the use of earpieces. k. <u>Employer's Representatives Site Visits</u> Submit details in advance, to the Employer/Contract Administrator/Principal Designer, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. Allow to provide appropriate PPE for use by the Employer/Contract Administrator/Principal Designer or their representatives. Number of sets of PPE to be provided: 6nr sets. l. <u>Working Precautions/Restrictions</u> Hazardous areas: Operatives must take precautions as follows: refer to the Pre-construction Information. Permit to work: Operatives must comply with procedures in the following areas: to be determined by the Contractor Procedures: to be agreed with the Contract Administrator in advance of the Works being undertaken PROTECT AGAINST THE FOLLOWING				

2.0 PRELIMINARIES					<u>£</u>
m.	<u>Explosives</u> The use of explosives is not permitted.				
n.	<u>Noise And Vibration</u> Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works. Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. Do not use percussion tools and other noisy appliances without consent from the Employer and Contract Administrator or permit employees to use in ways or at times that may cause nuisance.				
o.	<u>Pollution</u> Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.				
p.	<u>Pesticides</u> Use only where specified or approved, and then only suitable products listed on www.pesticides.gov.uk . Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'. Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.				
q.	<u>Nuisance</u> Prevent nuisance from smoke, dust, rubbish, vermin and other causes. Surface water: Prevent hazardous build-up of surface water on site, in excavations and to surrounding areas and roads. Prevent distribution and build up of soil/mud/arisings from the site to surrounding areas and roads; clean roadways and highway as often as necessary to maintain in a clean and operable position.				
r.	<u>Asbestos Containing Materials</u> Report immediately any suspected materials discovered during execution of the Works. Do not disturb the suspected material and agree methods for safe removal or encapsulation.				
s.	<u>Dangerous Or Hazardous Substances</u> Report immediately suspected materials discovered during execution of the Works. Do not disturb the dangerous or hazardous substance and agree methods for safe removal or remediation.				
t.	<u>Antiquities</u> Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works. Keep objects in the exact position and condition in which they were found.				
u.	<u>Fire Prevention</u> Prevent personal injury or death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').				
v.	<u>Smoking On Site</u>				

2.0 PRELIMINARIES					<u>£</u>
	Smoking on site is not permitted other than in the Contractor's designated smoking area / shelter.				
w.	<u>Burning On Site</u> Burning on site is not permitted.				
x.	<u>Moisture</u> Prevent wetness or dampness where this may cause damage to the Works. Control humidity and the application of heat whilst drying out to prevent: - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement.				
y.	<u>Infected Timber/Materials</u> Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building. Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.				
z.	<u>Waste</u> Includes: Rubbish, debris, spoil, surplus material, containers and packaging. Minimize production. Prevent accumulations. Keep the site and Works clean and tidy. Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner: - Non-hazardous material: In a manner approved by the Waste Regulation Authority. - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations. Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority. Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in. Waste transfer documentation: Retain on site.				
aa.	<u>Electromagnetic Interference</u> Prevent excessive electromagnetic disturbance to apparatus outside the site.				
ab.	<u>Laser Equipment</u> Install, use and store construction laser equipment in accordance with BS EN 60825-1 and the manufacturer's instructions. Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path. Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.				
ac.	<u>Invasive Species</u> Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically. Report immediately any suspected invasive species discovered during execution of the Works. Do not disturb. Agree methods for safe eradication or removal.				
ad.	PROTECT THE FOLLOWING <u>Existing Services</u>				

2.0 PRELIMINARIES				£
Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. Work adjacent to services: - Comply with service authority's/ statutory undertaker's recommendations. - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners. Identifying services: - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. If any damage to services results from execution of the Works: - Immediately give notice and notify appropriate service authority/ statutory undertaker. - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate. - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability. Replace marker tapes or protective covers if disturbed during site operations, to service authority's/ statutory undertakers recommendations. ae. <u>Roads And Footpaths</u> Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Make good any damage caused by site traffic or otherwise consequent upon the Works to the satisfaction of the Employer, Local Authority or other owner. af. <u>Existing Topsoil/Subsoil</u> 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. Before starting work submit proposals for protective measures. ag. <u>Retained Trees/Shrubs/Grassed Areas</u> Preserve and prevent damage to retained trees, shrubs or grassed areas, except those not required. 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. Attention is drawn specifically to the requirements contained within the ecological, arboricultural and bat survey reports in this respect. ah. <u>Retained Trees</u> Protected area: Unless agreed otherwise do not: - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk. - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice. - Change level of ground within an area 3 m beyond branch spread.				

2.0 PRELIMINARIES					<u>£</u>
ai.	<u>Wildlife Species And Habitats</u> Safeguard the following: Existing woodland and open grassland in the vicinity of the site. Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received. Ensure employees and visitors to the site receive suitable instruction and awareness training. Attention is drawn specifically to the requirements contained within the ecological, arboricultural and bat survey reports in this respect.				
aj.	<u>Existing Features</u> 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.				
ak.	<u>Existing Work</u> Prevent damage to existing work, structures or other property during the course of the work. Removal: Minimum amount necessary. Replacement work: To match existing unless agreed otherwise.				
al.	<u>Building Interiors</u> Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.				
am.	<u>Existing Furniture, Fittings And Equipment</u> Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.				
an.	<u>Especially Valuable/Vulnerable Items</u> Ensure provision and maintenance of special protective measures to prevent damage to the following: - no specific requirements.				
ao.	<u>Adjoining Property</u> Obtain permission as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.				
ap.	<u>Adjoining Property Restrictions</u> Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. The Contractor shall bear the cost of repairing damage arising from trespass and/or execution of the Works.				
aq.	<u>Existing Structures</u> Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. Supports during execution of the Works: - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works. - Do not remove until new work is strong enough to support existing structure. - Prevent overstraining of completed work when removing supports. Monitor and immediately report excessive movement in adjacent structures. Standard: Comply with BS 5975 and BS EN 12812.				
ar.	<u>Materials For Recycling/Reuse</u>				

2.0 PRELIMINARIES				£
Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants. Stack neatly and protect until required by the Employer or for use in the Works as instructed.				
2.11 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING a. <u>Scope</u> The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings. b. <u>Method/Sequence of Work</u> Contractor to determine and advise. c. <u>Scaffolding</u> Make scaffolding available to subcontractors and others at all times. d. <u>Use or Disposal Of Materials</u> Arrange for all deliveries / collections to be made so as to minimise disruption to adjacent premises and users. e. <u>Working Hours</u> Subject to any restrictions that may be imposed by the Planning Consent normal working hours are deemed to be: 8.00am - 6.00pm Monday to Friday 8.00am - 1.00pm Saturday Sundays & Bank Holidays - no works permitted Work outside of the above hours is to be undertaken only with the prior agreement and arrangement the Contract Administrator and any specific requirements in this respect are to be taken into account. The Contractor shall bear any additional costs associated with these requirements. Work on a Saturday shall be restricted to the hours shown above and shall be internal construction/finishing type works only. f. <u>Completion In Sections Or In Parts</u> Completion of The Works in sections or parts is not envisaged.				
2.12 FACILITIES/ TEMPORARY WORK/ SERVICES GENERALLY a. <u>Spoil Heaps, Temporary Works And Services</u> Give notice and details of intended siting of all temporary spoil heaps, works and services. Alter, adapt and move as necessary. Remove in entirety when no longer required and make good. ACCOMMODATION b. <u>Rooms For Meetings</u> Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. Provide table and chairs for 8 people. c. <u>Site Accommodation</u> Provide suitable lockable temporary site accommodation as appropriate to enable the Works to be safely and expeditiously carried out and completed. d. <u>Temporary Accommodation</u> Submit proposals for temporary accommodation and storage for the Works two weeks prior to starting on site.				

2.0 PRELIMINARIES				£
Include details of the type of accommodation and storage, its siting and the programme for site installation and removal. e. <u>Sanitary Accommodation</u> Provide sanitary accommodation for the Employer 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 f. <u>Roads</u> Permanent roads, hard standings and footpaths on the site may not be used for the parking or waiting of site vehicles or storage of materials without the prior consent of the Employer. Restrictions on use are to be agreed with the Employer prior to commencement on site or first use. Protective or remedial measures: - provide lockable gates/barriers to the site and ensure these are securely locked at the end of each working day. - provide a banksman to attend any deliveries or collections. - maintain clean and free from debris and mud arising from the Works g. <u>Temporary Works</u> Employer's specific requirements: none anticipated. h. <u>Temporary Protection to Existing Trees/vegetation</u> Employer's specific requirements: as required by planning consent. i. <u>Name Boards/Advertisements</u> Provide appropriate hoarding/framing to accept consultants name boards in addition to that required by the contractor for their own name boards/ advertisements. Sub-contractor name boards are not permitted to be displayed. SERVICES AND FACILITIES j. <u>Lighting</u> Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation. k. <u>Lighting And Power</u> The Contractor may utilise the existing power supply free of charge but is to arrange for any necessary connections etc. in this respect, and pay any associated costs or charges. However this precludes the charging of electric vehicles and bicycles. Remove all temporary supplies in entirety upon completion of the Works and make good any disturbed surfaces. The Employer will not be responsible for the consequences of failure or restriction in supply. l. <u>Water</u> The Contractor may utilise the existing water supply free of charge but is to arrange for any necessary connections etc. in this respect, and pay any associated costs or charges. Remove all temporary supplies in entirety upon completion of the Works and make good any disturbed surfaces. The Employer will not be responsible for the consequences of failure or restriction in supply. m. <u>Telephones</u>				

2.0 PRELIMINARIES				£
Provide as soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone and distribute contact details to all parties. n. <u>Email And Internet Facility</u> As soon as practicable after the date of Possession provide a suitable e-mail address for the Contractor's person in charge on site and distribute contact details to all parties. o. <u>Beneficial Use Of Installed Systems</u> Unless specific permission is given by the Employer and installer, do not use the permanent installations for any purpose other than running in, testing and commissioning. If permission is given for use of the permanent heating system by the Contractor for the purposes of drying out the works and controlling temperature & humidity levels the Contractor shall take full and total responsibility for its operation, arranging supervision by and indemnification of the appropriate subcontractors and pay all costs arising. p. <u>Meter Readings</u> Where charges for service supplies are to be apportioned ensure that meter readings are taken by relevant authority at possession and/ or completion as appropriate and copies of readings are supplied to interested parties. q. <u>Thermometers</u> Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location. r. <u>Surveying Equipment</u> Provide appropriate surveying equipment on site and maintain in accurate condition. s. <u>Personal Protective Equipment</u> Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified: - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 6 - High visibility waistcoats to BS EN 471 Class 2. Number required: 6 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 6 in assorted sizes to be advised.				
2.13 OPERATION/ MAINTENANCE OF THE FINISHED WORKS GENERALLY a. <u>The Building Manual</u> The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding of the Works, including all buildings and their systems, to enable efficient and safe operation and maintenance. Scope: - Part 1: General: Content - see below. - Part 2: Fabric: Content - see below - Part 3: Services: Content - see below - Part 4: The Health and Safety File: Content - see below - Part 5: Building User Guide: Content - see below The Building Manual is to be produced by the Contractor and must be complete and a draft copy submitted to the Principal Designer no later than 4 weeks prior to Practical Completion.				

2.0 PRELIMINARIES				£
Prepare all information for Contractor designed or performance specified work including as-built drawings. Obtain or prepare all other information to be included in the Manual. Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized. Final copies of the Manual: - Number of copies: 3. - Format: 1 paper and 2 PDF on disk - Latest date for submission: 2 weeks before the date for completion stated in the contract. As-built drawings and schedules: - Number of copies: 3. - Format: 1 paper and 2 PDF on disk b. <u>The Health & Safety File</u> The Principal Designer is responsible for preparing the Health & Safety File. To assist in this the Contractor shall obtain and provide the information as scheduled in the appendix of the Pre-construction Information document. Format: paper and PDF Deliver to the Principal Designer 2 weeks prior to the date for Practical Completion. c. <u>Health & Safety Information</u> Obtain and provide the following information: refer to the Pre-Construction Information document. d. <u>Content Of The Building Manual Part 1: General</u> Obtain and Provide the following, including all relevant details not included in other parts of the manual: Index: list the constituent parts of the manual, together with their location in the document. The Works: - Description of the buildings and facilities. - Ownership and tenancy, where relevant - Health and Safety information - other than that specifically required by the Construction (Design and Management) Regulations. The Contract: - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers. - Overall design criteria. - Environmental performance requirements - Relevant authorities, consents and approvals. - Third party certification, such as those made by _competent_ persons in accordance with the Building Regulations Operational requirements and constraints of a general nature: - Maintenance contracts and contractors. - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc. - Emergency procedures and contact details in case of emergency. Description and location of other key documents. Timescale for completion: 2 weeks prior to the date for Practical Completion.				

2.0 PRELIMINARIES				£
e. <u>Content Of The Building Manual Part 2: Building Fabric</u> Obtain and Provide the following, including all relevant details not included in other parts of the manual: • Detailed design criteria, including: - Floor and roof loadings. - Durability of individual components and elements. - Loading restrictions. - Insulation values. - Fire ratings. - Other relevant performance requirements. • Construction of the building: - A detailed description of methods and materials used. - As-built drawings recording the construction, together with an index. - Information and guidance concerning repair, renovation or demolition/ deconstruction. • Periodic building maintenance guide chart. • Inspection reports. • Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of • Fixtures, fittings and components schedule and index. • Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors. • Test certificates and reports required in the specification or in accordance with legislation, including: - Air permeability. - Resistance to passage of sound. - Continuity of insulation. - Electricity and Gas safety. • Timescale for completion: 2 weeks prior to the date for Practical Completion. f. <u>Content Of The Building Manual Part 3: Building Services</u> Obtain and Provide the following, including all relevant details not included in other parts of the manual: • Detailed design criteria and description of the systems, including: - Services capacity, loadings and restrictions - Services instructions. - Services log sheets. - Manufacturers' instruction manuals and leaflets index. - Fixtures, fittings and component schedule index. - Detailed description of methods and materials used. • As-built drawings for each system recording the construction, together with an index, including: - Diagrammatic drawings indicating principal items of plant, equipment and fittings - Record drawings showing overall installation - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings. - Identification of services - a legend for colour coded services. • Product details, including for each item of plant and equipment: - Name, address and contact details of the manufacturer. - Catalogue number or reference - Manufacturer's technical literature, including detailed operating and maintenance instructions.				

2.0 PRELIMINARIES				£
- Information and guidance concerning dismantling, repair, renovation or decommissioning. • Operation: A description of the operation of each system, including: - Starting up, operation and shutting down - Control sequences - Procedures for seasonal changeover - Procedures for diagnostics, troubleshooting and faultfinding. • Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors. • Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations, including: - Electrical circuit tests. - Corrosion tests. - Type tests. - Work tests. - Start and commissioning tests. • Equipment settings: Schedules of fixed and variable equipment settings established during commissioning. • Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems • Lubrication: Schedules of all lubricated items • Consumables: A list of all consumable items and their source. • Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required. • Emergency procedures for all systems, significant items of plant and equipment. • Annual maintenance summary chart. • Timescale for completion: 2 weeks prior to the date for Practical Completion. g. <u>Content Of The Building Manual Part 3: Building Services</u> • Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual: • Detailed design criteria and description of the systems, including: - Services capacity, loadings and restrictions - Services instructions. - Services log sheets. - Manufacturers' instruction manuals and leaflets index. - Fixtures, fittings and component schedule index. - Detailed description of methods and materials used. • As-built drawings for each system recording the construction, together with an index, including: - Diagrammatic drawings indicating principal items of plant, equipment and fittings - Record drawings showing overall installation - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings. - Identification of services – a legend for colour coded services. • Product details, including for each item of plant and equipment: - Name, address and contact details of the manufacturer. - Catalogue number or reference - Manufacturer's technical literature, including detailed operating and maintenance instructions. - Information and guidance concerning dismantling, repair, renovation or decommissioning.				

2.0 PRELIMINARIES				£
• Operation: A description of the operation of each system, including: - Starting up, operation and shutting down - Control sequences - Procedures for seasonal changeover - Procedures for diagnostics, troubleshooting and faultfinding. • Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors. • Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations, including: - Electrical circuit tests. - Corrosion tests. - Type tests. - Work tests. - Start and commissioning tests. • Equipment settings: Schedules of fixed and variable equipment settings established during commissioning. • Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems • Lubrication: Schedules of all lubricated items • Consumables: A list of all consumable items and their source. • Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required. • Emergency procedures for all systems, significant items of plant and equipment. • Annual maintenance summary chart. • Timescale for completion: 2 weeks prior to the date for Practical Completion. h. <u>Content Of The Building Manual Part 4: The Health And Safety File</u> Obtain and provide the following, including all relevant details not included in other parts of the manual, including: - residual hazards and how they have been dealt with - hazardous materials used - information regarding the removal or dismantling of installed plant and equipment - health and safety information about equipment provided for cleaning or maintaining the structure; - the nature, location and markings of significant services, - information and as-built drawings of the structure, its plant and equipment • Information prepared by others: as appropriate. • Timescale for completion: 2 weeks prior to the date for Practical Completion. • Submit to the Principal Designer. i. <u>Content Of The Building Manual Part 5: The Building User Guide</u> Obtain and provide the following: - Building services information. - Emergency information. - Energy & environmental strategy. - Water use. - Transport facilities. - Materials & waste policy. - Re-fit/ re-arrangement considerations. - Reporting provision.				

2.0 PRELIMINARIES					<u>£</u>
	- Training. - Links & references.				
j.	<u>Presentation Of Building Manual</u> Format: A4 size, plastic covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. As-built drawings: The main sets may form annexes to the Manual. As-built drawings: Provide 1nr. paper copy & 2nr. copies in PDF format on CD/DVD.				
k.	<u>Maintenance Service</u> Provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items Commencement: From the Date of Practical Completion. Duration: 12 months.				
l.	<u>Training</u> Before Completion, explain and demonstrate to the Employer the purpose, function and operation of the installations including items and procedures listed in the Building Manual. Level of training to be such that the Employer is competent and capable of operating each of the installations on a day to day basis. Time allowance: Include a minimum of 1 day.				
m.	<u>Spare Parts</u> Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations. Include in the priced schedule for: - Manufacturers' current prices, including packaging and delivery to site. - Checking receipts, marking and numbering in accordance with the schedule of spare parts. - Referencing to the plant and equipment list in Part 3 of the Building Manual. - Painting, greasing, etc. and packing to prevent deterioration during storage. • Latest date for submission: 2 weeks prior to the date for Practical Completion.				
n.	<u>Tools</u> Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing. • Quantity: Two complete sets. • Time of submission: At completion.				
2.14 CONTRACTOR'S GENERAL COST ITEMS					
a.	The Contractor is to include within his tender a detailed Preliminaries Cost breakdown, in the format provided, clearly identifying and quantifying the following items in addition to any other relevant Preliminaries costs: - Management and Staff - Site Accommodation				

2.0 PRELIMINARIES					£
	- Services and Facilities - Mechanical Plant - Temporary Works - Any other items which the contractor deems necessary for the safe and proper operation of the site and delivery of the Works b. The Contractor is to include within his detailed Preliminaries Cost breakdown for all necessary costs associated with the above. c. The detailed Preliminaries Cost breakdown is to be submitted with the Form of Tender.				
2.15 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER					
a.	<u>Work By/ On Behalf Of Employer</u> Details of any such work is listed in the relevant work sections. The Main Contractor is to allow for liaising with the Employer's selected supplier(s) and for facilitating the installation of the above items as part of the Works.				
b.	<u>Products Provided By/ On Behalf Of Employer</u> Details of such products are listed in the work sections for fixing as part of the contract. The contractor is required to include within his tender sum all necessary allowances for the fixing and installation of the identified items. Use for no other purpose than the Works. Accept delivery, check against receipts and take into appropriate storage. Keep surplus products safe and obtain instructions.				
2.16 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS					
a.	<u>Work By Local Authority</u> The Contractor is to be responsible for liaising with the Local Authority to ascertain any intended works, and to make all due allowances within his cost and programme in this respect.				
b.	<u>Work By Statutory Undertakers</u> The Contractor is to be responsible for liaising with Statutory Undertakers to ascertain any intended works, and to make all due allowances within his cost and programme in this respect. Attention is drawn to the requirements of the Mechanical & Electrical Specification & Drawings with regard to the provision of any new incoming services.				
2.17 PROVISIONAL WORK/ ITEMS					
a.	Provisional Work/items are included in Section 3 of the Schedule of Works and are to be included in the cost total for that Section. Do not include any of these Provisional Sum allowances in the Preliminaries costs.				
2.18 DAYWORKS					
a.	Daywork items are included in Section 3 of the Schedule of Works and are to be included in the cost total for that Section. Do not include any of these Daywork allowances in the Preliminaries costs.				
TOTAL PRELIMINARIES TO MAIN SUMMARY					

					£
	APPENDICES A: List of Tender Drawings & Information B: Draft Contract Conditions C: Preliminaries Cost Breakdown - refer to separate Section 3 document				

Appendix A	
LIST OF TENDER DRAWINGS & INFORMATION <u>Plan A UK Ltd (Architectural)</u> A24880(4.2) Drawing Issue Sheet A24880(4.2)1010_T1 Site Set Up-A1L A24880(4.2)2000_T1 Site Location Plan-A3 A24880(4.2)2001_T1 Existing Site Plan-A1L A24880(4.2)2010_T1 External Works-A1L A24880(4.2)2020_T1 Borelli Shelter Existing Plans and Elevations A24880(4.2)2021_T1 Borelli Shelter Existing Plans and Elevations A24880(4.2)2030_T1 Gostrey Meadow Electrical Supply Cabinet A24880(4.2)2110_T1 Ground Floor Plan-A1L A24880(4.2)2111_T1 Proposed Roof Layout A24880(4.2)2120_T1 Female Toilets Layout A24880(4.2)2121_T1 WC Layout F1 A24880(4.2)2122_T1 WC Layout F2 A24880(4.2)2124_T1 WC Layout F4 A24880(4.2)2125_T1 Female Facilities Elevations A24880(4.2)2150_T1 Reflected Ceiling Plan A24880(4.2)2200_T1 Proposed Elevations A24880(4.2)2201_T1 Proposed Elevations A24880(4.2)2300_T1 Section A-A3L A24880(4.2)2301_T1 Section B-A3L A24880(4.2)2410_T1 Adult Basin Elevation and Section A-A3P A24880(4.2)2411_T1 Adult Basin Elevation and Section B-A3P A24880(4.2)2420_T1 Child Basin Elevation and Section A-A3P A24880(4.2)2421_T1 Child Basin Elevation and Section B-A3P A24880(4.2)2500_T1 Typical Wall Section-A3P A24880(4.2)2501_T1 Detail 01 External Wall Junction-A3P-1 A24880(4.2)2501_T1 Detail 01 External Wall Junction-A3P A24880(4.2)2502_T1 Detail 02 Eaves detail 01 (window head)-A3P A24880(4.2)2503_T1 Detail 03 Eaves detail 02 (Zinc Roof)-A3P A24880(4.2)2504_T1 Detail 04 Door Window Head Detail 04-A3P A24880(4.2)2505_T1 Detail 05 Door Threshold Detail-A3P A24880(4.2)2506_T1 Detail 06 Window Post Detail-A4P A24880(4.2)2520_T1 WC Cubicle Door Internal Elevation-A3L A24880(4.2)2521_T1 WC Cubicle Door Outside Elevation-A3L A24880(4.2)2525_T1 WC Cubicle Door Plan-A3L A24880(4.2)2600_T1 Sanitaryware Schedules A24880(4.2)2610_T1 Window Schedule A24880(4.2)2611_T1 Door Schedule A24880(4.2)2620_T1 Wall Finishes A24880(4.2)2630_T1 Floor Finishes Finishes A24880(4.2)2650_T1 Perforated Sheets Details A24880(4.2)2910_T1 Concept Design Images <u>Pre-Construction H&S Information</u> A24880(4.0)1410_T1 Preconstruction Information File PCI A24880(4.2)1300_T1 Designers Risk Register A24880(4.2)2710_B1 Fire Strategy	

Appendix A				
A24880(4.2)2720_B1 Disabled Access Strategy				
<u>Garrick Consulting Engineers (Structural)</u>				
GC8002 Doc Register 2025-10-22				
GC8002-DRG-S-001 rev 00				
GC8002-DRG-S-010 rev 01				
GC8002-DRG-S-011 rev 01				
GC8002-DRG-S-012rev 01				
GC8002-DRG-S-013 rev 01				
GC8002-DRG-S-014 rev 01				
GC8002-DRG-S-030 rev 00				
<u>Simon Parry-Jones (Civils/Drainage)</u>				
DRAINAGE PLAN 100 T1				
Massskizze_Tank_Platin_7500				
<u>Pope Consulting (M&E)</u>				
5475 Document Issue Sheet 2025-10-21-Room Name				
5475 Electrical Services ERs T2 2025-10-21				
5475 Mechanical Services ERs T2 2025-10-21				
5475 E001 T2 2025-10-22				
5475 E002 T1 2025-10-22				
5475 M001 T2 2025-10-22				
5475 M002 T2 2025-10-22				
5475 Room Data Sheets T2 2025-10-21				

Appendix B					
	CONTRACT CONDITIONS				

JCT INTERMEDIATE FORM OF BUILDING CONTRACT WITH CONTRACTOR'S DESIGN 2024 (ICD)			
CONTRACT CONDITIONS:			
<u>Recitals</u>			
First Recital	Demolition of the existing public WC block and Borelli Shelter, construction of a new rPublic Amenity building, re-construction of the Borelli Shelter and reinstatement of the children's Playground; associated external works/ landscaping and diversion of existing utility services.		
Second Recital	Specification & drawings Contractors design portion works - TBA	• Temporary works / temporary support • Piling • Pre-cast concrete items • Structural steelwork connections • Mechanical & Electrical installations	
Third Recital	Drawing issue sheets		
Fourth Recital	Specification & drawings		
Fifth Recital	Pricing Option (B) applies		
<u>ARTICLES</u>			
Article 2	Contract Sum	TBA	
Article 4	Contract Administrator	Plan A UK Ltd	
Article 5	Quantity Surveyor	Isosceles	
Article 6	CDM Regs - Principal Designer	Plan A UK Ltd	
Article 7	Building Regs - Principle Designer	Plan A UK Ltd	
	Building Regs - Principal Contractor	The Main Contractor	
Article 8	Adjudication	Applies	
Article 9	Arbitration	Not applicable	
Article 10	Legal Proceedings	UK Law applies	
<u>CONTRACT PARTICULARS</u>			
Fourth Recital	Employer's Requirements	Tender Specification & drawings	
Sixth Recital	Contractor's Proposals	TBA	
Eighth Recital and Clause 4.6	Construction Industry Scheme	Employer is not a 'contractor '	
Tenth Recital	CDM Regs	Project is notifiable	
Eleventh Recital	Description of Sections	Not applicable	
Twelfth Recital	Framework Agreement	Not applicable	
Thirteenth Recital and Schedule 4	Provision 1 : Health & Safety	Applies	
	Provision 2 : Cost Savings & Value Improvement	Applies	
	Provision 3 : Performance Indicators and monitoring	Does not apply	
Article 9	Arbitration	Does not apply	
1.1	Base Date	Date of tender submission	
	BIM Protocol	Not applicable	
	Date for Completion of the Works	TBA	
	Sections: Date for Completion of Sections	Not applicable	
1.7.3	Address for service of notices	TBA	Contractors registered address & Co.registration Number & email address required.
1.7.4.2	Service of Notices by email	Applies	
2.4	Date of Possession. Of the Site	TBA	

JCT INTERMEDIATE FORM OF BUILDING CONTRACT WITH CONTRACTOR'S DESIGN 2024 (ICD)			
CONTRACT CONDITIONS:			
2.5	Deferment of possession of the site	Applies : 6 weeks	Monthly. First valuation date to be not later than 4 weeks from commencement.
	Deferment of possession of Sections	Not applicable	
2.23.2	Liquidated Damages	£350.00 per calendar day or part thereof	
	Deductions: rate of liquidated damages for each section	Not applicable	
2.29	Sections: Section Sums	Not applicable	
2.30	Rectification Period	12 months	
	Sections: Rectification Periods	Not applicable	
2.34.3	Contractor's Designed Portion : Limit of Contractor's liability of loss of use	-	
4.3 and 4.9	Fluctuations provision	Not applicable - Fixed Price Contract	
4.7	Advance Payment	Not applicable	
4.8.1	Interim Payments - Interim Valuation Dates	TBA	For any one occurrence or series of occurrences arising out of one event.
4.9.1	Interim Payments - percentages of value		
	Where the works have not achieved practical completion	95%	
	Where the works have achieved practical completion	97.5%	
4.10.4	Listed items - uniquely identified	Delete entry - no bond required.	
4.10.5	Listed items - not uniquely identified	Delete entry - clause does not apply.	
4.17.5 and 4.17.6	Relevant Matters		
	Clause 4.17.5 - effects of an epidemic on the execution of the Works	Applies	
	Clause 4.17.6 (exercise of a statutory power etc.)	Applies	
6.4.1	Contractor's Public Liability insurance : injury to persons or property - the required level of cover is not less than	£5M	Contractor to take out and maintain a Joint Names Policy.
6.5.1	Insurance - liability of Employer	Insurance is not required.	
6.7 and Schedule 1	Works insurance - Insurance Option applicable		
	Schedule 1:	Insurance Option A (New Buildings - All Risks Insurance of the Works by the Contractor)	
	Percentage to cover Professional Fees	15%	
6.10 and Schedule 1	Terrorism Cover	Leave blank	
6.15	The Joint Fire Code	Does not apply.	
6.18	Joint Fire Code - amendments/revisions	Cost of compliance to be borne by: the Contractor	
6.19	Contractor's Designed Portion (CDP) Professional Indemnity insurance		
	Amount of indemnity required :	£1M and is for any one claim or series of claims arising out of on event.	
	Sub-limits within the overall level of cover:	Terrorism £1M	Pool Re Cover applies
		Asbestos / Contamination £1M	
	Expiry of required CDP Professional Indemnity insurance:	12 years	
7.2.1	Performance bond or guarantee from bank or other approved surety	Not required	
7.2.2	Guarantee from the Contractor's parent company	May be Required	
7.3	Collateral Warranties	Will be required for any works under the Contractor Design portion of the Works.	
8.9.2	Period of suspension	2 months	

JCT INTERMEDIATE FORM OF BUILDING CONTRACT WITH CONTRACTOR'S DESIGN 2024 (ICD)			
CONTRACT CONDITIONS:			
8.11.1.1 to 8.11.1.6	Period of suspension	2 months	
9.1	Notification & negotiation of disputes		
	Employer's nominee	Paul Ginever of Plan A UK Ltd	
	Contractor's nominee	TBA	
9.3.1	Adjudication - Nominating body	The Royal Institution of Chartered Surveyors	
9.5.1	Arbitration	Not applicable	
Attestation	Executed as a Deed by the Employer	(D) by attested signature of the individual	
	Executed as a Deed by the Contractor	(A) acting as a Director and the Company Secretary/two Directors of the company	