



RIDGE

HRP
HRP - TOL, REVELLER - MAIN
CONTRACT WORKS
PRELIMINARIES

SQ -
November 3 2025

Ridge and Partners LLP

HRP

HRP - ToL, Reveller - Main Contract Works

Preliminaries

SQ

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03-11-2025

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A10**Project particulars****Clauses****110 The Project**

1. Name: Reveller Main Contract works, Tower of London
2. Nature: Main Contract works at the Reveller
3. Location: Tower of London, London, EC3N 4AB
4. Timescale for construction work: TBA

125 Client

1. Name: Historic Royal Palaces
2. Address: Hampton Court Palace, Surrey KT8 9AU
3. Contact: Rose Blezard
4. Telephone: 07767727628
5. Email: Rose.Blezard@hrp.org.uk

130 Principal contractor (CDM)

1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email: TBC

140 Purchaser's Representative

1. Name: Ridge and Partners LLP
2. Address: First Floor, 1410 Arlington Business Park, Theale, Reading RG7 4SA
3. Contact: Alexandra Gerrish-Ives (Project Manager)
4. Telephone: 0118 932 3088
5. Email: alexandragerrishives@ridge.co.uk

150 Principal designer

1. Name: Purcell Architects Limited
2. Address: 15 Bermondsey Square, London, United Kingdom, SE1 3UN
3. Contact: Kit Stiby Harris
4. Telephone: 020 7 397 7171
5. Email: Kit.StibyHarris@purcelluk.com

215 The Project Team

1. Composition: The team comprises the following organisations:
 - 1.1. Architect: 'Jamie Fobert Architects' and 'Purcell' (Conservation Architect)
 - 1.2. Project Manager:: Ridge and Partners LLP

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- 1.3. Quantity surveyor: Ridge and Partners LLP
- 1.4. Structural engineer: Hockley & Dawson Consulting Engineers
- 1.5. Buildings Curator: Alfred Hawkins TBC
- 1.6. Building Services engineer: Harley Haddow
- 1.7. Other suppliers: PJC Lighting

Ω End of Section

A11**Tender and contract documents****Clauses****105 The Project Protocol**

1. **Location:** Submit with the tender
2. **Execution:** Complete and return with the tender.

110 Tender Drawings

1. **The tender drawings are:** Refer to tender documentation

120 Contract drawings

1. **The contract drawings:** The same as the tender drawings.
2. **Exceptions:** N/A

160 Pre-construction information

1. **Format:** Refer to pre-construction information, included in tender pack

180 Other documents

1. **Inspection:** Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of the Tower of London.
2. **The documents include:** A) Maintenance Manual showing the established format that must be submitted under Preliminaries Clause A37
B) Asbestos registers

210 The Brief

1. **Comprised in the following documents**
 - 1.1. The Preliminaries/ general conditions.
 - 1.2. The specification.
 - 1.3. **Drawings numbered:** Refer to design information

Ω End of Section

A12**The site/ existing buildings****Clauses****110 The site**

1. **Description:** The Reveller, Tower of London, London, EC3N 4AB

120 Existing buildings on/ adjacent to the site

1. **Description:**
- All structures immediately bounding the site and all other buildings within the grounds of HM Tower of London are Listed Buildings and part of a Scheduled Ancient Monument. Any negligence and damage could result in penalties from HE and the greatest care must be exercised to avoid damage of any nature whatsoever.
 - HM Tower of London is an historic site of international importance and is a Scheduled Ancient Monument. It has a residential accommodation and will remain open to the general public throughout the progress of the Works.
 - Access for staff, emergency vehicles, the public and special event organisers must be maintained at all times. Facilities must be maintained throughout the progress of the Works to enable the Staff to carry out their duties normally and provide a normal service to the public.
 - The Contractor is to make allowances for this in his pricing. The Contractor should also note and make due allowance in his pricing for any inconvenience or additional costs due to other Contractors working in other areas in and around HM Tower of London'.
 - Notwithstanding other more specific clauses, all work must be carried out in such a manner which gives due consideration to the status of HM Tower of London, in terms of it being a symbol of British heritage and a popular tourist attraction. Such considerations will include but will not be limited to the following:
 - i) The Site must be clean and tidy at all times. Should the PM request that certain areas are cleared of materials, plant, rubbish or any other item considered by him to be unsightly, this should be dealt with by the Contractor within four hours of receiving such a request or formal instruction.
 - ii) Stored materials and machinery must be located in as concentrated an area as possible and must be shielded from public view. Tools and site equipment must be secure at all times and not accessible to the public. Ensure that materials and machinery are stored clear of manhole covers, stopcock pits, hydrant covers and the like.
 - iii) Careful consideration must be given to the size, shape, fire resistance and colour of machinery, hoardings and scaffolding etc., in order to prevent unnecessary unsightliness and must be approved by the PM before being delivered to the site.
 - iv) All persons engaged by the Contractor on the site must be appropriately dressed and shirts must be worn at all times, shorts are not permitted to be worn inside existing buildings at any time. Under no circumstances should indecent or distasteful slogans or images be displayed. Inappropriate behaviour and audible foul language will not be permitted. Loud music/radios will also not be permitted due to the proximity to resident accommodation. In all cases the judgement will be that of the PM.
2. **Opening Times:** The site has specific opening and closing times. Refer to Pre-Construction Information.

140 Existing utilities and services

1. **Drawings:** (Information shown is indicative only): Please see tender pack.

2. **Other information:** • The accuracy of the information, which is provided for information only, cannot be guaranteed. The Contractor shall take all necessary precautions when operating in the vicinity of these services.

170 Site investigation

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

180 Health and safety file

1. **Availability for inspection:** The health and safety file for the site/ building may be seen by appointment during normal office hours at: TBC.
2. **All relevant H&S information available for the building will be passed on, but due to the age of the building and lack of historic records, information available will be limited.**
3. **Other documents:** N/A
4. **Arrangements for inspection:** N/A

200 Access to the site

1. **Description:** Refer to Pre-Construction Information
2. **Limitations:** Refer to Pre-Construction Information
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work. Earliest access is 07:30am unless occasional requirements are arranged with the PM

210 Parking

1. **Restrictions on parking of the Contractor's and employees' vehicles:** Limited parking spaces are available on site and will be allocated on first come first serve basis and pre-booking with the PM. Vehicle registration and driver full names must be submitted at least 48hrs ahead of requirement.

220 Use of the site

1. **General:** Do not use the site for any purpose other than carrying out the Services.
2. **Limitations:** The Supplier may only use the designated main area only for the storage of materials, location of spoil heaps, site cabins/ accommodation and storage compounds.

230 Surrounding land/ building uses

1. **General:** Adjacent or nearby uses or activities are as follows:
 - 1.1. The public will have access to the Tower during the opening hours from 9am to 5.30pm. It should be noted that events are held within the Tower grounds. Access should be granted to all properties throughout the duration of the works. There are resident accommodations in Casemates in the outer ward as well as in the old Hospital block in the inner ward. Contractors are expected to be mindful of families in the area and keep a tidy and compact site causing no inconvenience to the residents.
 - 1.2. Necessary protective measures must be put in place to minimise impact of the works.

240 Health and safety hazards

1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
 - 1.1. Refer to Pre-Construction Information Pack.
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all affected by the carrying out of the services.

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

250 Site visit

1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Services.
2. **Arrangements for visit:** Historic Royal Palaces - Rose Blezard.

Ω End of Section

A13**Description of the work****Clauses****110 Preparatory work by others**

1. **Details:** Strip out works to finishes and some MEP equipment to be completed end of 2025 by Sykes & Son Limited.
2. **Timescale:** Will be completed by end of 2025.

120 The Services

1. **Description:** Main works to the Reveller education block comprising of a full refurbishment, including MEP overhaul, AV equipment, structural alterations, and some external works.

Please note that the Ramp at Moat level scope of works is subject to planning permission. If planning permission is not granted, then the scope for this will be omitted from the main Contract works. Due to the nature of planning, overheads and profit for this item of works is not fixed. This means that in the case that the Ramp at Moat level scope of works is omitted, the Contractor will not be liable to recuperate their overheads and profit for this item of works.

130 Work by others concurrent with the Contract

1. **Description:** See section A50

140 Completion work by others

1. **Description:** Strip out works to finishes and some MEP equipment to be completed end of 2025 by Sykes & Son Limited.

Ω End of Section

A20**JCT Constructing Excellence Contract (CE)****Clauses****JCT Constructing Excellence Contract**

- The Contract: JCT Constructing Excellence Contract 2024 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

Articles**4 - Legal proceedings**

- Amendments:

Contract Particulars - No Amendments**Part 1: Details Relevant to the Conditions****1.1 - Purchaser's Representative**

- Details: See clause A10/140.

1.1 - General description of the Project

- Details: See clause A10/110.

1.1 - Site

- Description: See clause A12/110.

1.1 - General description of the Services

- Description: See clause A13/120.

Supplier engaged as a professional consultant

- The Supplier is engaged as a professional consultant: No

1.5 - Framework Agreement

- Framework Agreement: N/A
- Details
 - Date: N/A
 - Title: N/A
 - Parties: N/A

1.7.1 - Address for notices

- Supplier
 - Address: TBC
- Purchaser
 - Address: Surveyor of the Fabric, Apartment 21, Hampton Court Palace, Surrey, KT8 9AU

3.1 - Purchaser's Contract

- Purchaser's Contract
 - Date: Not applicable
 - Parties: Not applicable
 - Form/ nature of the contract: Not applicable

3.1 - Time for provision of further information

- Period: The period for the supply of further information shall be five (5) days from the date of the relevant request.

3.2 - Time for giving of approvals and decisions

- Period: The period within which the Purchaser shall respond to reasonable requests for approvals and decisions shall be five (5) days from the date of the relevant request.

4.1 - Time for provision of further information

- Period: The period within which the Purchaser shall respond to reasonable requests for approvals and decisions shall be five (5) days from the date of the relevant request.

4.2 - Timescale

- For completion of the Project: TBC commencing on TBC - 2026. See Client Programme in Appendix D of the Tender pack for predicted timescales.
- Commencement date for the provision of the Services: TBC - 2026

4.2 - Date for Completion of the Services

- Date: TBC - See Client Programme in Appendix D of the Tender pack for predicted timescales.

4.3.3 - Rectification Period

- Rectification Period will apply: Yes
- Period: 12 months.

4.5 - Lead Designer

- Undertaking: Where not the Supplier, the Lead Designer is: Purcell Architecture Limited.

4.6 - Lead Supplier

- Undertaking: The Supplier shall perform the role of the Lead Supplier.

4.14 and 4.16 - The Supplier's key personnel and Supply Chain

- Details: TBC

4.17.2 - Principal designer and/or principal contractor

- The Supplier shall perform the role of the principal designer in accordance with the Construction (Design and Management) Regulations: No.
- The Supplier shall perform the role of the principal designer in accordance with Part 2A of the Building Regulations: No.

- The Supplier shall perform the role of the principal contractor in accordance with the Construction (Design and Management) Regulations: Yes.
- The Supplier shall perform the role of the principal contractor in accordance with Part 2A of the Building Regulations: No.

4.18 - Obligations in relation to the Project Programme

- The Supplier shall be responsible for the preparation, monitoring and updating of the Project Programme: Yes. See Client Programme in Appendix D of the Tender pack for predicted timescales.

4.19 - Obligations in relation to progress meetings

- The Supplier shall be responsible for arranging regular progress meetings: Yes - the supplier shall also issue a monthly progress report ahead of the progress meetings.

5.1 and 5.2 - Risk Register

- Preparation: The Supplier shall be responsible for the preparation of the Risk Register: No.
- Updating and amendment: The Supplier shall be responsible for the updating and amendment of the Risk Register: No.
- The supplier shall highlight at the earliest instance when a new risk is apparent at any stage of the works.

5.3 - Risk Allocation Schedule

- The Risk Allocation Schedule will apply: Yes.
- Adjustment for those items identified in the Risk Allocation Schedule will be carried out in accordance with clause 5.3.2 and on the following basis
 - In relation to cost, by reference to: Each individual item of risk using the specific percentage stated for that item (Risk Allocation Schedule A).
 - In relation to time, by reference to: Each individual item of risk using the specific period stated for that item (Risk Allocation Schedule A).

5.7.5 - Relief Events

- An event shall constitute a Relief Event to the following extent:
 - To the extent of 50% of the financial consequences of the relevant risk.
 - To the extent of 50% of the time consequences of the relevant risk.

6 - Key Performance Indicators

- Performance shall be measured against Key Performance Indicators: No.

7 - Payment terms

- Terms basis: Target Cost option - on the basis of a Target Cost and Guaranteed Maximum Cost. The Guaranteed Maximum Cost will be 5% of Target Cost.

7.6 and 7.19 - Application Date

- The Application Date is the TBC day of each month, commencing with the date next following the commencement of the Services under this Contract.

7.29 - Liquidated damages

- Liquidated damages will apply: Yes.

7.29 - Liquidated damages

- Damages: At the rate of £2,481 per day.

7.30 - Bonus for early completion

- A bonus or bonuses will apply for early completion: No.

8.1 - Risks to be covered by Supplier's insurance

- Professional Indemnity Insurance
 - Minimum amount of cover: £5,000,000.
 - Amount of indemnity required: Relates to claims or series of claims arising out of one event
 - Minimum period of cover: Twelve (12) years
- Sub-limits within the overall level of cover: Cover for pollution and contamination claims: is required, with a sub-limit of indemnity of £1,000,000
- Specific exclusions:
- Public Liability Insurance
 - Minimum amount of cover: £20,000,000 for each and every claim.
 - Minimum period of cover: From commencement date for the provision of Services until the Completion Date, and defect period
- Contractor's All Risks Insurance
 - Minimum amount of cover: £7,000,000 for each and every claim.
 - Minimum period of cover: From commencement date for the provision of Services until the Completion Date, and defect period
- Employer's Liability Insurance
 - Minimum amount of cover: 5,000,000 for each and every claim.
 - Minimum period of cover: From commencement date for the provision of Services until the Completion Date, and defect period
- Project Insurance
 - Minimum amount of cover: £7,000,000 for each and every claim.
 - Minimum period of cover: From commencement date for the provision of Services until the Completion Date, and defect period

8.6 - Limitation on liability of Supplier

- Maximum liability of the Supplier under this Contract shall not exceed the sum of: 10% of the contract value.

10.2.2 - Service of notices by email

- Clause 10.2.2 applies: TBC
- Supplier's email: TBC
- Purchaser's email: TBC

11.2 - Negotiation between senior executives

- Nominated senior executives
 - Purchaser: TBC
 - Supplier: TO BE COMPLETED BY CONTRACTOR

11.3 - Adjudication

- The Adjudicator is: To be appointed by nominating body
- Nominating body: The Royal Institution of Chartered Surveyors

12.1 - Supplementary Conditions

- Health and safety: Yes.

Part 2: Brief

The Brief

- Comprises the following documents: Refer to Tender Index.

Part 3: Services

The Services

- Details of the Services: See Section A10.
- Documents describing the Services: See Section A11.

Part 4: Supplier's Key Personnel, Key Members of the Supply Chain and the Project Team

Supplier's Key Personnel, Key Members of the Supply Chain and the Project Team

- The Supplier's key personnel: TO BE COMPLETED BY CONTRACTOR.
- Key members of the Supply Chain (if applicable): TO BE COMPLETED BY CONTRACTOR.
- The Project Team members: TO BE COMPLETED BY CONTRACTOR.

Part 5: Risk Allocation Schedule

Risk Allocation Schedule

- Details: TBC. To be provided at formal Tender issue and items to be priced by Tenderer as part of the Tender Submission.

Part 6: Key Performance Indicators

Key Performance Indicators

- Indicators applicable to the Supplier's performance: Not applicable.
- Indicators applicable to the Purchaser's performance: Not applicable.

Part 7: Payment Terms**Payment Terms**

- **Terms:** As per this document
- **Payment provisions**
 - **Option:** Target Cost
 - **Details:** Timesheets; Invoices on headed paper for the supply of materials; Invoices on headed paper for the payment of subcontractors; receipts for all items purchased and costs incurred. All records should state the project reference number, client organisation name and the name of the project they are relevant to.
Costs not considered allowable includes the following: Any bonus paid to any member of the suppliers team or sub-contract staff; training costs for any member of suppliers team or sub-contracted staff; daily personal expenses (i.e. food, drink, vehicle maintenance and the like).

Part 8: Third Party Rights and Collateral Warranties**8B - Collateral Warranties**

- Paragraph 1: The Beneficiaries are Historic Royal Palaces.

8C - Third Party Rights to be granted by sub-suppliers of the Supplier

- **The sub-suppliers are:** TO BE COMPLETED BY CONTRACTOR
- **The Beneficiaries are:** TO BE COMPLETED BY CONTRACTOR

Part 9: Details of any Supplementary Conditions**Details of any Supplementary Conditions**

- **Details:** N/A

Execution**Execution**

- **The Contract:** Will be executed as a deed.

JCT Constructing Excellence Project Team Agreement**The Project Team Agreement**

- **Agreement:** JCT Constructing Excellence Project Team Agreement 2024 Edition.
- **Requirement:** Allow for the obligations, liabilities and services described therein against the following headings:

The Client

- See Clause A10/125.

Suppliers

- **Supplier 1:** The Supplier
- **Other Suppliers:** N/A

Execution

Execution

- Project Team Agreement: To be executed as a deed.

Ω End of Section

A30**Tendering/ subletting/ supply****Tendering****110 Scope**

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

140A Tendering procedure

1. The Contractor shall check that he has all the tender documentation, for completeness, which is listed on the invitation to tender.
2. No unauthorised alterations, additions, notes or qualifications are to be made to the Tender documents. Alterations or qualifications to the Specification made without the written consent of the PM will be ignored and the text of the Specification adhered to.
3. All pricing shall be in black ink. The tenderer shall write NIL or INC (included) against any item for which no payment is required. No additional monies shall be allowed to the Contractor due to his failure to meet this requirement.

145A Tendering procedure

1. **General:** In accordance with the principles of: the latest edition of the Code of Procedure for Single State Selective Tendering.
2. **Arithmetical errors:** Will be dealt with in accordance with Alternative 1.
3. **Amendments:** As per tender documentation if applicable.

160 Exclusions

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

170 Acceptance of tender

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

190 Period of validity

1. **Period:** After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 13 weeks.
2. **Dates for access to the site/ commencement:** See section A20.

Pricing/ submission of documents**205 Pricing document and preliminaries**

1. **Preperation:** In accordance with the works.
2. **Location:** For purposes of the Contract Conditions the Preliminaries and General Conditions section of the Specification will be deemed to be part of the Bills of Quantities, including:
 - 2.1. Condition 3(1) Compliance with SMM7.

- 2.2. Condition 63(2) Contractor's profit on PC sums
- 2.3. Condition 64 Provisional sums

250 Priced bills of quantities

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

480 Programme

- 1. **Content:** As specified in clause A32/210.
- 2. **Submit:** With the tender.

505A Tender stage method statements

- 1. **Statements:** Submit with the tender describing, with specific reference to the restraints imposed by the Site and Tower requirements, how and when the Contractor proposes and undertakes to carry out the following:
 - 1.1. Proposals for protecting the Public and historic fabric and existing structures
 - 1.2. Access for and method of storage, handling and removal of labour, plant, goods and materials to and from site, ensuring minimum disruption (see also A35:160)
 - 1.3. Safe storage of materials and proposals for protection to persons, existing structures and equipment on site.
 - 1.4. Details of the Contractors management structure for the project, stating whether registered for Quality Assurance. Personnel security clearance will be as clause A34.
 - 1.5. The Contractor may, at his discretion and at the same time, submit method statements for other parts of the Works.

510 Alternative time tenders

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

515 Alternative time tenders

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

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

530 Substitute products

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

540 Quality control resources

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

550 Health and safety information

1. **Content:** Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include**
 - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
 - 2.2. Accident and sickness records for the past five years.
 - 2.3. Records of previous Health and Safety Executive enforcement action.
 - 2.4. Records of training and training policy.
 - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submit:** With the Tender. Where such information has been supplied to the Employer within the previous six months, provide details of that submission and either confirm that the information is still valid or provide updated information where appropriate.

570 Outline construction phase health and safety plan

1. **Content:** Submit the following information within one week of request:
 - 1.1. Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - 1.2. **In addition to the above:** Method statements to include procedures for recording and storage of historic stones and other materials on site to enable reinstatement in original locations
 - 1.3. Details of the management structure and responsibilities.
 - 1.4. Arrangements for issuing health and safety directions.
 - 1.5. Procedures for informing other contractors and employees of health and safety hazards.
 - 1.6. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - 1.7. Procedures for communications between the project team, other contractors and site operatives.
 - 1.8. Arrangements for cooperation and coordination between contractors.

- 1.9. Procedures for carrying out risk assessment and for managing and controlling the risk.
- 1.10. Emergency procedures including those for fire prevention and escape.
- 1.11. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- 1.12. Arrangements for welfare facilities.
- 1.13. Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- 1.14. Arrangements for consulting with and taking the views of people on site.
- 1.15. **In addition to the above:** Detailed method statements for specific jobs will need to be submitted for the review of the client team for any items deemed necessary, especially for items concerning interventions to sensitive fabric.
- 1.16. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- 1.17. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- 1.18. Review procedures to obtain feedback.

Subletting/ supply

620A Procurement

1. **European Union (EU) manufacture:** Materials and articles imported from outside the EU are not to be used where EU manufactured alternatives of equivalent quality, cost and performance are available.

630 Domestic subcontracts

1. **General :** Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
2. **List:** Provide details of all subcontractors and the work for which they will be responsible.
3. **Submit:** In accordance with condition 62

640 'Listed' domestic subcontractors

1. **General:** The work listed below and described in the Contract Documents must be carried out by persons identified in a list as provided for in clause A30/645:
 - 1.1. The work: N/A
 - 1.2. Enter into a contract with one of the following:

645 'Listed' domestic subcontractors

1. **General:** Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.
2. **The selected person:** Will become a subcontractor as provided for in the Contract Condition for Subletting.
3. **Additions to lists:**
 - 3.1. The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
 - 3.2. The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of

person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.

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

Ω End of Section

A31**Provision, content and use of documents****Definitions and interpretations****110 Definitions**

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

115 Terms used in the contract

1. The following terms, if used, are inconsistent with the Conditions of Contract and must read as follows:
 - 1.1. 'Authority' means 'Employer' .
 - 1.2. 'Architect', 'Contract Administrator', 'C.A.', 'Superintending Officer' and 'SO' means 'PM'.
 - 1.3. 'Practical Completion' means 'Completion'.
 - 1.4. 'Defects Liability Period' means 'Maintenance Period'.

120 Communication

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

130 Products

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

135 Site equipment

1. **Definition:** Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

150 Contractor's Design

1. **Meaning:** Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements. See Employer's Requirements for full details.

160 Terms used in specification

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

2. **Fix:** Unload, handle, store, place and fasten in position including all labours and use of site equipment.
3. **Supply and fix:** Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.
4. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
5. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
6. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
7. **Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Refix:** Fix removed products.
9. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
10. **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.
11. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

165A Best

1. The word 'best' shall be taken in its literal sense, notwithstanding any trade custom to the contrary.

170 Manufacturer and product reference

1. **Definition:** When used in this combination:
 - 1.1. **Manufacturer:** The firm under whose name the particular product is marketed.
 - 1.2. **Product reference:** The proprietary brand name and/ or reference by which the particular product is identified.
2. **Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Documentation:** Submit relevant information, including:
 - 3.1. manufacturer and product reference;
 - 3.2. cost;
 - 3.3. availability;
 - 3.4. relevant standards;
 - 3.5. performance;
 - 3.6. function;
 - 3.7. compatibility of accessories;
 - 3.8. proposed revisions to drawings and specification;

- 3.9. compatibility with adjacent work;
- 3.10. appearance;
- 3.11. copy of warranty/ guarantee.
- 4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
- 5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

210 Cross references

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

215A Cross references to the specification

- 1. In the event of any discrepancy being detected between Drawings and Specification, this shall be immediately brought to the attention of the PM, who shall issue instructions to correct the discrepancy.
- 2. No claim for additional monies during the Construction work will be entertained relating to any ambiguity or discrepancy not brought to the attention of the PM by the Contractor during the tender period. Cross-references to the Specification for a particular material, product or section of work shall be read in conjunction with all other applicable specification clauses.
- 3. Where a numerical cross-reference to a specification section, clause, particular type of work, feature, material or product is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.

220 Referenced documents

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

230 Equivalent products

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

240 Substitution of standards

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

250 Currency of documents and information

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

260 Sizes

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

Documents provided on behalf of the purchaser

410 Additional copies of the drawings/ documents

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

440 Dimensions

1. The accuracy of dimensions scaled from the drawings is not guaranteed. The Contractor's attention is particularly drawn to the necessity for all dimensions and levels to be physically checked on site against drawings prior to manufacture or fabrication of components and/or commencement of construction work.
2. Obtain from the PM any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.

450 Measured quantities

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

460 The specification

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

470 Divergence from the statutory requirements

1. **Divergence:** Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
2. **Action:** Inform immediately.

Documents provided by contractor/ subcontractors/ suppliers

510 Design and production information

1. **General:** Complete the design and detailing of parts of the Services as specified.
2. **Provide**
 - 2.1. Production information based on the drawings, specification and other information.
 - 2.2. Liaison to ensure coordination of the work with related building elements and services.
3. **Master programme:** Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
4. **Design/ production information:** Submit two copies, one can be returned with comments. Ensure that any necessary amendments are made without delay.

5. **Supplier's changes to the Brief:** Support request for substitution or change with all relevant information.
6. **Purchaser's amendments to the Brief:** If considered to involve a change, which has not already been acknowledged as a change, notify without delay (maximum period 10 business days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.
7. Final version of design/ production information: Submit _____.

550A Nominated/listed subcontractor's/suppliers: design and production information

1. **Scope:** Design/ production information during the Contract is required:
 - 1.1. **Type of work:** _____ - _____
 - 1.2. **Subcontractor/Supplier:** _____ - _____

555 Submission of information

1. **Master programme:** Make reasonable allowance, based on information in sections A51 or A52, for completing design/ production information, checking, submission (including requirements under health and safety legislation), comment, inspection, amendment, resubmission and reinspection.
2. Information from the subcontractors/ suppliers:
 - 2.1. Obtain in time to meet the programme and in accordance with conditions of nomination where applicable.
 - 2.2. Check dimensions are correct, account is taken of all related work, and construction is practicable.
 - 2.3. 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 consultant designer or the Subcontractors/ Suppliers of their respective responsibilities for design, co-ordination and documentation.
3. **Inspection and comments:** Maybe marked on one copy and returned to Contractor. This will not relieve the Subcontractors/ Suppliers 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.
4. **Final version of information:** Distribute copies to all affected parties and keep one copy on site.
5. **Submit:** _____

600 Contractor's Design information

1. **Supplier's designed work:** Include: Specification details and works not fully detailed within the tender pack are to be queried with the Project Manager.
2. **Format:** To be provided in a format agreed by all parties and in accordance with the client's requirements.

610 Production information

1. **Contractor/ Domestic subcontractor provide:** _____ TBC _____
2. **Submit:** _____ TBC _____
3. For comment and make any necessary amendments.
4. Sufficient copies of final version for distribution to all affected parties.

625A Record drawings

1. Records of the 'Final as built Works' must be completed by the Contractor. Refer also to A33 & A37
2. The Contractor shall, during the progress of the work, maintain on site an accurate and up to date record of the installation.
3. These record drawings, during preparation, shall be available at all times for inspection by the Project Manager.

630 Technical literature

1. **Information:** Keep on site for reference by all supervisory personnel:
 - 1.1. Manufacturers' current literature relating to all products to be used in the Works.
 - 1.2. Relevant British, EN or ISO Standards.

640 Maintenance instructions and guarantees

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

Document/ data interchange - No Amendments

Ω End of Section

A32**Management of the works****Generally****110 Supervision**

1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **Coordination:** Arrange and monitor a programme with each subcontractor, supplier, local authority and public service company/ authority. Obtain and supply information as necessary for coordination of the work.

112A Supervisor in charge

1. In compliance with Contract Condition 5, a competent person is to be nominated as responsible for the Works both on site and off site for the full duration of the Works. He shall be kept in attendance at the site and exclusively employed on the Works and his duties are to include those of practical organisation, direction and supervision and ensuring the quality of workmanship required by the PM. He shall not be replaced at any time without the express consent of the PM, which shall not be unreasonably withheld.

120A Insurance

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

130 Insurance claims

1. **Notice:** If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works/ Services or injury or damage to persons or property arising out of the Works/ Services, immediately give notice to the Purchaser, the person named in clause A10/140 and the Insurers.
2. **Failure to notify:** Indemnify the Purchaser against any loss, which may be caused by failure to give such notice.

140 Climatic conditions

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

150 Ownership

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

152A Mobile telephones

1. Must not be switched on or used in the following areas: : N/A

154A Publicity

1. No photographs may be taken of either the building or the Works and no information relating to the Works may be used or disclosed to any third party without the written permission of the Employer.
2. The Contractor, Subcontractors and Suppliers must not under any circumstances enter into any dialogue or correspondence of any kind whatsoever with the press, television, radio or any other media body either directly or indirectly. No marketing is allowed on the site compound or hoarding or anywhere on the premises. No information of any kind should be given to any person or persons regarding the project without prior permission from the Employer.
3. The Contractor, Subcontractors and Suppliers must inform the Employer immediately of any enquiry received from any person or persons regarding the design, the use or any other matter concerning the project, adjacent projects, the surrounding buildings or any land owned by the Employer. No social media posts shall be published during the works of any on-going works or back of house areas. Any later social media or website publication must get approval from HRP press team following the completion of the project.

156A Posters

1. The display of inappropriate posters, photographs or literature will not be permitted on the site or in the Contractor's temporary accommodation. The Contractor will be responsible for ensuring that neither this nuisance nor graffiti are allowed to occur on the site or in his temporary accommodation.

Programme/ progress**210 Programme**

1. **Master programme:** include details of:
 - 1.1. Design, production information and proposals provided by the supplier/ subcontractors, including inspection and checking (see section A31).
 - 1.2. Planning and mobilization by the supplier.
 - 1.3. Earliest and latest start and finish dates for each activity and identify all critical activities.
 - 1.4. Running in, adjustment, commissioning and testing of all engineering services and installations
 - 1.5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - 1.6. Work by or on behalf of the purchaser and concurrent with the contract (see section A50) the nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the contract documents.
2. **Exclusions:** Where and to the extent that the programme implications for work which is not so defined are impossible to assess, exclude it and confirm this when submitting the programme.
3. **Further information:** Submission of programme will not relieve the supplier of responsibility to advise of the need for further drawings or details or instructions in accordance with the contract.
4. **Submit:** with the tender

240 Commencement of work

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

250 Monitoring

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

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

260 Site progress meetings

1. **Frequency:** Pre-start meeting; Project meetings to be held every two weeks. Any ad-hoc weekly catch-ups as required.
2. **Location:** To be confirmed.
3. **Accommodation:** Ensure availability at the time of such meetings.
4. **Attendees:** Attend meetings and inform subcontractors and suppliers when their presence is required.
5. **Chairperson (who will also take and distribute minutes):** Lead Consultant / Project Manager.

265 Contractor's progress Report

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

285 Early possession

1. **Possession of parts of the Works:** As completed, provided all necessary access, services and other associated facilities are also complete.

290 Notice of completion

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

292A Early completion

1. In the event of progress running ahead of schedule, the PM should be advised of any earlier completion dates as soon as these become known.

295A Adverse Weather

1. Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.

Control of cost

410 Cash flow forecast

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

420 Removal/ replacement of existing work

1. **Extent and location:** Agree before commencement.

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

435 Valuation of variation instructions

1. **Quotations:** If a proposed instruction requests a lump sum total price for complying, submit within 14 days of instruction.
2. **Include:**
 - 2.1. A detailed breakdown of the cost including any allowance for direct loss and expense.
 - 2.2. Details of any additional resources required.
 - 2.3. Details of any adjustments to be made to the programme for the Works.
 - 2.4. Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
3. **Inability to comply:** Inform immediately if it is not possible to comply with any of the above requirements.

437A Mitigating expenses

1. The Contractor shall take all reasonable steps to mitigate the Employers liability when Variations to the Contract occur, including re-programming the Works, sharing plant, provided always that the Contractor shall use his best endeavours to complete the Works within the Contract Period.

438A Confirmation of instructions

1. Whilst it is appreciated that the Contractor may confirm verbal instructions/directions/assistance given by the PM during site visits, for the avoidance of doubt, only confirmation of items which are admitted by the PM and would in any case be a variation to the works as originally intended, will be included in the Final Account. The Contractor is being paid for his skill and expertise and his tender and or rates must include for all costs associated with the proper execution of the Works.

440 Measurement

1. **Covered work:** The Contractor must inform the PM not less than five working days prior to any work being covered up which may require inspection or measurement. Failure to do this may lead to work being uncovered and re-instated at the Contractor's expenses.

442A Measurement

1. The Employer will not be liable for any costs incurred by the Contractor in measuring variations or in the adjustment of the account.
2. Arrange for a representative to attend the Works to take any measurements with the PM's representative which may be necessary for the preparation of the account. If the Contractor's representative fails to attend, the PM's representative shall proceed to take measurements and prepare the account, and in this case any decisions of the PM shall be final and conclusive.
3. Provide assistance and every appliance necessary for measuring the Works.

450 Daywork vouchers

1. **Before commencing work:** Give reasonable notice to person countersigning daywork vouchers.
2. **Content:** Before delivery each voucher must be:
 - 2.1. Referenced to the instruction under which the work is authorised.
 - 2.2. Signed by the Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.

470 Products not incorporated into the Works

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

480 Labour and equipment returns

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

485A Accident incident rates

1. The Contractor shall record and provide to the Employer upon completion of the Works accident incident rates for the duration of the project. The following information shall be provided, as defined under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):
 - 1.1. Man hours worked on the project
 - 1.2. No of fatalities
 - 1.3. No of major injuries
 - 1.4. No of over 3 day injuries
 - 1.5. Total of all reportable injuries
 - 1.6. Frequency rate per 100,000 man hours
 - 1.7. No of dangerous occurrences

490A Advance on account

1. Applications submitted by the Contractor shall include details of amounts due under the Contract together with all necessary supporting information, including original invoices, receipts and vouchers for goods or work for PC or Provisional Sums which are included in this document.
2. The Contractor must arrange for Subcontractors to do likewise, as failure to do so at the proper time may cause Subcontractors' amounts to be reduced or excluded for want of sufficient information.
3. Failure to provide breakdowns or build-ups of amounts may result in payment being delayed.

Ω End of Section

A33**Quality standards/ control****Standards of products and executions****110 Incomplete documentation**

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

120 Workmanship skills

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

125A Skills training

1. The Employer actively encourages the use of the Works to provide skills training opportunities for new craftsmen and will support the additional cost that this incurs.
2. The Contractor may separately highlight in their tender any additional cost included to provide such training.

130 Quality of Products and execution

1. **Products**
 - 1.1. **Generally:** New. (Proposals for recycled products may be considered).
 - 1.2. **Supply of each product:** From the same source or manufacturer.
 - 1.3. **Whole quantity of each product required to complete the Services:** Consistent kind, size, quality and overall appearance.
 - 1.4. **Not defective:** not damaged, disfigured, dirty, faulty, or out of tolerance.
2. **Deterioration:** Prevent. Order in suitable quantities to a programme and use in appropriate sequence.
3. **Execution**
 - 3.1. Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
 - 3.2. **Dimensions:** Check on-site dimensions.

140 Evidence of Compliance

1. **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
2. **Performance specification:** Submit evidence of compliance, including test reports indicating:
 - 2.1. Properties tested.
 - 2.2. Pass/ fail criteria.
 - 2.3. Test methods and procedures.
 - 2.4. Test results.

- 2.5. Identity of testing agency.
- 2.6. Test dates and times.
- 2.7. Identities of witnesses.
- 2.8. Analysis of results.

150 Inspections

1. **Products and executions:** Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - 1.1. Date of inspection.
 - 1.2. Part of the work inspected.
 - 1.3. Respects or characteristics which are approved.
 - 1.4. Extent and purpose of the approval.
 - 1.5. Any associated conditions.

160 Related work

1. **Details:** Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
 - 1.1. Appropriately complete.
 - 1.2. In accordance with the project documents.
 - 1.3. To a suitable standard.
 - 1.4. In a suitable condition to receive the new work.
2. **Preparatory work:** Ensure all necessary preparatory work has been carried out.

170 Manufacturer's recommendations/ instructions

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

180 Water for the works

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

185A Building regulations

1. The works are to comply with the current amendment of the Building Regulations in every respect, unless otherwise required by the PM and authorised in writing.

Samples/approvals

205A Ordering and supplying materials

1. As soon as possible after the Contract has been awarded, the Contractor shall submit to the PM, a list of suppliers from whom he proposes to purchase materials necessary for the execution of the Works.
2. Each supplier must be willing to admit the PM, or his representative, to his premises during ordinary working hours for the purpose of obtaining samples of the materials in question.
3. Alternatively, if required by the PM, the Contractor shall deliver the samples of the materials to the PM's office.

210 Samples

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

220 Approval of products

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **Approval:** Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

230 Approval of execution

1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **Approval:** Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

Accuracy/ setting out generally

320 Setting out

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

325A Setting out

1. The Contractor shall be responsible for and shall set out the whole works. He shall check the alignment, levels and dimensions of the items for repair against those shown on the drawings and record the results in a copy of the drawings.
2. Notify the PM in writing of any discrepancies and obtain instructions before proceeding.

330 Appearance and fit

1. **Tolerances and dimensions:** If likely to be critical to execution or difficult to achieve, as early as possible either:
 - 1.1. Submit proposals; or
 - 1.2. Arrange for inspection of appearance of relevant aspects of partially finished work.
2. **General tolerances (maximum):** To BS 5606, tables 1 and 2.

340 Critical dimensions

1. **Critical dimensions:** Set out and construct the Works to ensure compliance with the tolerances stated.
2. **Location:** Detailed on tender drawings.

350 Levels of structural floors

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

360 Record drawings

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

Services generally**410 Services regulations**

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

420 Water regulations/ byelaws notification

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

430 Water regulations/ byelaws contractor's certificate

1. **On completion of the work:** Submit (copy where also required to the Water Undertaker) a certificate including:
 - 1.1. The address of the premises.
 - 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
 - 1.3. The Contractor's name and address.

- 1.4. A statement that the installation complies with the relevant Water Regulations or Byelaws.
- 1.5. The name and signature of the individual responsible for checking compliance.
- 1.6. The date on which the installation was checked.

440 Gas, oil and solid fuel appliance installation certificate

1. **Before the completion date stated in the Contract:** Submit a certificate stating:
 - 1.1. The address of the premises.
 - 1.2. A brief description of the new installation and/ or work carried out to an existing installation.
 - 1.3. Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - 1.4. The Contractor's name and address.
 - 1.5. A statement that the installation complies with the appropriate safety, installation and use regulations.
 - 1.6. The name, qualification and signature of the competent person responsible for checking compliance.
 - 1.7. The date on which the installation was checked.
2. **Certificate location:**

450 Mechanical and electrical services

1. **Final tests and commissioning:** Carry out so that services are in full working order at completion of the Works.
2. **Building Regulations notice:** Copy to be lodged in not applicable

Supervision/ inspection/ defective work

510 Supervision

1. **General:** In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
2. **Replacement:** Give maximum possible notice before changing person in charge or site agent.

515A Supervision/ inspection

1. Any inspections carried out by the PM shall not be deemed to be in lieu of proper supervision at all times by the Contractor's Supervisor-in-Charge.

520 Coordination of engineering services

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

530 Overtime working

1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - 1.1. **Minimum period of notice:** 5 working days

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

535A Overtime

1. The Contract Sum shall be deemed to include for the extra cost of all overtime that may be necessary to complete the Works within the contract period or for any other reason, except where written instructions have been issued approving overtime working and accepting responsibility on behalf of the Employer for paying the extra cost.
2. In circumstances where the extra cost of overtime is accepted as being the Employers responsibility, this will be conditional upon adequate records being promptly submitted (no later than the Friday of the week following that during which the work takes place) for verification to ensure that only authorised overtime is included and to permit extra costs to be monitored.
3. Unless the terms of the authorisation provide otherwise, only the nett difference between overtime and plain time payments made to Tradesmen and Labourers will be reimbursed. Foreman, Timekeepers and other non-manual workers being excluded. No other payments in respect of overtime working will be made

540 Defects in existing work

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

550 Access for inspection

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

555A Access to workshops

1. At all reasonable time, the PM shall have access to the Works and the workshops of the Contractor or Sub-Contractors or other places where work is being prepared or material stored for the work under the Contract.

560 Tests and inspections

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

570 Air permeability

1. **Method**
 - 1.1. Pressure test in accordance with CIBSE TM 23.
2. **Requirement:** Air leakage not to exceed __TBC__ m3/hour/m2 at an internal to external pressure difference of __TBC__ Pascals.
3. **Compliance:** Submit test results.
4. **Copy:** To be lodged in __TBC__

580 Continuity of thermal insulation

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

590 Resistance to passage of sound

1. **Method:** Precompletion testing
2. **Compliance:** Submit results of testing
 - 2.1. **Copies:** Incorporate in the Building Manual.

595 Energy performance certificate

1. **Assessment:** UK Standard Assessment Procedure (SAP).
 - 1.1. **Building Type:** __TBC__
2. **Format**
 - 2.1. **Certificate:** __TBC__
 - 2.2. **Report:** __TBC__
3. **Submit:** __TBC__

610 Proposals for rectification of defective products/ executions

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

620 Measures to establish acceptability

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

630 Quality control

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

3.4. Details of corrective action.

Work at or after completion

700A Record drawings

1. Records of the final as built Works or as repaired work must be shown on Drawings submitted in their final form to the PM not less than 7 Days before Completion of the Works. Refer also to A31 and A37
2. The Contractor will be required to provide final as built Works or as repaired work record drawings in both hard copy and CAD format as defined below to the PM before the Certification of Completion of the Works can be issued by the PM.
3. If in the event, upon completion of the works, or it being discovered that the Contractor has failed to comply with this requirement and it becomes necessary for the Project Manager to examine or trace through installed works in order to update his contract drawings to become "as built" drawings, then the cost of this work will be time charged and included as a deduction in the calculation of the Final Account.
4. **CAD drawing criteria:** CAD drawings must comply with the criteria set out within the document HRP Standards for Computer Aided Design which is _____TBC_____

710 Work before completion

1. **General:** Make good all damage consequent upon the Works. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
2. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
3. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
4. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
5. **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
6. **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 Security at completion

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

730 Making good defects

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

735A Snagging and urgent defects

1. The Contractor's attention is drawn to the snagging work and urgent defects during the course of the Contract which are to be attended to immediately. This may include items of finishing which affect the appearance of the building and its contents as well as works affecting the contract programme.

2. Rectification work relating to any defect must in all cases commence within two working days after receipt of the PM's written instruction to do so and must be completed within a period to be agreed with the PM prior to commencement. The Contractor must exercise all means at his disposal to complete the work as quickly as possible and the agreed period for completion must reflect this. If necessary, additional labour should be employed to carry out the remedying of defective work in order that overall progress is not affected.
3. Should the Contractor fail to commence or complete the work within the stipulated time, the Employer reserves the right to employ others to carry out the work and deduct monies from the next Valuation due to the Contractor.

Ω End of Section

A34**Security/ safety/ protection****Security, health and safety****110 Pre-construction information**

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

120 Execution hazards

1. **Common hazards:** Not listed. Control by good management and site practice.
2. **Significant hazards:** The design of the project includes the following:
 - 2.1. **Hazard:** Refer to Pre-Construction information pack.
 - 2.2. **Precautions assumed:** Refer to Pre-Construction information pack.
 - 2.3. **Specification reference:** Refer to Pre-Construction information pack.
 - 2.4. **Drawing reference:** Refer to Pre-Construction information pack.

130 Product hazards

1. **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: 'Workplace Exposure Limits'.
2. **Common hazards:** Not listed. Control by good management and site practice.
3. **Significant hazards:** Specified construction materials include the following:
 - 3.1. **Hazard:** Refer to Pre-Construction information pack.
 - 3.2. **Material:** Refer to Pre-Construction information pack.
 - 3.3. **Specification reference:** Refer to Pre-Construction information pack.

140 Construction phase health and safety plan

1. **Submission:** Present to the employer/ client no later than 2 weeks before commencement on site.
2. **Confirmation:** Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.
3. **Content:** Develop the plan from, and draw on, the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

150 Security

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

3. **Special requirements:** All temporary openings in the external perimeter of the site shall be closed at all times when the Contractor is not present. The closing shall be made in stout material approved by the PM, with all fixings from the inside faces. Allow for all costs in connection with site security.

155A Special security requirements/ passes

1. The Contractor is to comply with 'Security Instructions for Contractors' included in the Tender Document Appendices. Any persons arriving on site without security clearance will not be allowed entry.
2. The Contractor shall provide the necessary details of all operatives and staff including Sub-Contractors, on forms to be provided by the Employer, which are to be completed and returned to the PM at the address provided in clause A10:140.
3. The Contractor is to note that a minimum of 15 working days is to be allowed for security clearance. In addition certain applicants for security passes may either have to wait up to 8 weeks for a decision on security clearance or may be rejected altogether.
4. The Contractor will, with regard to Condition 11 (Site admittance) and Condition 12 (Passes), be required to provide properly completed applications which are acceptable. Failure to obtain security clearances will not be a permitted cause for delay to the Works.
5. Immediately after tender submission, the Contractor will be sent the Security Clearance forms for his immediate action.

160 Stability

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

170 Occupied premises

1. **Extent:** All buildings and grounds within the curtilage of _casemates. _____
2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.

190 Occupier's rules and regulations

1. **Compliance:** Conform to the occupier's rules and regulations affecting the site.
2. These shall include but not be limited to the following documents included as part of these tender documents:
 - 2.1. HRP Security Instructions for Contractors
 - 2.2. Fire Health and Safety Requirements for Contract Works
 - 2.3. **Permit to Work policy including but not limited to hot work policy:** Isolation Permit Procedure and HRP fuel policy

210 Employer's representatives site visit

1. **Safety:** Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
2. **Protective clothing and/ or equipment:** Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

Protect against the following**310 Explosives**

1. **Use:** Not permitted.

320 Noise consent by local authority

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

1.1. _____.

330A Noise control

1. **Standard:** Comply with the recommendations of BS 5228-1, in particular clause 9.3, to minimize noise levels during the execution of the Works.
2. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
3. **Restrictions:** Do not use:
 - 3.1. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.
4. The timing of any operation involving the use of particularly noisy appliances shall be agreed with the PM who is to be given 72 hours advance notice of proposed noisy working.

340 Pollution

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

345A Water pollution

1. The Contractor shall adopt best practice for prevention of pollution to watercourses and groundwater. This shall include all relevant measures stipulated in the guidelines issued by the Environment Agency "Working at Construction and Demolition Sites: PPG6"

348A Air/ dust pollution

1. The Contractor shall adopt best practice for the minimisation of air/dust pollution arising from the Works. This shall include, where required, measures such as the provision of dust sheets, damping down the site and providing covers to skips.

350 Pesticides

1. **Use:** Only where specified or approved, and the only suitable products listed on www.pesticides.gov.uk.
2. **Restrictions:** 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'.
3. **Containers:** Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
4. **Competence:** Operatives must hold a BASIS Certificate of competence, or work under supervision of a Certificate holder.

360 Nuisance

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

365A Nuisance

1. All work shall be carried out to avoid a nuisance of any type being caused to the occupants of the buildings and the adjoining premises, and damage of clothing or personal belongings of staff working therein, or members of the Public.
2. The Contractor will be held solely responsible for ensuring that no nuisance arises and, if such nuisance shall arise through neglect of proper precautions, he shall indemnify the Employer against all or any claims which may be made in this respect.

370 Asbestos containing materials

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

382A Hot works permit

1. It is HRP policy to eliminate, as far as reasonably possible, all activities which increase the risk of fire.
2. Consequently alternatives to hot work should be investigated in every case, including undertaking the hot work activities off-site or in a dedicated hot work area. Where there is no practical alternative to hot work on-site in a building, adjacent to a structure or in an area that may result in a fire causing property damage, an application for a hot work permit should be submitted, accompanied by a method statement for the proposed works.
3. Although the hot work may be carried out by contractor staff, only a manager employed by HRP can apply for a permit.
4. There will be no Hot Work whatsoever on the site, unless prior approval has been obtained from the PM and the requirements of the Hot Work - Isolation Permit Procedure document 07-005 has been complied with.
5. For those operations which are approved by the PM, the Contractor shall provide a trained fire watcher to be in attendance during all Hot Work operations. The Contractor is to price here or clearly indicate elsewhere in these documents, the price for complying with this requirement.

384A fire

1. Prevent personal injury or death, and damage to the Works or other property from fire. In carrying out the Works under this Contract, the Contractor shall observe and must comply with the Fire, Health and Safety Requirements for Contract Works issued by the Historic Royal Palaces, the Surveyor of the Fabric. This is included within the tender documentation.

390 Smoking on-site

1. **Duty:** The Tower of London has a strict no smoking policy. No designated smoking zones within the premises.
2. **Designated areas:** There are no designated smoking zones within the premises.

400 Burning on-site

1. **Burning on-site:** Not permitted.

410 Moisture

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

420 Infected timber

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

430 Waste

1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Minimize:** Keep the site and Works clean and tidy. Any skips must be within site compound and safe from unauthorised access
3. **Remove:** Waste to be removed off site; Bag up and take away as work progresses, unwanted materials for disposal off site. Do not pile externally. The provision of a skip placed on site is not anticipated. Frequently and dispose off site in a safe and competent manner:
 - 3.1. **Non-hazardous material:** In a manner approved by the Waste Regulation Authority
 - 3.2. **Hazardous material:** As directed by the Waste Regulation Authority and in accordance with relevant regulations.
4. **Voids and cavities in the construction:** Remove rubbish, dirt and residues before closing in.
5. **Documentation:** Retain on-site.

432A Waste

1. All waste is to be removed on a daily basis.
2. Removal should be co-ordinated with deliveries, when possible, to reduce overall vehicular traffic flow.
3. All rubbish is to be bagged before being removed. No skips will be allowed outside the confines of the allocated areas later than 0915 hours each day.
4. No skips will be allowed at outside the boundary of the site.

434A Waste management plan

1. The Contractor shall prepare, before the Works commence, a Site Waste Management Plan, in accordance with the requirements of The Site Waste Management Plans Regulations 2008.
2. The Site Waste Management Plan shall identify:
 - 2.1. What types of waste will be generated
 - 2.2. How the waste will be managed – will it be reduced, reused or recycled
 - 2.3. Who is responsible for preparing and maintaining the plan
 - 2.4. Which Contractors are used to remove the waste and where the waste is being taken to
3. The Plan shall be regularly updated and reviewed as required under The Site Waste Management Plans Regulations 2008 and a copy of the completed plan shall be issued to the Employer.
4. The Contractor shall achieve a minimum target of 20% of either the volume or weight of waste to be either recycled or re-used (excavated material removed from site excluded)

436A Waste/ recycling

1. The Contractor shall wherever practical segregate construction waste into the following categories for recycling. The measure of practicality will include available space to collect and store waste, plus sufficient quantity of each category (in excess of 4.5m³)
2. **category:** examples of products

Ceramics	Bricks, ceramic tiles, clay roof tiles, ceramic toilets
Inert	Soils, clay, sand, gravel, natural stone
Metals	Radiators, metal sinks, cables and wires
Concrete	Kerbs, paving slabs, concrete rubble, solid blocks
Timber	Plywood, chipboard, battens, doors, roof timbers
3. Where space on or adjacent to site is too limited to allow waste materials to be segregated, a waste contractor may be used to separate and process recyclable materials off site. Waste disposal certificates must be included in the O&M manual.

438A High grade aggregate

1. The Contractor shall ensure that a minimum of 25% of the total weight of 'high grade' aggregate is either:
 - 1.1. Obtained on site, or
 - 1.2. Obtained from sites within a 30km radius, or
 - 1.3. Obtained from a recycled, non construction post consumer/post industrial by product source, such as crushed/blown glass pellets, PFA's, blast furnace slag etc
2. 'High grade' aggregate uses are considered to be:
 - 2.1. Structural frame
 - 2.2. Floor slabs including ground floor slabs
 - 2.3. Asphalt based or similar road surfaces
 - 2.4. Gravel landscaping
 - 2.5. Site derived masonry as hardcore under floor slabs, site roads and parking areas

440 Electromagnetic interference

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

450 Laser equipment

1. **Construction laser equipment:** Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
2. **Class 1 or Class 2 laser equipment:** Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
3. **Class 3R and Class 3B laser equipment:** Do not use without approval and subject to submission of a method statement on its safe use.

460 Powder actuated fixing systems

1. **Use:** Not permitted.

Protect the following**500A Work in all sections**

1. Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract.

2. Wherever work is of an especially vulnerable nature or is exposed to abnormal risk provide special protection to ensure that damage does not occur.

510 Existing services

1. **Confirmation:** Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. **Identification:** Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. **Work adjacent to services**
 - 3.1. Comply with service authority's/ statutory undertaker's recommendations.
 - 3.2. **Adequately protect, and prevent damage to services:** Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
4. **Identifying services**
 - 4.1. **Below ground:** Use signboards, giving type and depth;
 - 4.2. **Overhead:** Use headroom markers.
5. **Damage to services:** If any results from execution of the Works:
 - 5.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - 5.2. Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - 5.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
6. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 Roads and footpaths

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. **Damage caused by site traffic or otherwise consequent upon the Works:** Make good to the satisfaction of the Employer, Local Authority or other owner. Clearance for emergency vehicles must be maintained in the road outside the site/ scaffold footprint at all times. scaffold and site set-up should take into account the distance required for emergency vehicle movement.

530 Existing topsoil/ subsoil

1. **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
2. **Protection:** Before starting work submit proposals for protective measures. No digging or penetration of any kind is permitted into the ground. there is sensitive archaeology at shallow depths. No ground works of any kind to be undertaken without prior agreement and in the absence of HRP archaeologist.

540 Retained trees/ shrubs/ grassed areas

1. **Protection:** Preserve and prevent damage, except those not required.
2. **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 Retained trees

1. **Protected area:** Unless agreed otherwise, do not:
 - 1.1. Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area.
 - 1.2. Sever roots exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
 - 1.3. Change level of ground within an area 3 m beyond branch spread.

552A Ecological protection

1. The Contractor shall take care to avoid disturbing, killing, injuring or damaging the place of shelter of any animal protected under The Wildlife and Countryside Act, 1981: Schedule 5 (Animals).
2. Should any such animal be discovered the Contractor must immediately cease all works in the areas affected and contact the PM who will issue instructions on any necessary actions to be undertaken.
3. The protected animals include all bats, a number of lizards including slow worms, grass snakes and adders, plus species of frogs, toads, newts and moths. This is not a comprehensive list and the Contractor shall familiarise himself with the names of those animals afforded protection.
4. The Contractor shall take care not to:
 - 4.1. kill or injure any wild bird
 - 4.2. take, damage or destroy the nest of any wild bird while that nest is in use or being built
 - 4.3. take or destroy an egg of any wild bird
5. • Should any wild bird or nest be discovered the Contractor must immediately cease all works in the areas affected and contact the PM who will issue instructions on any necessary actions to be undertaken

560 Existing features

1. **Protection:** Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
2. The Contractor shall take all reasonable precautions to prevent any damage whatsoever to adjoining property and shall make good any damage caused at his own expenses. Protective coverings must be used to protect historic surfaces from any damage or contamination whatsoever including damage from weather. Attention is drawn to the fact that any unspecified or unsanctioned alteration to a Scheduled Ancient Monument is a criminal offence.

570 Existing work

1. **Protection:** Prevent damage to existing property undergoing alteration or extension.
2. **Removal:** Minimum amount necessary.
3. **Replacement work:** To match existing.

580 Building interiors

1. **Protection:** Prevent exposure to weather during course of alteration work.

600 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
2. **Extent:** Protection of the elephant structure beneath the walkway is required and cannot be moved.

The sentry box beneath the walkway is to remain in situ however protection and care to be taken with regards to scaffolding.

The statue and litter bin on the walkway currently will be removed by HRP ahead of the works.

2.1. _____.

600 Existing furniture, fittings and equipment

1. **Protection:** Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
2. **Extent:** Protection of the elephant sculpture beneath the walkway will be required by the Principal Contractor. There may be specific measures of protection that will be provided by the artist or the protective measures proposed by the contractor will be reviewed and signed off by the artist (details TBC).

The Principal Contractor must keep the doors to Salt and Lanthorn Towers rooms closed during the works. There are objects in the rooms for display that are sensitive to dust. The rooms will also be in use.

Sentry box beneath walkway is to stay in situ however protection and care to be taken with regards to scaffolding so as not to abut the sentry box.

- 2.1. any collection/ display items in 1st floor will be removed by HRP. please provide notice before commencing works.

610 Especially valuable/ vulnerable items

1. **Protection:** Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - 1.1. Existing furniture, fittings and equipment referred to in clause A34:600.
2. **Method statement:** Submit within one week of request describing special protection to be provided.

622A Adjoining property

1. The Contractor shall at all times respect the privacy of the Employer, and no entry whatsoever is to be made into the existing buildings, or areas without his prior permission.
2. Obtain permission as necessary from the PM and owners if requiring to erect scaffolding on or otherwise use property adjoining the site.

625 Adjoining property restrictions

1. **Precautions**
 - 1.1. Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - 1.2. Pay all charges.
 - 1.3. Remove and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.
3. **Noise:** Provide notice of any particularly noisy works to neighbours.

630 Existing structures

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports:** During execution of the Works:
 - 2.1. 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.
 - 2.2. Do not remove until new work is strong enough to support existing structure.
 - 2.3. Prevent overstressing of completed work when removing supports.
3. **Adjacent structures:** Monitor and immediately report excessive movement.
4. **Standard:** Comply with BS 5975 and BS EN 12812.

640A Existing structures

1. The Contractor shall advise the PM, before commencement of the Works, of his proposals for temporary supports and sequence of the Works. The temporary works and necessary calculations produced by the contractor's team will be reviewed and approved by client's structural engineer before commencement. All temporary works are contractor's responsibility.

Ω End of Section

A35**Specific limitations on method/ sequence/ timing****Clauses****110 Scope**

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

120 Design constraints

1. **Details:** ____N/A____

130 Method/ sequence of work

1. **Specific Limitations:** Include the following in the programme:
 - 1.1. Refer to information in tender documents and ensure proposed sequence of works in order to maintain access to surrounding towers/ buildings. To be submitted to PM and Client design team for comments and approval ahead of starting works with sufficient notice for any feedback..

140 Scaffolding

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

160 Use or disposal of materials

1. **Specific limitations:** Refer to A33 & A34.

170 Working Hours

1. Working hours are to be restricted to between 0700 and 1800 on weekdays (Mondays to Fridays). No noisy work before 8 am or after 5.30PM. Anything after that needs to be pre-arranged and is subject to de-conflicting with any events on site
2. See also clause A12 200A.
3. It is unlikely that any out of hours working will be permissible. However, should the Contractor consider this necessary, arrangements must be made with the PM in advance of any such work being undertaken.

180 Completion in sections or in parts

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

190A Visitors

1. Facilities are to be provided for visitors authorised by the PM to enter the site to view the Works and the Contractor is to ensure that his insurances cover such visits, including complying with all Health and Safety requirements
2. The general public will not have access to the site.

200A The working and materials/plant storage area

1. This area for Contractors is confined to the Site and other designated areas and any waste is to be disposed of as quickly as possible.
2. The Contractor is to note that storage of materials on site must be kept to a minimum.

210A Emergency access

1. The Contractor is not to obstruct any access routes at any time. Access into the contractor's work site may also be required for regular routine patrols and for emergency out of hours. Work site must be left in a safe state for any visits out of hours.

Ω End of Section

A36**Facilities/ temporary work/ services****Generally****110 Spoil heaps, temporary works and services**

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

115B Locations

1. The Contractor may only use the areas noted below for his operations and he is to ascertain the facilities at the time of the pre-tender site visit.
2. The Contractor is to undertake and agree a schedule of condition of all areas with the PM prior to occupation of the locations.

Accommodation**210 Room for meetings**

1. **Facilities:** Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
2. **Furniture and equipment:** Provide table and chairs for 8 people

210A Room for meetings

1. Rooms for Site Progress Meetings (A32 260) will be allocated by the Employer.
2. The Contractor is to make his own arrangements for any other meetings.

220 Site Accommodation

1. **Accommodation:** The poppy office can be used by the Principal Contractor and will be a shared facility with other staff members and potentially contractors to HRP. Cleaning will be taken up by HRP. It is expected that the facility will be well maintained when using and handed back over to HRP in the same condition as received. Entrance is at street level and the facilities including the toilets and break out area are in the basement level. See drawing numbers 2023-10-18_Poppy-Office_Basement_Plan and 2023-10-18_Poppy-Office_GF_Plan for details within the Appendices of the tender documents.
Tower security staff who are based at East gate (3-4 people) will also be using the moat level break out area as well as toilets. Cleaning of the toilets will be by HRP. Access will be managed by Tower staff – it will be opened by Tower security at 7 AM and locked at 9 PM each day. The stairs into the moat will be opened by east gate security upon request whenever needed– no keys will be issued to the contractor. The door leading into the moat must not be left on latch at any point and must be kept locked at all times.
2. **Facilities:** Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:
 - 2.1. **Floor area:** TBC
 - 2.2. **Furniture and equipment:** Any other furniture or equipment required for the welfare facility to be brought in by Sykes for their use for the duration of the project.
 - 2.3. **Heating:** TBC
 - 2.4. **Plumbing:** TBC

- 2.5. Lighting:
- 2.6. Power supply: 13 amp socket outlets: TBC
- 2.7. Attendance: TBC

230A Contractor's office

- 1. The Contractor may use a space upon request and approval by the Project Manager.

235A Contractor's messrooms and storage

- 1. See section 220A above. There are shared contractor's toilets and shower room for use in North casemates that are free to use.

240A Contractor's sanitary accommodations

- 1. The Contractor will be allowed to use the facility in casemates is only additional, which also has a shower. The welfare facility in Poppy office has toilets too. Provided they are maintained by the Contractor in a clean state.
- 2. The Contractor is to use the designated areas only.

260 Sanitary accommodation

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

310 Roads

- 1. **Permanent roads, hard standings and footpaths on the site:** The following may be used, subject to clause A34/520:
 - 1.1. **Details:** Refer to Pre-Construction Information
 - 1.2. **Restrictions on use:** Refer to Pre-Construction Information
 - 1.3. **Protective or remedial measures:** Refer to Pre-Construction Information

320 Temporary works

- 1. Specific requirements: Provide as per the tender documentation.

325A Temporary fencing/ hoarding/ screening

- 1. The Contractor is to comply in all respects with the requirements set out in this specification (particularly with regard to fire requirements) and the Pre-Construction Information
- 2. Where any hoarding or screen is required to isolate areas of work from any other Palace operation or the public the hoarding/screen shall be freestanding, fire retardant timber hoarding not less than 2.00 metres high constructed of WBP plywood on a softwood frame with a chamfered softwood capping. All external surfaces to receive 3 coats of paint, the top coat to be in a colour approved by the PM.
- 3. During works to the men's toilets, temporary adaptation is required to the hoarding during to close off access to the men's toilets during these works.
- 4. Note that the Principal Contractor must keep the doors to Salt and Lanthorn Towers rooms closed during the works. There are objects in the rooms for display that are sensitive to dust. The rooms will also be in use.
- 5. Regarding any storage of materials for reinstatement at the end of the works, the Principal Contractor will need to find a suitable place for storage, such as on scaffolding, where deemed suitable by the Principal Contractor, however will need to be kept stored on site.

330 Temporary protection to existing trees/ vegetation

1. Temporary protection: Provide before starting work in locations shown on drawing as deemed necessary.
2. Protective barriers and any other relevant physical protection measures: To BS 5837.
3. Design details of the proposed physical means of protection: _____
4. Areas of structural landscaping to be protected from construction operations: _____
5. Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 Name boards/ advertisements

1. Name boards/ advertisements: Not permitted.
2. Website/ Social Media usage:: Posting on websites or social media is not permitted until project completion. HRP and Press Team sign off is also required.

Services and facilities**410 Lighting**

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

420 Lighting and power

1. Supply: Electricity from the Purchaser's mains may be used for the Works as follows:
 - 1.1. Metering: A submeter shall be installed and a monthly record kept of electricity consumed and provided to the Employer. Electricity usage shall be free of charge (avoidable waste excepted)
 - 1.2. Available capacity: The availability, supply specification and location will be established at the time of the pre-tender site visit, when the Tenderer must indicate the electricity requirements for the site.
 - 1.3. Make temporary connections and disconnections and provide all necessary distribution around the site and allow for any additional power requirements and for all associated costs.
2. Continuity: The Purchaser will not be responsible for the consequences of failure or restriction in supply.

430 Water

1. Supply: The Purchaser's mains may be used for the Works/ services as follows:
 - 1.1. Metering: A submeter shall be installed and a monthly record kept and of water consumed and provided to the Employer. Water usage shall be free of charge (avoidable waste excepted)
 - 1.2. Location of supply point: The location of the supply point and capacity is to be agreed with the PM. The availability, pressure and location must be established by the Contractor at the time of the pre-tender site visit.
 - 1.3. Make temporary connections and disconnections, provide any necessary storage tanks, pumps etc to maintain pressure, temporary plumbing and the like for distribution around the site and allow for all associated costs.
2. Continuity: The Purchaser will not be responsible for the consequences of failure or restriction in supply.

430B Water

1. **Supply:** The Employer's mains may NOT be used for the Works
2. The Contractor is to provide any necessary storage tanks, pumps, temporary plumbing and the like for distribution around the site and allow for all associated costs.
3. A monthly record shall be kept of water consumed and provided to the Employer.
4. Deliveries of water are to be in accordance with clause A12
5. The location and capacity of the storage tanks is to be agreed with the PM.

435A Energy efficient lighting

1. All temporary lighting provided by the Contractor for the Works, including safety lighting, task lighting, external hoarding or pathway lighting, shall utilise efficient low energy light fittings.

440 Mobile telephones

1. **Direct Communication:** As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

440 telephones

1. **Temporary on site telephone:** Provide as soon as practicable after the Date of Possession for joint use by the Contractor, Subcontractors and those acting on behalf of the Employer.
2. **Responses:** Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.
3. **Employer's call charges:** Allow for the cost of a modest number of calls made by those acting on behalf of the Employer.

450 Employer's site telephones

1. **Temporary on site telephones:** Not required.

460 Fax installation

1. **General:** As soon as practicable after the Date of Possession provide a suitable on site fax installation, with a separate dedicated telephone line, for use by the Contractor, Subcontractors and those acting on behalf of the Employer.
2. **Employer's call charges:** Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.

470 E-mail facility

1. **General:** As soon as practicable after the Date of Possession provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer.
2. **Use on behalf of the Employer:** Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.
3. **Peripherals:** _____

510 Environmental conditions

1. **Levels required:** maintain the following: TBC
 - 1.1. **Other:** _____

520 Use of permanent heating system

1. **Permanent heating instillation:** May be used for drying out the Works and controlling temperature and humidity levels subject to approval from HRP H&S and fire safety officers.
2. **Instillation :** If used
 - 2.1. Take responsibility for operation, maintenance and remedial work.
 - 2.2. Arrange supervision by and indemnification of the appropriate Subcontractors

530 Beneficial use of installed systems

1. **Permanent systems:** Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
2. **Other uses:** If permission is given for any other use of a system before the Works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.

540 Meter readings

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

550 Thermometers

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

560 Surveying Equipment

1. **General:** Provide on site and maintain in accurate condition: _____.

570 Personal protective equipment

1. **General:** Provide for the sole use of those acting on behalf of the purchaser, in sizes to be specified:
 - 1.1. **Safety helmets to BS EN 397, neither damaged nor time-expired.** Number required: 4nr _____
 - 1.2. **High-visibility waistcoats to BS EN ISO 20471 Class 2.** Number required: 4nr _____.
 - 1.3. **Safety boots with steel insole and toecap to BS EN ISO 20345.** Pairs required: 4nr _____
 - 1.4. Disposable respirators to BS EN 149. FFP1S.
 - 1.5. Eye protection to BS EN ISO 16321-1 and BS EN ISO 16321-3.
 - 1.6. Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2.
 - 1.7. Hand protection - to BS EN 388, 407, 420 or 511, as appropriate.

580A Cranes hoists and lifting devices

1. Approval must be sought from the PM with regard to size, shape and position of cranes and hoists and at least three working days notice must be given to the PM before delivery to site. Permits for any lifting needs authorisation from HRP H&S officer. please provide sufficient notice for review of RAMS and relevant certifications

590A Access scaffolding

1. New or very clean re-used scaffolding must be used with appearance and layout to the satisfaction of the PM which must be of uniform appearance and colour. Any scaffold installation must comply with the standard performance specification issued as part of the main scaffold scheme. All scaffold contractors must be members of NASC. See Pre-Construction Information pack for specific scaffolding requirements in addition to drawing nr's 8020_W.001_SALT TO LANTHORN_SITE SET UP PLAN and 8020_W.01_SITE SET UP PLAN with the Appendices of the tender documents.

Ω End of Section

A37**Operation/ maintenance of the finished works****Generally****110 The Maintenance manual**

1. **Purpose:** The Maintenance Manual (incorporating the Health and Safety File and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users. It should provide a complete understanding of the building/structure and its systems and enable it to be operated and maintained efficiently and safely.
2. The Contractor is required to:
 - 2.1. Obtain or prepare all relevant information to be included in the Manual.
 - 2.2. Submit a complete draft, to the PM for comment, not less than 2 weeks before the agreed date for submission of final copies, amend and obtain PM approval.
 - 2.3. Do not proceed with production of the final copies of the Manual until authorised to do so by the PM.
 - 2.4. Submit to the PM, on or before the agreed date for submission of final copies, 2 copies of the Final Approved Maintenance Manual before the Certification of Completion of the Works by the PM.

120A The Health and Safety File

1. The Health and Safety File is an information source and guide for the Employer and end users providing an understanding of the building and its systems and enabling it to be operated and maintained safely.
2. Provide the CDM Coordinator with 2 copies of the information required below not less than 2 weeks before Completion.
 - 2.1. Details of construction methods and materials which may present significant residual hazards with respect to cleaning, maintenance, repair, renovation or demolition for all Contractor designed and performance specified work.
 - 2.2. Details of key structural principles including safe working loads and general maintenance instructions including access provision, information about equipment for cleaning and maintaining the building fabric of all Contractor designed and performance specified work.
 - 2.3. A full description of each of the building services systems installed written to ensure that the Employer's staff fully understand the scope and facilities provided.
 - 2.4. Instructions for operation, maintenance, dismantling and removal of all equipment and systems installed.
 - 2.5. Access requirements and or restrictions.
 - 2.6. Copies of manufacturers current technical literature and dated data sheets for all materials, plant and equipment selected by the Contractor. The Contractor must supply COSHH assessments for all materials used.
 - 2.7. General maintenance instructions for all items of Contractor designed or performance specified work.
 - 2.8. As-built drawings recording details of construction for all Contractor designed and performance specified work.

170A Maintenance manual - part 1: general information

1. The information will be provided by the PM for inclusion in the existing manual and will include:
 - 1.1. Facing sheet.

- 1.2. An introduction and the Project Brief.
- 1.3. Description of the structure/site location and scope of Works.
- 1.4. Details of the Design and Construction teams.
- 1.5. Local Authority and Statutory Undertakers.
- 1.6. Consents and Approvals.
- 1.7. Commencement and Completion dates.

172A Maintenance manual - part 2: building fabric manual

1. The information will be provided prior to completion of the Works by the Contractor for inclusion into the existing Manual and must include:
 - 1.1. Names, addresses, telephone and fax numbers of all Sub-Contractors, Suppliers and Manufacturers.
 - 1.2. Data sheets.
 - 1.3. Test certificates required by the specification.
 - 1.4. Specification sheets.
 - 1.5. Instructions for cleaning and and maintenance.
 - 1.6. All guarantees, warranties, and Maintenance agreements offered by Sub-contractors, suppliers and Manufacturers.
 - 1.7. Photographs, and negatives (or CD) for inclusion in the Conservation Report.

174A Maintenance manual - part 3: health and safety manual

1. The Contractor will provide all information to the CDM Coordinator necessary to produce a Health and Safety File prior to the Certification of Completion of the Works by the PM or where not subject to the full CDM regulations the contractor must supply the following:
 - 1.1. Risk Assessments for the future repair, maintenance and use of the buildings/sites.
 - 1.2. Method Statements.
 - 1.3. COSHH Statements.

176A Maintenance manual - part 4: conservation report

1. The information will be compiled and incorporated separately into the Final Approved Maintenance Manual by the Surveyor of the Fabric of the Historic Royal Palaces. It will include:
 - 1.1. Curator's Historical Analysis.
 - 1.2. Conservation Philosophies and Strategies.
 - 1.3. Reports from Consultants and Specialists.
 - 1.4. Material analysis reports.
 - 1.5. English Heritage correspondence.
 - 1.6. Archaeological/Historical information.

178A Maintenance manual - part 5: structural and civil engineering file

1. not applicable

178B Maintenance manual - part 5: structural and civil engineering file

1. The information will be provided prior to completion of the Works by the Contractor for inclusion into the existing Manual and must include:
 - 1.1. _____not applicable_____

180A Maintenance manual - part 6: mechanical services and equipment file

1. not applicable

180B Maintenance manual - part 6: mechanical services and equipment file

1. The information will be provided prior to completion of the Works by the Contractor for inclusion into the existing Manual and must include the following as applicable:
 - 1.1. A full description of each system installed, written to ensure that the Employer's staff fully understand the scope of the facilities provided.
 - 1.2. A description of the mode of operation of all systems including services capacity and restrictions.
 - 1.3. Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
 - 1.4. A photo-reduction of all record drawings to A4 size together with an index.
 - 1.5. Legend for all colour-coded services.
 - 1.6. Schedules (system by system) of plant, equipment, valves, etc., stating their locations, duties and performance figures. Each item must have a unique number Cross-referenced to the record and diagrammatic drawings and schedules.
 - 1.7. The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
 - 1.8. Manufacturers' technical literature for all items of plant and equipment, assembled specifically for the project, including irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
 - 1.9. Instructions for dismantling and removing equipment and systems.
 - 1.10. A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, works tests, start and commissioning tests) for the installations and plant, equipment; valves, etc., used in the installations.
 - 1.11. A copy of all manufacturers' guarantees or warranties.
 - 1.12. Starting up, operating and shutting down instructions for all equipment and systems installed.
 - 1.13. Control sequences for all systems installed.
 - 1.14. Schedules of all fixed and variable equipment settings established during commissioning.
 - 1.15. Procedures for seasonal changeovers.
 - 1.16. Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
 - 1.17. Lubrication schedules for all lubricated items.
 - 1.18. A list of normal consumable items.
 - 1.19. A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
 - 1.20. Procedures for fault finding.
 - 1.21. Emergency procedures, including telephone numbers for emergency services.

182A Maintenance manual - part 7: electrical services and equipment file

1. not applicable

182B Maintenance manual - part 7: electrical services and equipment file

1. The information will be provided prior to completion of the Works by the Contractor for inclusion into the existing Manual must include all that listed under Clause A37 180 Mechanical Services and Equipment File, as applicable.

182C Maintenance manual - part 7: electrical services and equipment file

1. The information will be provided prior to completion of the Works by the Contractor for inclusion into the existing Manual and must include the following as applicable:
 - 1.1. A full description of each system installed, written to ensure that the Employer's staff fully understand the scope of the facilities provided.
 - 1.2. A description of the mode of operation of all systems including services capacity and restrictions.
 - 1.3. Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.
 - 1.4. A photo-reduction of all record drawings to A4 size together with an index.
 - 1.5. Legend for all colour-coded services.
 - 1.6. Schedules (system by system) of plant, equipment, valves, etc., stating their locations, duties and performance figures. Each item must have a unique number Cross-referenced to the record and diagrammatic drawings and schedules.
 - 1.7. The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
 - 1.8. Manufacturers' technical literature for all items of plant and equipment, assembled specifically for the project, including irrelevant matter and including detailed drawings, electrical circuit details and operating and maintenance instructions.
 - 1.9. Instructions for dismantling and removing equipment and systems.
 - 1.10. A copy of all Test Certificates (including but not limited to electrical circuit tests, corrosion tests, type tests, works tests, start and commissioning tests) for the installations and plant, equipment; valves, etc., used in the installations.
 - 1.11. A copy of all manufacturers' guarantees or warranties.
 - 1.12. Starting up, operating and shutting down instructions for all equipment and systems installed.
 - 1.13. Control sequences for all systems installed.
 - 1.14. Schedules of all fixed and variable equipment settings established during commissioning.
 - 1.15. Procedures for seasonal changeovers.
 - 1.16. Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.
 - 1.17. Lubrication schedules for all lubricated items.
 - 1.18. A list of normal consumable items.
 - 1.19. A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
 - 1.20. Procedures for fault finding.
 - 1.21. Emergency procedures, including telephone numbers for emergency services.

184A Maintenance manual - part 8: AFD installation file

1. Not applicable.

184A Maintenance manual - part 8: AFD installation file

1. The information will be provided prior to completion of the Works by the Contractor for inclusion into the existing Manual and must include:
 - 1.1. _____ N/A _____

186A Maintenance manual - part 9: appendices and drawing file

1. The information will be provided prior to completion of the Works by the Contractor for inclusion in the Manual and must include:
 - 1.1. As built drawings recording details of Works carried out by the Contractor.
 - 1.2. Temporary works drawings and details.

190A Presentation format

1. The Manual is to comprise the following parts, sub-sectioned as appropriate. The Manual is to be contained in a series of 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, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. The main set(s) of as built drawings will form appendices to the Manual and will be stored in plastic wallets within the ring binder(s). Photographs and negatives are to be presented in appropriate plastic wallets within ring binders.

191A Standard format for spine and front covers to manuals

1.

(1)	Historic Royal Palaces
(2)	
(3)	
(4)	
(5)	Maintenance Manual
(6)	Parts included in volume
(7)	Date Installed

Items (4) and (5) shall be twice the height of all other designation.

The spine shall be labelled with Items (4) and (5).

192A Standard format for facing sheet inside front cover of manuals

<p style="text-align: center;">MAINTENANCE MANUAL</p> <p style="text-align: center;">PALACE</p> <p style="text-align: center;">PROJECT TITLE</p> <p>PART 1 - GENERAL INFORMATION PART 2 - BUILDING FABRIC MANUAL PART 3 - HEALTH & SAFETY MANUAL PART 4 - CONSERVATION MANUAL PART 5 - STRUCTURAL & CIVIL ENGINEERING PART 6 - MECHANICAL SERVICES & EQUIPMENT PART 7 - ELECTRICAL SERVICES & EQUIPMENT PART 8 - AFD INSTALLATION PART 9 - APPENDICES & DRAWING FILE (Parts included in each binder <u>MUST</u> be emboldened)</p>	
<p><u>ORIGINAL COPY KEPT AT:</u></p> <p>AT: MAINTENANCE DEPARTMENT FABRIC HISTORIC ROYAL PALACES PALACES PALACE</p>	<p><u>THE SECOND COPY KEPT</u></p> <p>SURVEYOR OF THE HISTORIC ROYAL PALACE</p>
1. DATE:	

210 Information for commissioning of services

1. **General:** Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.
2. **Time of submission:** At commencement of commissioning.

220 Training

1. **Objective:** Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.

230 Spare parts

1. **General:** Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
2. **Content:** Include in the priced schedule for:
 - 2.1. Manufacturers' current prices, including packaging and delivery to site.

- 2.2. Checking receipts, marking and numbering in accordance with the schedule of spare parts.
- 2.3. Referencing to the plant and equipment list in Part 3 of the Building Manual.
- 2.4. Painting, greasing, etc. and packing to prevent deterioration during storage.
- 3. Latest date for submission: Four weeks before completion

250 Tools and consumables

- 1. Tools: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment together with suitable means of identifying, storing and securing.
 - 1.1. Quantity: two complete sets
- 2. Time of submission: At completion.

Ω End of Section

A40

Supplier's general cost items: management and staff

Clauses

110 Management and staff

1. Cost significant items: refer to pricing document

Ω End of Section

A41

Supplier's general cost items: site accommodation

Clauses

110 Site accommodation

1. **Details:** Site accommodation required or made/ not made available by the Purchaser: See section A36.
2. **Cost significant items:** Refer to pricing document

Ω End of Section

A42

Supplier's general cost items: services and facilities

Clauses

110 Services and facilities

1. **Details:** Services or facilities required or made/ not made available by the Purchaser: See section A36.
2. **Cost significant items:** refer to pricing document

Ω End of Section

A43

Supplier's general cost items: mechanical plant

Clauses - No Amendments

Ω End of Section

A44**Supplier's general cost items: temporary works****Clauses****110 Temporary works**

1. **Details:** Services or facilities required or made/ not made available by the Purchaser: See section A36.
2. **Cost significant items:** Refer to the Pricing Document, preliminaries, pre-construction information and design information

Ω End of Section

A50**Work/ products on behalf of the purchaser****Clauses****110 Work by/on behalf of purchaser**

1. Title: Temporary power supply to the work
2. Description of work: TBC
3. Carried out by: TBC
4. Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
 - 4.1. General attendance.

120 Products provided by/ on behalf of purchaser

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

Ω End of Section



A51
Nominated subcontractors

Clauses

120A Nominated/listed subcontracts

1. N/A

Ω End of Section

A52

Nominated suppliers

Clauses

110A Product PC sums

1. **General:** PC sums for products to be obtained from Nominated / Listed Suppliers do not include for Main Contractor receiving, storing, returning packing, handling, hoisting into position and fixing.
2. **Allowance:** Include in appropriate Work Section.

130A Nominated/listed suppliers

1. For details of PC Sums, Suppliers, materials to be supplied see N/A.

Ω End of Section

A53

Work by statutory authorities/ undertakers

Clauses - No Amendments

Ω End of Section

A54

Provisional work/ items

Clauses

110 Provisional sums

1. See pricing document

Ω End of Section

A55
Dayworks

Clauses

100A Dayworks

1. See pricing document

Ω End of Section

A56

Advance procurement

Clauses - No Amendments

Ω End of Section



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