A10 PROJECT PARTICULARS

110 THE PROJECT

 - Name: Coates Country Park

 Comprising: Redevelopment of Coates Country Park involving clearance work and installation of new paths, play equipment, fencing, trees and shrubs.

 - Location: Coates Country Park

 Marlborough Road

Swindon

SN3 6AA

120 EMPLOYER (CLIENT)

 - Name: Swindon Borough Council

 - Address: Civic Offices

 Euclid Street

Swindon

SN1 2JH

* Contact: N/A
* Tel: N/A
* Email: N/A

130 PRINCIPAL CONTRACTOR (CDM)

 - Name: The Contractor (TBC)

132 PRINCIPAL CONTRACTOR (SWMP)

 - Name: The Contractor (TBC)

140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER: ARCHITECT/ CONTRACT ADMINSTRATOR

 - Title: Turkington Martin

3.04 Chester House

Kennington Park

1 – 3 Brixton Road

London

SW9 6DE

 - Contact: Mr Joe Todd

 - Tel: 0203 567 1050

 - Email: Joe@turkingtonmartin.com

145 PRINCIPAL DESIGNER

 - Title: Turkington Martin

3.04 Chester House

Kennington Park 1 – 3 Brixton Road

London

SW9 6DE

 - Contact: Mr Joe Todd

 - Tel: 0203 567 1050

 - Email: Joe@turkingtonmartin.com

**A10 PROJECT PARTICULARS (Cont/d…..)**

170 STRUCTURAL ENGINEER

 - CTP Consulting Engineers

 Suffolk House

154 High Street

Sevenoaks

TN13 1XE

 - Contact: Stuart Macmillan

 - Tel: 01732 740195

 - Email: stuart.macmillan@ctp-llp.com

171 SERVICES ENGINEER

 - TBC

 - Contact: TBC

 - Tel: TBC

 - Email: TBC

172 QUANTITY SURVEYOR

 - Title: Huntley Cartwright

 - Contact: Mr James Rand

 - Tel: 01883 347004

 - Email: jamesrand@huntleycartwright.co.uk

173 PROJECT MANAGER

 - Name: Swindon Borough Council

 - Address: Civic Offices

 Euclid Street

Swindon

SN1 2JH

* Contact: Mr David Evans
* Tel: 07890 396 393
* Email: devans5@swindon.gov.uk

**A11 TENDER AND CONTRACT DOCUMENTS**

110 TENDER DRAWINGS

 - The tender drawings are: as listed within Tender Documents.

 - Note: Tender drawings are to be read in conjunction with the Specifications.

120 CONTRACT DRAWINGS

 - The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is included with the Tender Documents.

180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of the Employer - see prelim clause A10/120 for contact details.

A12 THE SITE / EXISTING BUILDINGS

110 THE SITE

 - Description: see site set up drawings.

140 EXISTING MAINS AND SERVICES

 - Locations of existing services: No known.

180 HEALTH AND SAFETY FILE – No H&S file available.

200 ACCESS TO THE SITE:

 - Exact access arrangements to be agreed with Contractor at pre-start meeting.

 - The Contractor should allow for road sweeping/ cleaning as appropriate to surrounding highways/ site entrance, any costs incurred by the Client for road cleaning/ resulting issues will be contra charged to the Contractor.

* The site limitations are to be verified upon site inspection during the tender period and examination of the Pre-construction information pack.

210 PARKING

- The Contractor shall comply with local parking restrictions. Contractors can park on site as appropriate/ in accordance with their submitted site set-up plan (to be agreed with Contract Administrator). Contractor to note parking on site is very limited, contractor to ascertain available parking.

A12 THE SITE/ EXISTING BUILDINGS (Cont/d…..)

220 USE OF THE SITE

- Do not use the site for any purpose other than carrying out the Works and will be agreed at the pre-start.

- The Contractor’s plant and materials must be kept within the site, leaving the access routes unobstructed at all times.

- The location of the site compound, temporary accommodation, vehicle routes and the like will be restricted; details will be issued at the Pre-Start meeting. Preferred location of compounds can be seen on the tender drawings.

- Access by the Contractor and sub-contractors is restricted to the defined work areas and the direct routes of access thereto. No access will be allowed to other parts of the site unless it is essential for the Works and then only with prior permission from the Contract Administrator and/ or the Employer’s representative.

230 SURROUNDING LAND/ BUILDING USES

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

 - The immediate area surrounding the site is primarily residential.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site cannot be fully and certainly ascertained before works commence. However, the following hazards are or may be present:

- Live below ground services and supplies.

- Unstable structures

- Contaminated materials

- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer’s representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

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

250 SITE VISIT

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

- Arrangements for visit can be made via the Project Manager, see prelims clause A10/173.

A13 DESCRIPTION OF THE WORKS

110 THE PROJECT

 - Name: Coates Country Park

 Comprising: Redevelopment of Coates Country Park involving clearance work and installation of new paths, play equipment, fencing, trees and shrubs.

 - Location: Coates Country Park

 Marlborough Road

Swindon

SN3 6AA

A13 DESCRIPTION OF THE WORKS (Cont/d….)

130 WORKS BY OTHERS CONCURRENT WITH THE CONTRACT

 - General maintenance on the site by Swindon Parks maintenance team.

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

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

 - The Contract: JCT Intermediate Building Contract with Contractor's Design, 2016 Edition.

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

 THE RECITALS

 First

 THE WORKS

 - Comprising: Redevelopment of Coates Country Park involving clearance work and installation of new paths, play equipment, fencing, trees and shrubs.

 - Location: Coates Country Park

 Marlborough Road

Swindon

SN3 6AA

 Second

 CONTRACTOR'S DESIGNED PORTION

 - The Works include the design and construction of:

 - Play equipment and foundations.

 Third

 CONTRACT DRAWINGS

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

 Fourth

 OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

 - Comprise: The Work Schedules.

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

 Fifth A

 PRICING BY THE CONTRACTOR

- Option B will apply: Option A will be deleted.

- Priced Activity Schedule: The following wording shall apply ‘has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)’.

**A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Cont/d….)**

 Ninth

 INFORMATION RELEASE SCHEDULE

 - The Ninth Recital will be deleted.

 Eleventh

 DIVISION OF THE WORKS INTO SECTIONS

 - The Eleventh Recital will be deleted.

 THE ARTICLES

 3

 ARCHITECT/ CONTRACT ADMINISTRATOR

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

 5

 PRINCIPAL DESIGNER

 - Principal Designer: See clause A10/150.

 6

 PRINCIPAL CONTRACTOR

 - Principal Contractor: See clause A10/130.

 9

 LEGAL PROCEEDINGS

 - Amendments: None.

 10

 WORKS IN ADVANCE OF CONTRACT EXECUTION

- Any works completed in advance of execution of the main contract under separate instruction will be covered under the scope of the main contract upon execution.

 CONTRACT PARTICULARS

 Fourth Recital

 EMPLOYER'S REQUIREMENTS

- Comprise: Refer to the specification in tender documents.

 Sixth Recital

 CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Comprise: ‘An analysis of the portion of the Contract Sum relating to the Contractor’s Design Portion (‘the CDP Analysis’);

 - Specific Requirements: none.

**A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Cont/d….)**

 Eighth Recital and Clause 4.6

 CONSTRUCTION INDUSTRY SCHEME

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

 Tenth Recital

 CDM REGULATIONS

 - The project is notifiable.

 Eleventh Recital

 DESCRIPTION OF SECTIONS

 - Description of Sections:

 - Will be deleted.

 Twelfth Recital

 FRAMEWORK AGREEMENT

 - Framework agreement: does not apply.

 Thirteenth Recital and Schedule 5

 SUPPLEMENTAL PROVISIONS

 - Collaborative working: Supplemental Provision 1 applies.

 - Health and safety: Supplemental Provision 2 applies.

 - Cost savings and value improvements: Supplemental Provision 3 applies

 - Sustainable development and environmental considerations: Supplemental Provision 4 applies.

 - Performance indicators and monitoring: Supplemental Provision 5 applies.

 - Notification and negotiation of disputes: Supplemental Provision 6 applies.

 - Where Supplemental Provision 6 applies, the respective nominees of the parties are:

- Employer's nominee: Mr David Evans

- Contractor's nominee: TBC, or such replacement as each party may notify to the other from time to time.

 Article 8

 ARBITRATION

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

 Clause 1.1

 BASE DATE

 - Base Date: TBC

 Clause 1.1

 DATE FOR COMPLETION OF THE WORKS

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

 Clause 1.1

 DATES FOR COMPLETION OF SECTIONS

 - Dates for completion of sections: delete.

**A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Cont/d….)**

 Clause 1.7

 ADDRESSES FOR SERVICE OF NOTICES

 - Employer:

 - Address: See A10/120.

 - Fax number: TBC.

 - Contractor:

 - Address: TBC.

 - Fax Number: TBC.

 Clause 2.4

 DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: TBC

- It may be possible for the contractor to set up site in advance of the start date. Full arrangements and details are to be agreed with the CA/ Client post tender.

 Clause 2.4

 DATE OF POSSESSION OF THE SITE

 - Dates of possession of sections: delete.

Clause 2.5

DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 applies.

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

Clause 2.23.2

LIQUIDATED DAMAGES

- Damages: At the rate of £ 1,295.00 per week or part of.

Clause 2.29

SECTION SUMS

- Section sums: delete.

Clause 2.30

RECTIFICATION PERIOD

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

Clause 2.34.3

CONTRACTOR'S DESIGNED PORTION

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

Clause 4.3 and 4.9

FLUCTUATIONS PROVISION

- Fluctuations Provision: Do not apply.

- Where Schedule 4 applies, percentage addition (paragraph 12).

Clause 4.7

ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.7 does not apply.

**A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Cont/d….)**

Clause 4.7

ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1

INTERIM PAYMENTS - INTERIM VALUATION DATES

- The first interim valuation date is: within one month of possession and the same date in each month or the nearest Business Day in that month.

- A Valuation Schedule will be agreed with the Contractor to coincide with monthly progress meetings on site. This Schedule will be agreed post tender.

 Clause 4.9.1

 INTERIM PAYMENTS - PERCENTAGE OF VALUE

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

 - Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5%.

 Clause 4.10.4

 LISTED ITEMS - UNIQUELY IDENTIFIED

 - Listed items: Clause 4.10.4 will be deleted.

 Clause 4.10.5

 LISTED ITEMS - NOT UNIQUELY IDENTIFIED

 - Listed items: Clause 4.10.5 will be deleted.

 Clause 6.4.1

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

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

 Clause 6.5.1

 INSURANCE - LIABILITY OF EMPLOYER

 - Insurance: not required.

 Clause 6.7 and Schedule 1

 WORKS INSURANCE - INSURANCE OPTIONS

 - Schedule 1: Insurance option C applies.

 - Percentage to cover professional fees: 15% (Fifteen percent).

 Clause 6.10 and Schedule 1

 TERRORISM COVER

 - Details of the required cover: Pool Recover is required.

**A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Cont/d….)**

 Clause 6.15

 JOINT FIRE CODE

 - Joint Fire Code: Applies.

 - Application: State whether the insurer under Insurance Option A, B or C (paragraph C.2) has specified that the Works are a 'Large Project': not a large project.

 Clause 6.18

 JOINT FIRE CODE - AMENDMENTS/ REVISIONS

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

 Clause 6.19

CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

 - Level of cover: Amount of indemnity required: £250,000.00 for claims or series of claims arising out of one event.

 - Cover for pollution and contamination claims: £250,000.00 for claims or series of claims arising out of one event.

 - Expiry of required period of CDP Professional Indemnity Insurance: 12 Years.

 Clause 7.2.1

 PERFORMANCE BOND OR GUARANTEE

- Not required.

 Clause 7.2.2

 GUARANTEE FROM THE CONTRACTOR'S PARENT COMPANY

 - Guarantee: required, if available.

 - Parent company's name and registration number: TBC.

 Clause 7.3

 COLLATERAL WARRANTIES

 - Details:

 - Contractor Collateral Warranty: Standard JCT warranty in favour of Employer.

 - Sub-Contractor Collateral Warranty: Standard JCT Subcontractor Collateral Warranty in favour of Employer.

 Clause 8.9.2

 PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

 - Period of suspension: two months.

 Clauses 8.11.1.1 to 8.11.1.5

 PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

 - Period of suspension: two months.

**A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR’S DESIGN (ICD) (Cont/d….)**

 Clause 9.2.1

 ADJUDICATION

 - The Adjudicator is: President or Vice President or Chairman or Vice Chairman.

 - Nominating body: Royal Institution of Chartered Surveyors.

 ~~Clause 9.4.1~~

 ~~ARBITRATION~~

- ~~Appointor of Arbitrator (and of any replacement): President or a Vice President of the \_\_\_\_\_\_ .~~

 THE CONDITIONS

 SECTION 1: DEFINITIONS AND INTERPRETATION

 1.5

 RECKONING PERIODS OF DAYS

 - Amendments: none.

 1.12

 APPLICABLE LAW

 - Amendments: none.

 SECTION 2: CARRYING OUT THE WORKS

 SECTION 3: CONTROL OF THE WORKS

 3.7

 NAMED SUBCONTRACTORS

 - General: none.

 SECTION 4: PAYMENT

 SECTION 5: VARIATIONS

 SECTION 6: INJURY, DAMAGE AND INSURANCE

 SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

 SECTION 8: TERMINATION

 SECTION 9: SETTLEMENT OF DISPUTES

 EXECUTION

 - The Contract: Will be executed as a deed.

**A21 EMPLOYER'S REQUIREMENTS: PROVISION OF CONTRACTOR DESIGNED WORKS**

 **DEVELOPMENT OF THE DESIGN**

100 THE SPECIFICATIONS establish the basis upon which the design development, construction and completion of the Works is to proceed and indicates those methods and materials which would be approved by the Employer and/or his Agent.

110 SHOULD THE CONTRACTOR develop the design, it shall not depart in any fundamental way from the Employer’s Requirements unless amendments or alterations are imposed by compliance with the design criteria contained herein, it is not the intention to restrict the Contractor who is invited to offer such other appropriate techniques or systems which may be more economically suited to his method of working, or the development provided that these are acceptable to and approved by the Employer and/or his Agent.

120 THE USE OF THE TERM 'APPROVAL' throughout this documentation shall mean acceptance of general principles only and such 'approval' shall not relieve the Contractor of his design responsibilities.

125 NO ADVICE, agreement, comment, non-comment nor anything else that purports to be an approval from the CA to the Contractor's design and construction shall in any way relieve the Contractor from his absolute responsibility for the complete design and construction of the contractor designed works.

140 ALL MATERIALS and Workmanship shall comply with British Standards and British Standard Codes of Practice. In all cases the latest editions of such Standards and Codes of Practice shall apply.

150 WORKMANSHIP shall be of a high standard throughout, commensurate with the nature of the works, particularly with regard to the accuracy of dimensions, lines, plans, levels and the quality of surface textures. The Contractor shall do everything necessary to ensure that the standard of finish which is hereby demanded by this contract is achieved.

160 THE WORKS shall be designed and constructed to accord with all regulations, codes and procedures with regard to safety, especially those related to fires risks and other dangers which would form a hazard.

190 THE CONTRACTOR'S PROPOSALS submitted with his tender must indicate the dates by which his drawings will be prepared.

200 THE CONTRACTOR may not vary the layout, dimensions or any other part of the design which might affect the Employer's direct works without prior consultation with the Employer and/or his Agent.

210 THE CONTRACTOR is to indicate in his submission the dates by which he requires final Employer's information in respect of finishing’s and final details.

230 SCHEDULES OF FINISHES AND MATERIALS provided in the General Specification are illustrative of the minimum standards required and are provided as a guide only. Alternative specifications may be proposed to the Employer for his approval providing only that they comply with the standards proposed in the General Specification and are of the type and durability indicated.

**A21 EMPLOYER'S REQUIREMENTS: PROVISION OF CONTRACTOR DESIGNED WORKS (Cont/d…..)**

240 CHANGES AND VARIATIONS in the foregoing particular requirements necessitated by the Contractor's chosen method of construction shall only be incorporated into the final design with the approval of the CA.

260 NOTWITHSTANDING the above, no drawing, illustration, layout, schedule or specification or any other information whatsoever provided to the Contractor for tendering purposes shall alleviate or relieve the Contractor in any way from his responsibilities and liabilities under the Contract.

300 SUBMISSION OF DRAWINGS: The Contractor shall prepare and submit to the Employer 2 copies and one electronic copy of all drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions which are either:-

 1. Reasonably necessary from time to time to explain and amplify the Employer's Requirements, Contractor's Proposals and any Changes; or

 2. Reasonably necessary to enable the Contractor to execute and complete the design and construction of the Works and any Changes: or

 3. Stated in the following item 360 to be prepared by the Contractor.

 on a date which will enable the Employer and Contractor to comply with the procedures set out in items A21; 300 to 390, without delaying the progress of the Works.

310 The Employer shall within 10 working days of date of receipt of any such drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions submitted or re-submitted by the Contractor return one copy of the same to the Contractor together with his comments (if any) thereon provided that the Employer shall not comment unreasonably or adversely on any such drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions, which comply with the Statutory Requirements and with the standards of workmanship and materials specified therein or in the Employer's Requirements and Contractor's Proposals, or to be reasonably inferred therefrom.

311 All reviews of drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions will be carried out off site, include for all costs and make all necessary arrangements for reviews of drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions to be undertaken in this manner. Agree with the CA where samples of materials offered for review are to be sent and/or stored.

 The drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions shall be issued progressively as agreed in advance with the CA for review. The Contractor shall be responsible for co-ordinating the design prior to submitting drawings for comment to the CA. Drawing issues should be issued in a logical sequence in order that the CA has sufficient information to hand to form an opinion of the design proposals.

**A21 EMPLOYER'S REQUIREMENTS: PROVISION OF CONTRACTOR DESIGNED WORKS (Cont/d…..)**

311 (Cont/d…..)

 Each package shall contain all drawings, design calculations, support information, method statements, manufacturer’s literature, builder’s work information, etc necessary to facilitate an independent review. All documents (excluding drawings) submitted for review must be adequately bound.

 All correspondence related to the examination and review procedure shall be directed through the office of the CA or as otherwise directed.

312 Where revisions take place either under the authority of the CAs instruction, or by written agreement with the CA of when revised architectural, structural or services information is issued, all drawings shall be modified accordingly and shall be re-issued for construction purposes subject to examination by the CA. The issue of revised drawings shall be in accordance with and with regard to the agreed programme for construction and where time is available re-issues shall be grouped together, as agreed with the CA.

 Providing all revisions are properly incorporated into the drawings and the final installation is correct according to the drawings, then the final issue of these drawings may be issued in conjunction with the draft set of marked up prints kept on site, as the basis for the record drawings.

320 Any drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions returned by the CA under the foregoing item 310 without comment shall be marked "Returned With No Comment" and so endorsed, dated and signed by the Employer’s duly authorised representative.

330 If the Employer returns any drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions in accordance with the foregoing item 310, together with his comments, the Contractor shall immediately take account of such comments in such drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions and shall re-submit them to the CA for his comment in accordance with the provisions of the foregoing item 300 and the CA shall return them to the Contractor in accordance with the foregoing item 310 provided that where the Contractor is of the opinion that any such comments are likely to adversely affect the design of the Works he shall not take account thereof but shall give notice of objection to the CA and the CA shall forthwith instruct the Contractor either to disregard or to take account of the comments to which the Contractor has objected and the Contractor shall comply with such instruction.

340 The work shown on all drawings, specifications, manufacturers and technical details, performance data, calculations, levels and setting out dimensions shall become part of the Contractor’s Proposals upon the date on which each drawing, specification, detail, level and setting out dimensions is returned by the CA under the provisions of the foregoing item 310 and marked “Returned With No Comment”.

**A21 EMPLOYER'S REQUIREMENTS: PROVISION OF CONTRACTOR DESIGNED WORKS (Cont/d…..)**

360 On a date which will enable the Employer and Contractor to comply with all the foregoing provisions, the Contractor shall provide:-

 .1 Final versions of specifications

 .2 Amplification of proposals made with the tender

 .3 General arrangement drawings

 .4 Any necessary calculations

 .5 Detailed working drawings.

370 During the course of the work the Contractor shall provide:-

 .1 Any necessary certificates to demonstrate compliance with these requirements.

 .2 Such samples of materials and workmanship as are necessary to enable the Employer to make a choice on finishes and colours.

380 The Contractor shall issue at regular and appropriate intervals the Project Drawing Register to the CA.

390 Within one month of the award of contract the Contractor shall submit a programme showing his proposals for submission of drawings and samples.

 Where and to the extent that drawings and samples are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

 To the express approval of the CA or

 To match a sample expressly approved by the CA as a standard for the purpose.

**A30 TENDERING / SUBLETTING / SUPPLY**

 MAIN CONTRACT TENDERING

110 SCOPE

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

145 TENDERING PROCEDURE

 - General: In accordance with the principles of JCT Tendering Practice Note 2012.

 - Arithmetical errors: Alternative 2 is to apply ‘Main Contract Tendering’.

 - Amendments: Alternative 2 is to apply.

160 EXCLUSIONS

 - Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.

 - Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

**A30 TENDERING / SUBLETTING / SUPPLY (Cont/d.....)**

170 ACCEPTANCE OF TENDER

 - Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

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

210 PRELIMINARIES IN THE SPECIFICATION

 - Measurement rules: Preliminaries/ General Conditions must not be relied upon as being prepared in accordance with SMM7/NRM.

220 PRICING OF PRELIMINARIES

 - Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items.

 - The calendar must provide a detailed breakdown of their preliminaries with tender submission for review.

250 PRICED DOCUMENTS

 - Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.

 - Measurements: Where not stated, ascertain from the drawings.

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

 **Submit: with the tender**

310 TENDER

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

500 TENDER STAGE METHOD STATEMENTS

 - Method statements: **must be submitted with the tender** describing how and when the Contractor proposes to carry out the works through to completion.

510 ALTERNATIVE METHOD TENDERS

 - General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.

 - Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.

 - Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.

 - Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.

 - **Submit: with the tender.**

**A30 TENDERING / SUBLETTING / SUPPLY (Cont/d.....)**

515 ALTERNATIVE TIME TENDERS

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

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

530 SUBSTITUTE PRODUCTS

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

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

550 HEALTH AND SAFETY INFORMATION

 - Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.

 - Include:

 - A copy of the contractor's health and safety policy document, including risk assessment procedures.

 - Accident and sickness records for the past five years.

 - Records of previous Health and Safety Executive enforcement action.

 - Records of training and training policy.

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

 **Submit:** **with tender**

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.

 - Details of the management structure and responsibilities.

 - Arrangements for issuing health and safety directions.

 - Procedures for informing other contractors and employees of health and safety hazards.

 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.

 - Procedures for communications between the project team, other contractors and site operatives.

 - Arrangements for cooperation and coordination between contractors.

 - Procedures for carrying out risk assessment and for managing and controlling the risk.

 - Emergency procedures including those for fire prevention and escape.

 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.

 - Arrangements for welfare facilities.

 - Procedures for ensuring that all persons on site have received relevant health and safety information and training.

**A30 TENDERING / SUBLETTING / SUPPLY** **(Cont/d.....)**

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN (Cont/d.....)

 - Arrangements for consulting with and taking the views of people on site.

 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.

 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.

 - Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

 - Person responsible for developing the Plan: The Contractor.

 - Content: Include details of:

 - Principal Contractor for the purposes of the regulations.

 - Location of the site.

 - Description of the project.

 - Estimated project cost.

 - Types and quantities of waste that will be generated.

 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.

 - The use of appropriate and licensed waste management contractors.

 - Record keeping procedures.

 - Waste auditing protocols.

 - Additional requirements:

 - **Submit within one week of request**

599 FREEDOM OF INFORMATION

 - Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.

 - Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.

 - Confidentiality: Maintain at all times.

 SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

 - General: Comply with the Construction Industry Board ‘Code of Practice for the selection of subcontractors’.

 - List: Provide details of all subcontractors and the work for which they will be responsible.

 - Submit: within one week of request.

645 ‘LISTED’ DOMESTIC SUBCONTRACTORS

 - Additional persons: Under the provisions of the Contract Conditions, make written application and, if requested, submit (in an approved form) evidence of the suitability of such additional persons. Wherever possible, submissions for addition of persons must be made, and consent obtained, before return of the tender. When any submission for addition of persons 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.

**A30 TENDERING / SUBLETTING / SUPPLY (Cont/d.....)**

645 ‘LISTED’ DOMESTIC SUBCONTRACTORS (Cont/d.....)

 - Extent of list: If less than three persons named in the list are able and willing to carry out the relevant work so that the relevant Conditions of Contract becomes operative, immediately notify for decision whether or not names shall be agreed for addition to the list.

 - Agreement: Before the start of the 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.

 DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

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

120 COMMUNICATION

 - Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.

 - Format: In writing to the person named in clause A10/140 unless specified otherwise.

 - Response: Do not proceed until response has been received.

130 PRODUCTS

 - Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.

 - Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

 - Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.

 - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

140 DRAWINGS

 - Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.

 - CAD data: In accordance with BS 1192.

145 CONTRACTOR'S CHOICE

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

150 CONTRACTOR'S DESIGN

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

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (Cont/d.....)

155 SUBMIT PROPOSALS

 - Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

 - Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.

 - Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.

 - 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.

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

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

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

 - Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.

 - Refix: Fix removed products.

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

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

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

170 MANUFACTURER AND PRODUCT REFERENCE

 - Definition: When used in this combination:

 - Manufacturer: The firm under whose name the particular product is marketed.

 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.

 - Currency: References are to the particular product as specified in the manufacture’s technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

 - Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.

 - Reasons: Submit reasons for the proposed substitution.

 - Documentation: Submit relevant information, including:

 - Manufacturer and product reference;

 - Cost;

 - Availability;

 - Relevant standards;

 - Performance;

 - Function;

 - Compatibility of accessories;

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (Cont/d.....)

200 SUBSTITUTION OF PRODUCTS (Cont/d.....)

 - Proposed revisions to drawings and specification;

 - Compatibility with adjacent work;

 - Appearance;

 - Copy of warranty/ guarantee.

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

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

210 CROSS REFERENCES

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

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

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

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

220 REFERENCED DOCUMENTS

 - Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

 - Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.

 - Before ordering: Submit notification of all such substitutions.

 - Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

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

260 SIZES

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

 - Timber: Cross section dimensions shown on drawings are:

 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.

 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (Cont/d.....)

 DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

405 OMISSIONS OR ERRORS in the Tender Document and/or Drawings shall not vitiate the Contract nor release the Contractor from any of his obligations or liabilities under the Contract

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

 - Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies).

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

440 DIMENSIONS

 - Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

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

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

460 THE SPECIFICATION

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

470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

 - Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.

 - Action: Inform immediately.

480 TECHNICAL DOCUMENTS

 - Reference documents: Available for inspection by appointment during the normal office hours at the office of CA.

 DOCUMENTS PROVIDED BY CONTRACTOR / SUBCONTRACTORS / SUPPLIERS

630 TECHNICAL LITERATURE

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

 - Manufacturers' current literature relating to all products to be used in the Works.

 - Relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

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

 - Information location:

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

A32 MANAGEMENT OF THE WORKS

 GENERALLY

106 DELIVERIES/SITE STORAGE:

 - The Contractor shall note that deliveries to the site must be contained within the confines of the site and shall phase his deliveries according to those limitations.

 - Materials shall only be delivered for immediate incorporation into the Works. Any storage required for materials or plant should be agreed with the CA prior to commencement of works on site.

 - Deliveries are to be made having due regard for the restrictions set out in clause A12/200. The movement of delivery vehicles along the access is to be supervised by a banks man and / or attendant at all times.

 - The Contractor is deemed to have made due allowance for the above requirements in his Tender.

110 SUPERVISION:

 - Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.

120 INSURANCE

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

130 INSURANCE CLAIMS

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

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

140 CLIMATIC CONDITIONS

 - Information: Record accurately and retain:

 - Daily maximum and minimum air temperatures (including overnight).

 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

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

 - Any materials that are deemed by the Client or his representative to be of archaeological value shall be retained by the client

A32 MANAGEMENT OF THE WORKS (Cont/d…..)

180 CONDITION SURVEY:

 - Before commencing work on the site the Contractor is to agree with the CA the immediate condition of the adjacent grounds, buildings, roads, paths and adjacent verges. He is to allow for taking photographs for record purposes and for providing one complete set for the CA.

 - The Contractor shall repair and make good any damage caused by his execution of the works such that all grounds, buildings, roads, paths, pavings and verges are, at completion of the works, in the same state and to the same standard as they were at commencement of the works as shown on the condition survey.

 PROGRAMME/ PROGRESS

210 PROGRAMME

 - Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:

 - Planning and mobilisation by the Contractor.

 - Subcontractor's work.

 - Running in, adjustment, commissioning and testing of all engineering services and installations.

 - Work resulting from instructions issued in regard to the expenditure of provisional sums.

 - Work by others concurrent with the Contract.

 **Submit: with tender.**

230 SUBMISSION OF PROGRAMME

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

240 COMMENCEMENT OF WORK:

 - Inform the Contract Administrator at least 10 working days before the proposed date for commencement of work on site.

250 MONITORING

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

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

260 SITE MEETINGS

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

 - Frequency: Monthly.

 - Location: to be located in Site Accommodation.

 - Accommodation: Ensure availability at the time of such meetings.

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

 - Chairperson (who will also take and distribute minutes): CA.

A32 MANAGEMENT OF THE WORKS (Cont/d…..)

264 CONTRACTOR'S PROGRESS REPORT:

 - Submit a progress report to the Contract Administrator 3 days prior to each Contract Administrator site meeting. Notwithstanding the Contractor's obligations under the Contract the report must include:

 - A progress statement by reference to the master programme for the Works.

 - Details of any matters materially affecting the regular progress of the Works.

 - Any requirements for further drawings or details or instructions to enable the Contract Administrator to fulfil their obligations under the Conditions of Contract.

270 CONTRACTOR'S SITE MEETINGS: Hold meetings with appropriate designers, subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

290 NOTICE OF COMPLETION

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

 - Associated works: Ensure necessary access, services and facilities are complete.

 - Period of notice (minimum): 2 weeks.

300 ADVERSE WEATHER: Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.

310 EXTENSIONS OF TIME

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

 - Details: As soon as possible submit:

 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.

 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.

 - All other relevant information required.

 CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

 - Extent and location: Agree before commencement.

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

430 PROPOSED INSTRUCTIONS

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

440 MEASUREMENT

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

A32 MANAGEMENT OF THE WORKS (Cont/d…..)

450 DAYWORK VOUCHERS

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

 - Content: Before delivery, each voucher must be:

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

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

460 INTERIM VALUATIONS

 - Applications: Include details of amounts requested under the Contract together with all necessary supporting information.

 - Submission: At least seven days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

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

475 PRODUCTS STORED OFF SITE

 - Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.

 - Include for products purchased from a supplier:

 - A copy of the contract of sale.

 - A written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.

 - Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:

 - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

A33 QUALITY STANDARDS / CONTROL

 STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

 - General: Where and to the extent that products or work are not fully documented, they are to be:

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

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

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

A33 QUALITY STANDARDS / CONTROL (Cont/d…..)

120 WORKMANSHIP SKILLS

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

 - Registration: With Construction Skills Certification Scheme.

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

130 QUALITY OF PRODUCTS

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

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

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

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

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

135 QUALITY OF EXECUTION

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

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

 - Dimensions: Check on-site dimensions.

 - Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.

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

140 COMPLIANCE

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

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

 - Properties tested.

 - Pass/ fail criteria.

 - Test methods and procedures.

 - Test results.

 - Identity of testing agency.

 - Test dates and times.

 - Identities of witnesses.

 - Analysis of results.

150 INSPECTIONS

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

 - Date of inspection.

 - Part of the work inspected.

 - Respects or characteristics which are approved.

 - Extent and purpose of the approval.

 - Any associated conditions.

A33 QUALITY STANDARDS / CONTROL (Cont/d…..)

160 RELATED WORK

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

 - Appropriately complete.

 - In accordance with the project documents.

 - To a suitable standard.

 - In a suitable condition to receive the new work.

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

170 MANUFACTURER’S RECOMMENDATIONS/ INSTRUCTIONS

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

 - Changes to recommendations or instructions: Submit details.

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

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

 SAMPLES/ APPROVALS

210 SAMPLES

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

 - To an express approval.

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

220 APPROVAL OF PRODUCTS

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

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

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

230 APPROVAL OF EXECUTION

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

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

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

A33 QUALITY STANDARDS / CONTROL (Cont/d…..)

 ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

 - Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.

 - Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

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

 - Submit proposals; or

 - Arrange for inspection of appearance of relevant aspects of partially finished work.

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

340 CRITICAL DIMENSIONS

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

 - Location: Detailed on drawings in Appendix A.

360 RECORD DRAWINGS

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

 SERVICES GENERALLY

410 SERVICES REGULATIONS

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

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

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

 - Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

435 ELECTRICAL INSTALLATION CERTIFICATE

 - Submit: When relevant electrical work is completed.

 - Original certificate: To be lodged in the Building Manual.

450 MECHANICAL AND ELECTRICAL SERVICES

 - Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.

 - Building Regulations notice: Copy to be lodged in the Building Manual.

A33 QUALITY STANDARDS / CONTROL (Cont/d…..)

 SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION:

 - 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.

520 COORDINATION OF ENGINEERING SERVICES

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

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

525 ACCESS

 - Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.

530 OVERTIME WORKING

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

 - Minimum period of notice: 2 working days.

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

540 DEFECTS IN EXISTING WORK

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

 - Documented remedial work: Do not execute work which may:

 - Hinder access to defective products or work; or

 - Be rendered abortive by remedial work.

560 TESTS AND INSPECTIONS

 - Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.

 - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.

 - Records: Submit a copy of test certificates and retain copies on site.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

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

A33 QUALITY STANDARDS / CONTROL (Cont/d…..)

 WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

 - General: Make good all damage consequent upon the Works.

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

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

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

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

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

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

720 SECURITY AT COMPLETION

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

 - Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

 - Remedial work: Arrange access with the Contract Administrator.

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

 - Completion: Notify when remedial works have been completed.

**A34 SECURITY / SAFETY / PROTECTION**

 SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

 - Location: Refer to appendix B and the project Preliminaries, including but not restricted to the following sections:

 - Description of project: Sections A10 and A11.

 - Client's consideration and management requirements: Sections A12, A13 and A36.

 - Environmental restrictions and on-site risks: Section A12, A35 and A34.

 - Significant design and construction hazards: Section A34.

 - The Health and Safety File: Section A37.

**A34 SECURITY / SAFETY / PROTECTION (Cont/d.....)**

130 PRODUCT HAZARDS

 - Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.

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

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

 - Submission: Present to the Employer / Client no later than 1 week before commencement of work on site.

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

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

150 SECURITY

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

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

 - Comply with requirements

 - The Contractor is to identify an extra over cost for 24 hour security for the site – see contract summary

152 DISTURBANCE OF OCCUPANTS OF ADJACENT PROPERTIES:

 - The adjacent land and buildings will be occupied and in use by the general public & staff, throughout the contract period. The Contractor shall take all precautions to isolate the works and prevent inconvenience to and to protect the occupants and the public and it may be necessary for the Contractor to suspend certain works for periods to avoid unnecessary inconvenience to the users.

160 STABILITY

 - Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.

 - Design loads: Obtain details, support as necessary and prevent overloading.

170 OCCUPIED PREMISES

 - Extent: Existing buildings will be occupied and/ or used during the Contract as follows: See A12/230

 - Works: Carry out without undue inconvenience and nuisance and without danger to the general public using surrounding areas.

 - Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

 - The Employer requires that access is available to the bell ringing tower on 11th November 2018 for Remembrance Sunday.

**A34 SECURITY / SAFETY / PROTECTION (Cont/d.....)**

180 PASSES

 - Controlled areas: Passes will be required for access to all areas.

 - Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required.

 - Return of passes: When requested or on completion of the work to which the pass relates.

190 OCCUPIER'S RULES AND REGULATIONS

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

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

 - 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.

 - 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.

220 WORKING PRECAUTIONS/ RESTRICTIONS

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

 - Work area: All areas

 - Procedures: obtain prior approval.

 **PROTECT AGAINST THE FOLLOWING**

310 EXPLOSIVES

 - Use: Not permitted.

330 NOISE CONTROL

 - Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.

 - Noise levels from the works: Maximum level: 85 dB (A) when measured from recommended distance.

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

 - Restrictions: Do not use:

- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

 - Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.

 - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

 - Use: Not permitted.

**A34 SECURITY / SAFETY / PROTECTION (Cont/d.....)**

360 NUISANCE

 - Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

 - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

 - Duty: Report immediately any suspected materials discovered during execution of the Works.

 - Do not disturb.

 - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

 - Duty: Report immediately suspected materials discovered during execution of the Works.

 - Do not disturb.

 - Agree methods for safe removal or remediation

375 ANTIQUITIES

 - Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.

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

380 FIRE PREVENTION

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

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

390 SMOKING ON SITE

 - Smoking on site: Not permitted.

400 BURNING ON SITE

 - Burning on site: Not permitted.

410 MOISTURE

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

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

 - Blistering and failure of adhesion.

 - Damage due to trapped moisture.

 - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

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

 - Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particle, toxins and other micro organisms are with in acceptable levels.

**A34 SECURITY / SAFETY / PROTECTION (Cont/d.....)**

430 WASTE

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

 - Minimize: Keep the site and Works clean and tidy.

 - Remove: Frequently and dispose off site in a safe and competent manner:

 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.

 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

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

 - Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

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

450 LASER EQUIPMENT

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

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

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

460 POWER ACTUATED FIXING SYSTEMS

 - Use: Not permitted.

470 INVASIVE SPECIES

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

 - Special precautions: inspect prior to commencement

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

 - Do not disturb.

 - Agree methods for safe eradication or removal.

 PROTECT THE FOLLOWING

510 EXISTING SERVICES

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

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

 - Work adjacent to services:

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

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

**A34 SECURITY / SAFETY / PROTECTION (Cont/d.....)**

510 EXISTING SERVICES (Cont/d.....)

 - Identifying services:

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

 - Overhead: Use headroom markers.

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

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

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

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

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

515 OCCUPIERS AND USERS: Prevent and take measures to ensure that the safety of the occupants is maintained at all times.

 - No work is to be undertaken beyond the enclosed working areas when the general public or staff are present. Maintain suitable protection when erecting or dismantling work enclosures.

520 ROADS AND FOOTPATHS

 - Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Clean with a road sweeper when required.

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

 - Keep all roads and footpaths clear at all times and clean weekly with road sweeper.

580 BUILDING INTERIORS

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

560 EXISTING FEATURES

 - Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

570 EXISTING WORK

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

 - Removal: Minimum amount necessary.

 - Replacement work: To match existing.

620 ADJOINING PROPERTY

 - Permission: Obtain as necessary from owners if requiring erecting scaffolding on or otherwise using adjoining property.

**A34 SECURITY / SAFETY / PROTECTION (Cont/d.....)**

625 ADJOINING PROPERTY RESTRICTIONS

 - Precautions:

 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.

 - Pay all charges.

 - Remove and make good on completion or when directed.

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

630 EXISTING STRUCTURES

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

 - Supports: During execution of the Works:

 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.

 - Do not remove until new work is strong enough to support existing structure.

 - Prevent overstressing of completed work when removing supports.

 - Adjacent structures: Monitor and immediately report excessive movement.

 - Standard: Comply with BS 5975 and BS EN 12812.

 - Refer to clause A34/520 for restrictions on the use of the bridge.

640 MATERIALS FOR RECYCLING/ REUSE

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

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

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

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

130 METHOD/ SEQUENCE OF WORK

 - Specific Limitations:

 - Roads, maintain access to the site at all times. At no time allow the whole width of a road to become blocked or obstructed such that vehicles or pedestrians are restricted or prevented in passing.

 - For use of site when executing works see section A12/220.

140 SCAFFOLDING:

 - Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all subcontractors.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING (Cont/d…)

160 USE OR DISPOSAL OF MATERIALS

 - Specific limitations: Take every reasonable precaution to prevent spoil, rubbish and the like matter arising from the works being dumped on ground other than a recognised tip. The disposal of all matter off the site shall be properly regulated in accordance with the requirements and to the satisfaction of the CA. Indemnify the Employer against any claims, expenses or proceedings entered against him by reason of fly-tipping by the Contractor, any of his work people and Subcontractors.

170 WORKING HOURS

 - Specific limitations: Permitted working hours are between 08:00 and 18:00 Monday to Friday, excluding Bank Holidays and 08:00 to 13:00 on Saturday.

1. DELIVERY TIMES

 - Specific limitations: Delivery of materials is to be agreed via Contract Administrator, bearing in mind the restrictions advised in clause A12/200.

 - All material deliveries are to be accompanied by a banksman.

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES

 GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

 - Location: Give notice of intended siting.

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

120 CONTRACTORS COMPOUND

 At the Contractors discretion the site office/ compound is to be situated in either:

* Contractor to propose.

 ACCOMMODATION

230 TEMPORARY ACCOMMODATION

 - Proposals for temporary accommodation and storage for the Works: Submit one week prior to starting on site.

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

 - Provision must be made for accommodation for the site progress meetings that will be held on a monthly basis for up to 8 people total.

230 TEMPORARY ACCOMMODATION

 - Facilities: Sanitary accommodation is to be provided for the duration of the Contract as follows:

 - Provide and maintain in a clean condition sanitary accommodation for the Employer's representatives, either separate or shared with the Contractor's supervisory staff. The accommodation must include an adequate number of appliances, wash hand basin(s) with hot and cold water supply, with adequate heating, lighting and ventilation.

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES (Cont/d…..)

 TEMPORARY WORKS

310 ROADS

 - Permanent roads, hard standings and footpaths on the site may be used, subject to clause A34/520.

320 TEMPORARY WORKS

 - Before starting work, erect temporary protective fencing in locations specified or considered necessary;

 - Type of fencing: Heras fencing with kickboard / skirting

 - Maintain integrity of fencing for the duration of the works.

 - Remove fencing on the completion of the works and make good disturbed area.

 - No open skips which wildlife could get access into are to be used.

340 NAME BOARDS/ ADVERTISEMENTS

 - Name boards/ advertisements: Number and designs to be approved by the CA

 SERVICES AND FACILITIES

420 ELECTRICAL LIGHTING AND POWER

 - Supply: The Employer's mains may be used for the Works as follows:

 - The capacity and location of supply point; are to be confirmed by the Contractor.

 - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

 - Power to the main bell tower for bell ringing should always be maintained, as far is as possible. Contractor to notify CA of any periods when disconnected.

430 WATER

 - Supply: The Employer's mains may be used for the Works as follows:

 - The capacity and location of supply point; are to be confirmed by the Contractor.

 - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES

 - Direct communication: provide the Contractor's person in charge with a mobile telephone.

550 THERMOMETERS

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

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES (Cont/d…..)

570 PERSONAL PROTECTIVE EQUIPMENT

 - General: Provide for the shared use of those acting on behalf of the Employer, in sizes to be specified:

 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 10

 - High visibility waistcoats to BS EN 471 Class 2. Number required: 10

 - Disposable respirators to BS EN 149.FFP1S.

 - Eye protection to BS EN 166.

 - Ear protection - muffs to BS EN 352 - 1, plugs to BS EN 352 – 2.

 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION / MAINTENANCE OF THE FINISHED WORKS

 GENERALLY

110 THE BUILDING MANUAL

 - Content: Obtain and Provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.

 - Format: as clause 160

 - Number of copies: 2 bound copies and 1 electronic (PDF) copy on CD.

 - Delivery to: two weeks before the date for completion stated in the Contract.

115 THE HEALTH AND SAFETY FILE

 - Responsibility: Contractor

 - Purpose: To provide information about the structure or materials used, which might affect the health or safety of anyone if construction works, (including cleaning, maintenance, alterations, refurbishment and demolition) are carried out.

 - Contractor designed and performance specified work: Obtain or prepare details of construction methods and materials, general maintenance instructions and as-built drawings.

 - Other information: Obtain or prepare details of utilities and services, materials hazards, access requirements/restrictions and maintenance and decommissioning instructions.

 - Number of copies: Submit 2 copies to the CDM Co-ordinator.

 - Latest date for submission: 2 weeks before the date for completion stated in the contract.

155 CONTENT OF THE BUILDING MANUAL

 - General: Details of the project, the parties, safety strategy, operational requirements and constraints of a general nature.

 - Works: Design criteria, maintenance details, product details, and environmental and trafficking conditions.

 - Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

A37 OPERATION / MAINTENANCE OF THE FINISHED WORKS (Cont/d…)

160 PRESENTATION OF BUILDING MANUAL

 - Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.

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

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

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 SITE ACCOMMODATION

 - Details: Site accommodation not made available by the Employer: See section A36.

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 SERVICES AND FACILITIES

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

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

110 MECHANICAL PLANT

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

110 TEMPORARY WORKS

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

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