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<p>A10</p> <p>Project particulars</p> <p>Clauses</p> <p>110 The Project</p> <hr/> <p>1. Name: New Community Building</p> <p>2. Nature: Design and Construction of a New Community Building including all external works, drainage and incoming services</p> <p>3. Location: Suffolk Punch Close, Heelands, Milton Keynes</p> <p>4. Length of contract: Envisaged to start on site March 23 with completion November 23</p> <p>120 Employer (client)</p> <hr/> <p>1. Name: Bradwell Parish Council</p> <p>2. Address: 21 Glovers Lane, Heelands, Milton Keynes, MK13 7LW</p> <p>3. Contact: Philip Farquharson</p> <p>4. Telephone: 01908 321285</p> <p>5. E-mail: clerk@bradwell-pc.gov.uk</p> <p>130 Principal contractor (CDM)</p> <hr/> <p>1. Name: tbc</p> <p>2. Address: tbc</p> <p>3. Contact: tbc</p> <p>4. Telephone: tbc</p> <p>5. E-mail: tbc</p> <p>140 Employer's Agent</p> <hr/> <p>1. Name: Gotch, Saunders & Surridge LLP</p> <p>2. Address: The Stables, 14 The Drive, Kettering, Northants, NN15 7EX</p> <p>3. Contact: Karen O'Connor</p> <p>4. Telephone: 01536 526900</p> <p>5. E-mail: kjo@gssllp.co.uk</p> <p>155 Principal designer (pre contract)</p> <hr/> <p>1. Name: GSSArchitecture</p> <p>2. Address: Studio B2,314 Witan Gate West, Central Milton Keynes, MK9 1EJ</p> <p>3. Contact: Evangeline Parker-Rowles</p> <p>4. Telephone: 01908 010032</p> <p>5. E-mail: efr@gotch.co.uk</p> <p>156 Principal designer (post contract)</p> <hr/> <p>1. Name: As A10:130</p> <p>2. Address: As A10:130</p>		
<p style="text-align: center;">A10 Project particulars Page 1 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>3. Contact: As A10:130</p> <p>4. Telephone: As A10:130</p> <p>5. E-mail: As A10:130</p>		
<p>171 Structural engineer (pre contract)</p>		
<p>1. Name: Rolton Group Ltd</p> <p>2. Address: Lynch Wood, Peterborough, PE2 6LR</p> <p>3. Telephone: 01933 410909</p>		
<p>175 Mechanical Engineer</p>		
<p>1. Name: Rolton Group Ltd</p> <p>2. Address: Lynch Wood, Peterborough, PE2 6LR</p> <p>3. Telephone: 01933 410909</p>		
<p>178 Electrical Engineer</p>		
<p>1. Name: Rolton Group Ltd</p> <p>2. Address: Lynch Wood, Peterborough, PE2 6LR</p> <p>3. Telephone: 01933 410919</p>		
<p style="text-align: right;">Ω End of Section</p>		
<p style="text-align: center;">A10 Project particulars Page 2 of 65</p>		<p style="text-align: center;">To collection £</p>

A11 Tender and contract documents

Clauses

115 Tender drawings

1. **The tender documents are:** - The Employers Requirements comprising:
 - 1.1. Preliminaries
 - 1.2. Performance Specification
 - 1.3. Performance Specification - Mechanical
 - 1.4. Performance Specification - Electrical
 - 1.5. Pre-Construction Information
 - 1.6. Site Investigation Report
 - 1.7. Appendices (Containing other relevant information)
 - 1.8. **The Drawings Comprising:**
 - 1.9. Topographical Survey
 - 1.10. Architectural Drawings
 - 1.11. Mechanical and Electrical Drawings
 - 1.12. Structural Drawings .

120 Contract drawings

1. **The contract drawings:** Same as the tender drawings.
2. **Exceptions:** none

160 Pre-construction information

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

Ω End of Section

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A12

The site/ existing buildings

Clauses

110 The site

- Description:** The site is located at Suffolk Punch Close, Heelands, Milton Keynes as indicated on the site location plan, drawing number (SK)00A. The site is in a predominately residential area of Milton Keynes. The contractor shall not carry out the work in such a manner as to cause annoyance or interference with owners and tenants of adjoining properties and make good any damage through the carrying out of the works. The contractor should refer to drawing (SK)14A which shows the proposed location for the site office, welfare and material storage location. Permission has been received for this area of the Church car park to be used for this purpose. The contractor will be responsible for providing all services to the accommodation and will need to ensure that the car park is returned in the same condition and make good any damage caused through carrying out the works. The Contractor will be responsible for all damage which may arise to public and private roadways, yards, passageways, kerbs, channels, drains, footpaths, mains, cables, pipes, buildings etc due to the cartage of materials to or from the works and shall make good all damage and pay all claims. The Contractor should make good any damage caused and remove any obstruction without delay so as to safeguard the health and safety of adjoining users and the general public. The Contractor is to ensure that all goods, materials and equipment for the site are to be stored within the site compound. All waste and spoil generated by the site is to be stockpiled or stored on site until it is removed. There is to be no storage outside the site. The contractor must ascertain all local conditions, conditions affecting supply of labour and delivery of materials and execution of the contract generally. No claim for extras will be allowed for errors or omissions due to the contractor's failure to satisfy himself of these matters. Any injury arising from the Contractor's failure to immediately repair accidental damage will be the sole responsibility of the contractor

120 Existing buildings on/ adjacent to the site

- Description:** Existing buildings on/adjacent to the site can be seen on the proposed site plan. The surrounding buildings consist of residential dwellings and place of worship. All existing buildings shall be in constant use throughout the duration of the works. These must be protected from dust, dirt, noise and damage at all times. All access and egress points to the properties must be maintained throughout the works. The contractor should ensure that all services including water, gas, electricity, drainage, telecoms are maintained to the surrounding buildings at all times throughout the construction period and should make due allowance for all temporary works, connections to comply with this

140 Existing utilities and services

- Drawings: (Information shown is indicative only): The positions of services known at the present time are shown indicatively on the survey drawings. The client will not accept liability for the inaccuracy of this information if found to be incorrect. Prior to starting any excavations the Contractor must carry out his own survey and expose all services by hand, dig trial holes and record the position and depths of the services. A copy of such records is to be forwarded to the Employer's Agent and the Principal Designer. The Contractor will be held liable for any damage caused to any of the existing services, ducts and drainage. All cost and programme implications associated with complying with the above will be deemed to be included within the Contractors tender.

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<p>2. Other information: The contractor must carry out all the necessary surveys and research to identify and locate the position of all services, which affect the works and cross the site (refer to A34:510)</p>		
<p>160 Soils and ground water</p>		
<p>1. Information: Included in the tender documents.</p>		
<p>170 Site investigation</p>		
<p>1. Report: Included in the tender documents.</p>		
<p>180 Health and safety file</p>		
<p>1. Availability for inspection: The health and safety file for the site/ building may be seen by appointment during normal office hours at: refer to the pre construction information issued with these tender documents.</p> <p>2. Other documents: Refer to the pre construction information issued with these tender documents</p> <p>3. Arrangements for inspection: refer to the pre construction information</p>		
<p>200 Access to the site</p>		
<p>1. Description: Access to the site is off Landcliffe Drive. The contractor is to allow for fencing the site and for installing all necessary warning/directional signs. The contractor will not have exclusive use of this access for the duration of the works and must include for all costs in its maintenance and the reinstatement of any damaged areas in completion. Any injury arising from the contractors failure to immediately repair accidental damage will be the sole responsibility of the contractor. The contractor is strictly forbidden to use any other access to the site. The Contractor is to allow for regular cleaning of the roads outside the site, to ensure they are kept clean and free from mud etc for the duration of the works. The contractor should note that all roads adjacent to the site are regularly used. There is to be no parking allowed in any other areas except within the contractors compound. All damage caused to trees, hedges, plants and grassed areas outside the contractors access route and compound is to be made good with hedging and plants to match existing and turf within 24 hours of the damage occurring and maintain until established. The access road to the site must be maintained by the contractor at all times. At the end of the contract the Contractor is to allow for reinstating his compound and all roads to match existing, and replanting any trees, hedges or shrubs removed or damaged on the setting up or maintenance of the compound. All reinstatement of grassed areas is to be carried out using turf; reseeding is not acceptable. The Contractor is also referred to the Pre Construction Information appended to this document in Appendix B</p> <p>2. Limitations: At all times the contractors compound and routes for access are to be strictly controlled to avoid the opportunity for unauthorised persons to gain entry to the site or areas where hazardous operations including vehicle movements may be undertaken</p>		
<p>210 Parking</p>		
<p>1. Restrictions on parking of the Contractor's and employees' vehicles: is restricted to the Contractors compound area. There is to be no parking outside the site or on the roads leading up to the site</p>		
<p style="text-align: center;">A12 The site/ existing buildings Page 5 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>220 Use of the site</p> <hr/> <p>1. General: Do not use the site for any purpose other than carrying out the Works.</p> <p>2. Limitations: Other restrictions regarding the site have been referred to elsewhere in this document or described on the drawings</p>		
<p>230 Surrounding land/ building uses</p> <hr/> <p>1. General: Adjacent or nearby uses or activities are as follows:</p> <p>1.1. The surrounding land and buildings are occupied premises and the contractor is to ensure he complies with all requirements of this document in respect to maintaining access to the surrounding land and buildings.</p>		
<p>250 Site visit</p> <hr/> <p>1. Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.</p> <p>2. Arrangements for visit: The contractors are requested to advise Karen O'Connor when they are planning to visit the site, however, there are currently no restrictions preventing access. The contractor will be deemed to have visited the site in the course of producing his tender and no claim will be accepted which is based upon the contractor's lack of knowledge of the site, access thereto, surrounding environment and all local conditions and restrictions</p> <p style="text-align: right;">Ω End of Section</p>		
<p style="text-align: center;">A12 The site/ existing buildings Page 6 of 65</p>	<p style="text-align: center;">To collection</p>	<p style="text-align: center;">£</p>

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<p>A13</p> <p>Description of the work</p> <p>Clauses</p> <p>120 The works</p> <p>1. Description: The works comprise the design and construction of a new Community Building as per the documents contained in the tender package, including associated drainage, external works and external services. A number of indicative structural engineering drawings accompany these documents. The Contractor is responsible for ensuring his proposals meet all current and future known legislation. A number of indicative Mechanical and Electrical drawings accompany the mechanical and electrical performance specifications, these are only to show design intent. The main contractor shall be responsible for all liaison and co-ordination to ensure that the contractor's proposals are fully in accordance with the Employers Requirements The Contractor is responsible for ensuring his proposals meet all current and known future legislation. All external finishes are to meet the requirements of the Planning Authority and the structure and works are to be constructed so as to meet with all current and known future legislation, regulations and byelaws. Should the contractor wish to offer an alternative form of construction then he must provide full information and specifications at the same time as his tender is submitted. The rooms are to be finished as described on the drawings, room data sheets and outline specification. The contractor shall be responsible for carrying out all necessary SBEM calculations or similar to assess the suitability of the design and the contractor will be responsible for ensuring that his design meets all current and known future regulations and legislation. The finishes preferred by the Contractor are to be specified at tender stage. The contractor is also to provide costs and specifications of alternative surfaces/materials for the client to make an informed decision at tender stage. All areas are to have lighting levels as specified in the electrical specification. The contractor is to provide sufficient information to describe and depict his solutions at tender stage for the Client's approval. The route of all underground services is to be agreed with the client. The contractor will be responsible for negotiating all necessary wayleaves and/or negotiation with the Local Authority in order to complete service connections. The buildings shall fully comply with all current and all known future legislation and regulations. The buildings shall be designed to be fully accessible for able and disabled users. The buildings shall be accessible to the physically disabled and those with sensory impairments such as the deaf and partially sighted or blind. The entrances to the buildings shall be clearly defined, with disabled facilities such as parking clearly marked and signposted. Disabled car parking spaces shall be located within distances of the buildings that are fully compliant with current building regulations. The routes between the disabled car parking and the main entrances shall be as level as possible with no steps and no ramps exceeding a fall of 1:20. All door furniture shall be placed at the correct height and suitable for use by the disabled. All external fittings are to be vandal resistant. The contractor is to present information and specification of all external fittings for the agreement of the client before ordering. The external works design is to be developed from the relevant tender drawings, the Planning Authorities and any other statutory bodies requirements. All hard pedestrian/vehicular surfaces are to be of a robust nature and compliant with all current and future known legislation</p> <p>121 Specification (building)</p> <p>1. Description: A copy of the specification for specific items required by the Employer on this project is incorporated into these documents. The contractor is to be liable for and to ensure that this document is not a variance with the above outline design brief and</p>		
<p>A13 Description of the work Page 7 of 65</p>	<p>To collection</p>	

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<p>standard specification. The contractor is to inform the Employer's Agent of any discrepancies between these documents and to include for the specification as directed by the Employers Agent</p>		
<p>123 Specification (mechanical and electrical)</p>		
<p>1. Description: A copy of the specification for specific items required by the Employer on this project is included within the tender documentation. The contractor is liable for and is to ensure that this document is not a variance with the above outline design brief and standard specification. The contractor is to inform the Employers Agent of any discrepancies between these documents and to include for the specification as directed by the Employers Agent. The Employer accepts no liability or costs for any discrepancies during the tender period. Any additional costs incurred by the contractor due to the discrepancy being corrected by the Employers Agent during the construction stage will be borne by the contractor</p>		
<p>125 Services</p>		
<p>1. Description: For details regarding the services such as main incoming supplies, electrical supplies, telephone supplies and water supplies, the contractor is referred to the Mechanical and Electrical specifications that form part of these tender documents</p>		
<p>126 Works designed by the contractor</p>		
<p>1. Description: The contractor is to be responsible for the full design of the works and should conform to all documents included as part of the tender package. The design should also conform to all current regulations and known future regulations. The client will not pay any costs associated with amending the contractors proposals to confirm to these requirements, either before or after the work is undertaken</p>		
<p>127 Room data sheets</p>		
<p>1. Description: Room data sheets for the project are contained within the tender documentation. The Contractor is to ensure that all information is incorporated in his tender</p>		
<p>128 Design life</p>		
<p>1. Description: The Contractor is required to provide a project with the following minimum design life:</p> <ul style="list-style-type: none"> 1.1. Sub-Structure 60yrs 1.2. Super Structure 60yrs 1.3. Floors 60yrs 1.4. Roof 60yrs 1.5. External/Internal walls 60yrs 1.6. Windows & Ext Doors 60yrs 1.7. Site works/Drainage 20yrs <p>2. The contractor is to state at the time of his tender, all items included within this contractors proposals which do not meet this criteria</p>		
<p>130 Work by others concurrent with the Contract</p>		
<p>1. Description: In accordance with the room data sheets the end user is intending to supply and install fit out items directly and may require the contractor to permit access at times/dates to be agreed</p>		
<p style="text-align: center;">A13 Description of the work Page 8 of 65</p>	<p style="text-align: center;">To collection £</p>	

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<p>131 Drainage off site discharge</p> <p>1. Description: The contractor is referred to the Engineers drawings incorporated within the tender documents. The contractor will be responsible for liaising with all the relevant statutory authorities to ensure the drainage is complementary to the capacity of the off site sewers</p>		
<p>132 On site drainage</p> <p>1. Description: All drainage is to be contained within the confines of the site as indicated on the tender drawings. Foul Drainage: The foul water drainage system for the development is to be designed in accordance with current building regulations, practices and standards. The design of the system will be robust and cater for the proposed landscaping and external works indicated within the tender package. The discharge of the system will be into the sewers as indicated on the tender drawings and comply with all Statutory Authority requirements and approvals. Surface Water Drainage: The surface water drainage system for the development is to be designed in accordance with current building practices and standards. The design of the system will be robust and cater for the proposed landscaping and external works indicated on the tender drawings. The discharge of the system will be into sewers as indicated on the tender drawings and comply with all Statutory Authority requirements and approvals</p>		
<p>133 Planning permission</p> <p>1. Description: The client has made a planning application for the project based on the tender drawings which is due for determination October 2022. A copy of the application is attached to the tender. A copy of the planning conditions (if any) will be forwarded to the tendering contractors once received. The contractor will be responsible for discharging all Planning Conditions and liable for all costs incurred. The contractor will be required to provide all documentation to show that all conditions have been discharged. The Contractor will be responsible for any further fees in respect of planning</p>		
<p>134 Building regulations approval</p> <p>1. Description: It is a requirement of this contract that the Contractor is wholly liable for obtaining Building Regulation approval for this project including the appointment of an approved building inspector. The contractor shall provide the Employer with copies of all approval notices and he shall pay all fees in connection therewith</p>		
<p>136 Appointment</p> <p>1. Description: The Employer has engaged the services of the consultants noted in Section A10 to carry out design work up to and including the lodging of a detailed planning application. The Contractor will employ GSSArchitecture for Architect and Principal Designer duties and the fees to be included are: Architect - lump sum fee of £26,125 based on a contract sum of £675,000. Should the contract sum exceed £675,000 a fee of 5.5% should be applied to the difference and added to the lump sum. Principal Designer - lump sum fee of £3,375 based on a contract sum of £675,000. Should the contract sum exceed £675,000 a fee of 0.5% should be applied to the difference and added to the lump sum. The contractor will employ Roltons for structural and civil duties and the fees to be included within your tender are £3,622.50. The contractor is to source and provide RIBA standard form of novation and consultant warranties for each of the novated parties.</p>		
<p style="text-align: center;">A13 Description of the work Page 9 of 65</p>	<p style="text-align: right;">To collection £</p>	

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<p>The contractor may employ whomever he wishes to complete the design for the Mechanical and Electrical installations provided they can demonstrate adequate technical capability and resources. The contractor shall provide details of his proposed designer with the tender, this will be subject to agreement by the client. It will be deemed that all necessary design team fees are included in the contractors tender.</p>		
<p>140 Completion work by others</p>		
<p>1. Description: None</p>		
<p>142 Deleterious materials and general requirements</p>		
<p>1. Description: The Contractor warrants that no product, good or material or workmanship has or will be used in the works , which:</p> <ul style="list-style-type: none"> 1.1. Is generally known to experienced contractors or designers undertaking works similar to the works to be deleterious to health and safety or to the durability of the works in the particular circumstances in which they are used and/or 1.2. Does not comply with relevant statutory or regulatory requirements; and/or 1.3. Does not accord with British or European union Standard and/or Codes of Practice current at the time of specification or such equivalent standards or requirements or good building practice and/or 1.4. Does not accord with the guideline contained in the edition of the publication Good Practice in the selection of Construction Materials (Ove Arup & Partners) current at the time of use . 		
<p style="text-align: right;">Ω End of Section</p>		
<p>A13 Description of the work Page 10 of 65</p>	<p>To collection £</p>	

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<p>A20 JCT design and build contract (DB)</p> <p>Clauses</p> <p>JCT design and build contract</p> <hr/> <ul style="list-style-type: none"> The Contract: JCT Design and Build Contract (DB), 2016 Edition. Requirement: Allow for the obligations, liabilities and services described. <p>The recitals</p> <p>First - The Works</p> <hr/> <ul style="list-style-type: none"> Comprise: Design and Construction of New Community Centre including all external works, drainage and incoming services <p>Fifth - Division of the works into sections</p> <hr/> <ul style="list-style-type: none"> The Fifth Recital will be deleted. <p>Articles</p> <p>3 - Employer's Agent</p> <hr/> <ul style="list-style-type: none"> Employer's Agent: See clause A10/140. <p>5 - Principal Designer</p> <hr/> <ul style="list-style-type: none"> Principal designer: See clause A10/150. <p>6 - Principal Contractor</p> <hr/> <ul style="list-style-type: none"> Principal contractor: See clause A10/130. <p>9 - Legal proceedings</p> <hr/> <ul style="list-style-type: none"> Amendments: Not required <p>Contract particulars</p> <p>Fourth recital and clause 4.5 - Construction industry scheme (CIS)</p> <hr/> <ul style="list-style-type: none"> Employer at the Base Date is not a 'contractor' for the purposes of the CIS. <p>Sixth Recital - Framework agreement</p> <hr/> <ul style="list-style-type: none"> Framework agreement: Does not apply Details <ul style="list-style-type: none"> Date: n/a Title: n/a Parties: n/a 		
<p>A20 JCT design and build contract (DB) Page 11 of 65</p>		<p>To collection £</p>

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<p style="text-align: center;">Seventh Recital and Part 1 of Schedule 2 - Supplemental provisions</p> <p>- Part 1</p> <ul style="list-style-type: none"> • Named subcontractors: Supplemental Provision 1 applies. • Valuation of changes - Contractor's estimates: Supplemental Provision 2 applies. • Loss and expense - Contractor's estimates: Supplemental Provision 3 applies. <p style="text-align: center;">Seventh Recital and Part 2 of Schedule 2 - Supplemental provisions</p> <p>- Part 2</p> <ul style="list-style-type: none"> • Acceleration quotation: Supplemental Provision 4 applies. • Collaborative working: Supplemental Provision 5 applies. • Health and safety: Supplemental Provision 6 applies. • Cost savings and value improvements: Supplemental Provision 7 applies. • Sustainable developments and environmental considerations: Supplemental Provision 8 applies. • Performance indicators and monitoring: Supplemental Provision 9 applies. • Notification and negotiation of disputes: Supplemental Provision 10 applies. • Where Supplemental Provision 10 applies, the respective nominees of the parties are <ul style="list-style-type: none"> • Employer's nominee: tbc • Contractor's nominee: tbc • Or such replacement as each party may notify to the other from time to time. <p style="text-align: center;">Article 4 - Employer's Requirements, Contractor's Proposals, Contract Sum Analysis</p> <ul style="list-style-type: none"> • Employer's Requirements: As set out in the tender documents • Contractor's Proposals: To be completed by the contractor and to be in accordance with the Employers Requirements and submitted with their tender. • Contract Sum Analysis: To be completed by the contractor and to be in the form of a fully quantified builders Bill of Quantities and submitted with their tender. • Specific Requirements: Not applicable <p style="text-align: center;">Article 8 - Arbitration</p> <ul style="list-style-type: none"> • Article 8 and clauses 9.3 to 9.8 (arbitration) do not apply. <p style="text-align: center;">Clause 1.1 - Base Date</p> <ul style="list-style-type: none"> • Base Date: Shall be 10 days before the date of tender return <p style="text-align: center;">Clause 1.1 - Date for completion of the Works</p> <ul style="list-style-type: none"> • Date for completion of the Works (where completion by sections does not apply): To be confirmed by the contractor, but envisaged to be November 2023 <p style="text-align: center;">Clause 1.7 - Addresses for service of notices</p> <ul style="list-style-type: none"> • Employer <ul style="list-style-type: none"> • Address: refer to A10:120 		
<p>A20 JCT design and build contract (DB) Page 12 of 65</p>		<p>To collection £</p>

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<ul style="list-style-type: none"> • Fax number: n/a • Contractor <ul style="list-style-type: none"> • Address: refer to A10:130 • Fax Number: n/a 		
<p style="text-align: center;">Clause 2.3 - Date of possession of the site</p>		
<ul style="list-style-type: none"> • Date of Possession of the site: to be confirmed, but envisaged to be March 2023 		
<p style="text-align: center;">Clause 2.4 - Deferment of possession of the site</p>		
<ul style="list-style-type: none"> • Clause 2.4 applies. • Where clause 2.4 applies, maximum period of deferment is 6 weeks. 		
<p style="text-align: center;">Clause 2.17.3 - Limit of Contractor's liability for loss of use, etc.</p>		
<ul style="list-style-type: none"> • Limit of Contractor's liability for loss of use: Unlimited 		
<p style="text-align: center;">Clause 2.29.2 - Liquidated damages</p>		
<ul style="list-style-type: none"> • Damages: At the rate of £2,000 per calendar week or part thereof. 		
<p style="text-align: center;">Clause 2.35 - Rectification period</p>		
<ul style="list-style-type: none"> • Period: Twelve (12) months from the date of practical completion of the Works. 		
<p style="text-align: center;">Clause 4.2, 4.12 and 4.13 - Fluctuations Provision</p>		
<ul style="list-style-type: none"> • Fluctuations provision: No Fluctuations Provision applies • Where fluctuations option A or B applies <ul style="list-style-type: none"> • Percentage addition (paragraph A.12 or paragraph B.13): Nil • Where fluctuations option C applies <ul style="list-style-type: none"> • Rule 3: base month: n/a. • Rule 3: non-adjustable element: n/a. • Rules 10 and 30(i): n/a 		
<p style="text-align: center;">Clause 4.6 - Advance payment and advance payment bond</p>		
<ul style="list-style-type: none"> • Advance payment: Clause 4.6 does not apply. 		
<p style="text-align: center;">Clause 4.7 - Method of payment - Alternative B</p>		
<ul style="list-style-type: none"> • Payment: Periodically, in accordance with Alternative B. 		
<p style="text-align: center;">Clause 4.7.2 - Interim Payments - Interim Valuation Dates</p>		
<ul style="list-style-type: none"> • The first Interim Valuation Date is: to be agreed with the Employers Agent and thereafter the same date in each month or the nearest Business Day in that month. 		
<p style="text-align: center;">Clause 4.15.4 - Listed items - uniquely identified</p>		
<ul style="list-style-type: none"> • Listed items: A bond is not required. 		
<p style="text-align: center;">A20 JCT design and build contract (DB) Page 13 of 65</p>		<p style="text-align: center;">To collection £</p>

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<p>Clause 4.15.5 - Listed items - not uniquely identified</p> <ul style="list-style-type: none"> • Listed items: A bond is not required.. 		
<p>Clause 4.17 - Contractor's retention bond</p> <ul style="list-style-type: none"> • Clause 4.17 does not apply. 		
<p>Clause 4.18.1 - Retention percentage</p> <ul style="list-style-type: none"> • Retention: Five (5) per cent. 		
<p>Clause 5.5 - Daywork</p> <ul style="list-style-type: none"> • Percentage additions to each section of the prime cost or, if they apply in respect of labour, the All-Inclusive Rates, are set out in the following document: the form of tender 		
<p>Clause 6.4.1 - Contractor's Public Liability Insurance: Injury to persons or property</p> <ul style="list-style-type: none"> • Insurance cover for any one occurrence or series of occurrences arising out of one event: £10,000,000 (ten million pounds) 		
<p>Clause 6.5.1 - Insurance - liability of Employer</p> <ul style="list-style-type: none"> • Minimum amount of indemnity for any one occurrence or series of occurrences arising out of one event: £5,000,000 (five million pounds) 		
<p>Clause 6.7 and schedule 3 - Works Insurance - insurance options applicable</p> <ul style="list-style-type: none"> • Schedule 3 <ul style="list-style-type: none"> • Insurance option A applies. • Percentage to cover professional fees: 18 • Where Insurance Option A applies, annual renewal date (as supplied by the Contractor): N/A • Where Insurance Option C applies <ul style="list-style-type: none"> • Paragraph C1 applies • If paragraph C1 does not apply, the C1 Replacement Schedule is: n/a 		
<p>Clause 6.10 and Schedule 3 - Terrorism cover</p> <ul style="list-style-type: none"> • Details of the required cover <ul style="list-style-type: none"> • Pool Re Cover is required. 		
<p>Clause 6.15 - Professional Indemnity insurance</p> <ul style="list-style-type: none"> • Level of cover: Amount of indemnity required: <ul style="list-style-type: none"> • relates to claims or series of claims arising out of one event. • and is £ £5,000,000 (five million pounds). • Cover for pollution and contamination claims: £5,000,000 (five million pounds) • Expiry of required period of Professional Indemnity Insurance: 12 years 		
<p>A20 JCT design and build contract (DB) Page 14 of 65</p>	<p>To collection £</p>	

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<p>Clause 6.17 - Joint Fire Code</p> <ul style="list-style-type: none"> • The Joint Fire Code: Applies • If the Joint Fire Code Applies, the insurer has stated that the Works are a 'Large Project': No 		
<p>Clause 6.20 - Joint Fire Code - amendments and revisions</p> <ul style="list-style-type: none"> • Joint Fire Code - Amendments/ revisions: The cost, if any, of compliance with amendments or revisions to the Joint Fire Code shall be borne by the Contractor. 		
<p>Clause 7.2 - Assignment/ grant by Employer of rights under clause 7.2</p> <ul style="list-style-type: none"> • Sections: Rights under clause 7.2 apply to each Section. 		
<p>Clause 7.3.1 - performance bond or guarantee</p> <ul style="list-style-type: none"> • Bond or guarantee from bank or other approved surety: is required . The contractor is to note that until such time that the contract guarantee bond has been arranged and submitted to the EA/client all interim certificates will contain 100% (one hundred percent) retention up to the value of the contract guarantee bond. <ul style="list-style-type: none"> • Required form: As included within Appendix C • Initial value (percentage of the Contract Sum): 10% of the contract sum • Period of validity: the date for issue of the Certificate of Making Good for the Works • Reduction in value: 50 per cent on Practical Completion 		
<p>Clause 7.3.2 - Guarantee from the Contractor's parent company</p> <ul style="list-style-type: none"> • Guarantee: Is required <ul style="list-style-type: none"> • Parent company's name and registration number: to be completed by the contractor • The required form of guarantee is set out in: Appendix E 		
<p>Clause 7.4 - Third Party Rights and Collateral Warranties</p> <ul style="list-style-type: none"> • Details: As set out in the following documents: As included within Appendix D. 		
<p>Clause 8.9.2 - Period of suspension (termination by Contractor)</p> <ul style="list-style-type: none"> • Period of suspension: six months 		
<p>Clauses 8.11.1.1 to 8.11.1.6 - Period of suspension (termination by either Party)</p> <ul style="list-style-type: none"> • Period of suspension: six months 		
<p>Clause 9.2.1 - Adjudication</p> <ul style="list-style-type: none"> • The Adjudicator is: to be appointed by the nominating body • Nominating body: Where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors. 		
<p>A20 JCT design and build contract (DB) Page 15 of 65</p>	<p>To collection £</p>	

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<p>The conditions - No Amendments</p> <p>Section 1: Definitions and Interpretation</p> <p>1.5 - Reckoning periods of days</p> <hr/> <ul style="list-style-type: none"> • Amendments: none <p>1.11 - Applicable law</p> <hr/> <ul style="list-style-type: none"> • Amendments: none <p>Section 2: Carrying out the Works - No Amendments</p> <p>Section 3: Control of the Works - No Amendments</p> <p>Section 4: Payment</p> <p>Section 4: payment</p> <hr/> <ul style="list-style-type: none"> • Clause 4.9.1 - delete the words "shall be 14 days from its due date" and replace with "shall be 30 days from its due date" <p>Section 5: Changes - No Amendments</p> <p>Section 6: Injury, Damage and Insurance - No Amendments</p> <p>Section 7: Assignment, Third Party Rights and Collateral Warranties - No Amendments</p> <p>Section 8: Termination - No Amendments</p> <p>Section 9: Settlement of Disputes - No Amendments</p> <p>Project bank account - No Amendments</p> <p>Execution</p> <p>Execution</p> <hr/> <ul style="list-style-type: none"> • The contract: Will be executed as a deed. <p style="text-align: right;">Ω End of Section</p>		
<p style="text-align: center;">A20 JCT design and build contract (DB) Page 16 of 65</p>		<p style="text-align: right;">To collection £</p>

A30

Tendering/ subletting/ supply

Main contract tendering

110 Scope

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

145 Tendering procedure

1. **General:** In accordance with NBS Guide to Tendering for Construction Projects.
2. Errors: Alternative 2 is to apply.

150 Tender evaluation information

1. **The contractor is required to submit in writing with the tender the following information:**
 1. A fully priced and quantified builder's bill of quantities
 2. A full set of Contractor's Proposals in accordance with the Employer's Requirements
 3. A Tender stage programme and method statements
 4. Confirmation of acceptance of any warranties or guarantees required by the contract
 5. Confirmation of acceptance of full design responsibility
 6. Outline Construction phase health and safety plan
 7. Evidence of all insurances required by the contract.

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. **Date for possession:** See section A20.

195 Contractors design

1. **Scope:** Undertake the full responsibility for the design of the complete works.

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Pricing/ submission of documents		
215 Preliminaries in the specification <hr/> 1. The Preliminaries/ General conditions sections (A10-A56 inclusive) have been prepared in accordance with SMM7/NRM2.		
220 Pricing of preliminaries <hr/> 1. Abbreviations: The following have been used: <ol style="list-style-type: none"> 1.1. F = Fixed charge item. 1.2. TR = Time related charge item. 2. F = Fixed charge item. <ol style="list-style-type: none"> 2.1. TR = Time related charge item. 		
310 Tender <hr/> 1. General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.		
440 Contract sum analysis <hr/> 1. Content of the Analysis: A breakdown of the Contract Sum into at least the following categories: <ol style="list-style-type: none"> 1.1. As detailed on the general summary. 2. Form: A fully priced and quantified Builders Bill of Quantities 3. Fully priced copy: Submit with tender.		
480 Programme <hr/> 1. Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded. 2. Submit: With tender		
500 Tender stage method statements <hr/> 1. Method statements: Prepare, describing how and when the following is to be carried out: <ol style="list-style-type: none"> 1.1. The works. 2. Statements: Submit with the tender.		
515 Alternative time tenders <hr/> 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.		
<p style="text-align: center;">A30 Tendering/ subletting/ supply Page 18 of 65</p>	<p style="text-align: center;">To collection £</p>	

	F	TR
<p>520 Contractor's proposals</p> <ol style="list-style-type: none"> 1. Proposals: Include the following: <ol style="list-style-type: none"> 1.1. Design drawings: As required to fully describe and construct the works. The drawings must include shop drawings, general arrangement, fixing details, installation drawings, co-ordinated builders work drawings, specifications and calculations, together with any other documentation required to obtain Building Regulations as a minimum. All of the information to be at a reasonable scale 1.2. Technical information: As required to fully describe and construct the works. The technical information must include shop drawings, general arrangement, fixing details, installation drawings, co-ordinated builders work drawings, specifications and calculations, together with any other documentation required to obtain Building Regulations as a minimum. All of the information is to be at a reasonable scale 2. Submit: With tender. 		
<p>530 Substitute products</p> <ol style="list-style-type: none"> 1. Details: If products of different manufacture to this 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 verification requirements of clause A31:200. 		
<p>540 Quality control resources</p> <ol style="list-style-type: none"> 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 		
<p>550 Health and safety information</p> <ol style="list-style-type: none"> 1. 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. 2. Include <ol style="list-style-type: none"> 2.1. A copy of the contractor's 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 		
<p>570 Outline construction phase health and safety plan</p> <ol style="list-style-type: none"> 1. Content: Submit the following information within one week of request: <ol style="list-style-type: none"> 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. 		
<p>A30 Tendering/ subletting/ supply Page 19 of 65</p>	<p>To collection £</p>	

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<ol style="list-style-type: none"> 1.2. Details of the management structure and responsibilities. 1.3. Arrangements for issuing health and safety directions. 1.4. Procedures for informing other contractors and employees of health and safety hazards. 1.5. Selection procedures for ensuring competency of other contractors, the self-employed and designers. 1.6. Procedures for communications between the project team, other contractors and site operatives. 1.7. Arrangements for cooperation and coordination between contractors. 1.8. Procedures for carrying out risk assessment and for managing and controlling the risk. 1.9. Emergency procedures including those for fire prevention and escape. 1.10. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded. 1.11. Arrangements for welfare facilities. 1.12. Procedures for ensuring that all persons on site have received relevant health and safety information and training. 1.13. Arrangements for consulting with and taking the views of people on site. 1.14. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance. 1.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. 1.16. Review procedures to obtain feedback. 		
<p>590 Site Waste Management Plan</p>		
<ol style="list-style-type: none"> 1. Person responsible for developing the Plan: The Contractor. 2. Content: Include details of: <ol style="list-style-type: none"> 2.1. Principal Contractor for the purposes of the plan 2.2. Location of the site. 2.3. Description of the project. 2.4. Estimated project cost. 2.5. Types and quantities of waste that will be generated. 2.6. Resource management options for these wastes including proposals for minimization/ reuse/ recycling. 2.7. The use of appropriate and licensed waste management contractors. 2.8. Record keeping procedures. 2.9. Waste auditing protocols. 3. Additional requirements: N/A 4. Submit with tender. 		
<p>595A Environmental policy</p>		
<ol style="list-style-type: none"> 1. Environmental Policy <ol style="list-style-type: none"> 1.1. The Contractor is to provide an Environmental Plan for the project to cover the requirements of these tender documents. 		
<p style="text-align: center;">A30 Tendering/ subletting/ supply Page 20 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>1.2. Submit with Contractor's Proposals.</p>		
<p>599 Freedom of Information Act</p> <hr/> <p>1. Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.</p> <p>2. Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.</p> <p>3. Confidentiality: Maintain at all times.</p>		
<p>Subletting/ supply</p>		
<p>630 Domestic subcontracts</p> <hr/> <p>1. General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.</p> <p>2. List: Provide details of all subcontractors and the work for which they will be responsible.</p> <p>3. Submit: Within one week of request</p>		
<p>645 'Listed' domestic subcontractors</p> <hr/> <p>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.</p> <p>2. The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.</p> <p>3. Additions to lists</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p style="text-align: right;">Ω End of Section</p>		
<p style="text-align: center;">A30 Tendering/ subletting/ supply Page 21 of 65</p>		<p style="text-align: center;">To collection £</p>

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A30 Tendering/ subletting/ supply Page 22 of 65		To collection £

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.

120 Communication

1. **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek 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:** 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.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

140 Drawings

1. **Definitions:** To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
2. **CAD data:** In accordance with BS 1192.

145 Contractor's choice

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

150 Contractor's Design

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

155 Submit proposals

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

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<p>160 Terms used in specification</p> <ol style="list-style-type: none"> 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 taking out and disposing of associated pipework, wiring, ductwork or other services. 2. Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose. 3. Supply and fix: As above, but including supply of products to be fixed. 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, adequately protect and store until required by the Employer/ Purchaser or 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. 		
<p>170 Manufacturer and product reference</p> <ol style="list-style-type: none"> 1. Definition: When used in this combination: <ol style="list-style-type: none"> 1.1. Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed 1.2. Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described. 2. Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender. 		
<p>200 Substitution of products</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 3.1. manufacturer and product reference; 3.2. cost; 3.3. availability; 3.4. relevant standards; 		
<p style="text-align: center;">A31 Provision, content and use of documents Page 24 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>3.5. performance;</p> <p>3.6. function;</p> <p>3.7. compatibility of accessories;</p> <p>3.8. proposed revisions to drawings and specification;</p> <p>3.9. compatibility with adjacent work;</p> <p>3.10. appearance;</p> <p>3.11. copy of warranty/ guarantee.</p> <p>4. Alterations to adjacent work: If needed, advise scope, nature and cost.</p> <p>5. Manufacturers' guarantees: If substitution is accepted, submit before ordering products.</p>		
<p>210 Cross references</p> <hr/> <p>1. Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.</p> <p>2. Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.</p> <p>3. Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.</p> <p>4. Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.</p>		
<p>220 Referenced documents</p> <hr/> <p>1. Conflicts: Specification prevails over referenced documents.</p>		
<p>230 Equivalent products</p> <hr/> <p>1. Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.</p>		
<p>240 Substitution of standards</p> <hr/> <p>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.</p> <p>2. Before ordering: Submit notification of all such substitutions.</p> <p>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.</p>		
<p>250 Currency of documents and information</p> <hr/> <p>1. Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.</p>		
<p>260 Sizes</p> <hr/> <p>1. General dimensions: Products are specified by their co-ordinating sizes.</p> <p>2. Timber: Cross section dimensions shown on drawings are:</p> <p>2.1. Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.</p>		
<p>A31 Provision, content and use of documents Page 25 of 65</p>	<p>To collection £</p>	

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<p>2.2. Finished sizes for non-structural softwood or hardwood sawn and further processed sections.</p>		
<p>Documents provided on behalf of employer</p>		
<p>410 Additional copies of the drawings/ documents</p>		
<p>1. Additional copies: Issued one copy of the drawings and specification (not including the contract documents) will be issued free of charge to the Contractor. Additional copies will be issued on request but charged to the Contractor.</p>		
<p>440 Dimensions</p>		
<p>1. Scaled dimensions: Do not rely on.</p>		
<p>460 The specification</p>		
<p>1. Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.</p>		
<p>Documents provided by contractor/ subcontractors/ suppliers</p>		
<p>510 Changes/ amendments to Employer's Requirements</p>		
<p>1. Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.</p> <p>2. Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed.</p> <p>3. Submit: two copies</p>		
<p>600 Contractor's Design information</p>		
<p>1. Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.</p> <p>2. Information required: A fully priced Builder's Bill of Quantities. Submit two copies of supporting documentation for Contractor Design information so one can be returned for comments. Ensure that any necessary amendments are made without delay.- Contractor's changes to Employer's Requirements: Support any request for substitution with relevant information- Employer's amendments to Employer's requirements: If considered to involve a change which has not already been acknowledged, notify without delay (maximum period 7 days) and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed</p> <p>2.1. Format: Electronic submission plus 2 nr. hard copies</p> <p>2.2. Number of copies: Two (2)</p> <p>3. Submit: Within one week of request.</p>		
<p>620 As-built drawings and information</p>		
<p>1. General: Provide the following Drawings/ information:</p> <p>1.1. All drawings, technical and manufacturer's information.</p> <p>2. Submit: At least two weeks before date for completion.</p>		
<p>A31 Provision, content and use of documents Page 26 of 65</p>		<p>To collection £</p>

640 Maintenance instructions and guarantees

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

Document/ data interchange - No Amendments

Ω End of Section

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A32

Management of the works

Generally

110 Supervision

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

115 Considerate Constructors Scheme

1. **Registration:** Before starting work, register the site and pay the appropriate fee:
2. **Contact**
 - 2.1. **Address:** Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - 2.2. Tel. 01920 485959.
 - 2.3. Fax. 01920 485958.
 - 2.4. Free phone 0800 7831423
 - 2.5. Web. www.ccscheme.org.uk
 - 2.6. E mail. enquiries@ccscheme.org.uk
3. **Standard:** Comply with the Scheme's Code of Considerate Practice.
 - 3.1. **Minimum compliance level:** Compliance

118 Vehicle safety requirements

1. **Vehicle equipment:** Ensure that all vehicles have the following:
 - 1.1. Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
 - 1.2. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
 - 1.3. Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
 - 1.4. Side under run guards.
2. **Driver training**
 - 2.1. Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
 - 2.2. Drivers must have a valid driving licence and be legally able to drive the vehicle.
3. **Scheme membership:** Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)
4. **Level of accreditation:** Bronze
5. **Submittal date:** Before commencement of operations on site

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<p>120 Insurance</p> <p>1. Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.</p>		
<p>130 Insurance claims</p> <p>1. 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.</p> <p>2. Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.</p>		
<p>140 Climatic conditions</p> <p>1. Information: Record accurately and retain:</p> <p>1.1. Daily maximum and minimum air temperatures (including overnight).</p> <p>1.2. Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.</p>		
<p>150 Ownership</p> <p>1. Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</p>		
<p>Programme/ progress</p>		
<p>210 Programme</p> <p>1. Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:</p> <p>1.1. Design, production information and proposals provided by the contractor/ subcontractors/ suppliers, including inspection and checking (see section A31).</p> <p>1.2. Planning and mobilization by the contractor.</p> <p>1.3. Earliest and latest start and finish dates for each activity and identification of all critical activities.</p> <p>1.4. Running in, adjustment, commissioning and testing of all engineering services and installations</p> <p>1.5. Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)</p> <p>1.6. Work by or on behalf of the employer and concurrent with the contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the contract documents.</p> <p>2. Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.</p> <p>3. Submit: three copies</p>		
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<p>240 Notice of commencement of work</p> <hr/> <p>1. Notice: Before the proposed date for commencement of work on site give minimum notice of: one month</p>		
<p>250 Monitoring</p> <hr/> <p>1. Progress: Record on a copy of the programme kept on site.</p> <p>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.</p> <p>3. Key Performance Indicators</p> <p>3.1. Details: Economic and environmental KPI's as a minimum</p> <p>3.2. Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.</p>		
<p>260 Site meetings</p> <hr/> <p>1. General: Site meetings will be held to review progress and other matters arising from administration of the Contract.</p> <p>2. Frequency: Every month</p> <p>3. Location: Contractor's Site Offices</p> <p>4. Accommodation: Ensure availability at the time of such meetings.</p> <p>5. Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.</p> <p>6. Chairperson (who will also take and distribute minutes): Employer's Agent</p>		
<p>265 Contractor's progress report</p> <hr/> <p>1. General: Submit a progress report at least two (2) business days before the site meeting.</p> <p>2. Content: Notwithstanding the Contractor's obligations under the Contract, the Contractor's Progress Report must include:</p> <p>2.1. A progress statement by reference to the master programme of works.</p> <p>2.2. Details of any matters materially affecting the regular progress of the Works.</p> <p>2.3. Subcontractors and suppliers progress reports.</p> <p>2.4. Any requirements for further drawings or details or instructions to fulfill any obligations under Conditions of Contract.</p>		
<p>280 Photographs</p> <hr/> <p>1. Number of locations: All locations necessary to adequately record the progress of works</p> <p>2. Frequency of intervals: Weekly</p> <p>3. Image format: Digital</p> <p>4. Number of images from each location: As required in order to adequately monitor the progress of the works</p> <p>5. Other requirements: To be submitted to the Employer's Agent. Contractor should also include progress photos within his progress report.</p>		
<p style="text-align: center;">A32 Management of the works Page 30 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>285 Partial possession by Employer</p> <p>1. Clauses 2.30 to 2.33 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.</p>		
<p>290 Notice of completion</p> <p>1. Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.</p> <p>2. Associated works: Ensure necessary access, services and facilities are complete.</p> <p>3. Period of notice (minimum): Two weeks</p>		
<p>Control of cost</p>		
<p>410 Cash flow forecast</p> <p>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.</p>		
<p>420 Removal/ replacement of existing work</p> <p>1. Extent and location: Agree before commencement.</p> <p>2. Execution: Carry out in ways that minimize the extent of work.</p>		
<p>440 Measurement</p> <p>1. Covered work: Give notice before covering work required to be measured.</p>		
<p>450 Daywork vouchers</p> <p>1. Before commencing work: Give reasonable notice to person countersigning daywork vouchers.</p> <p>2. Content: Before delivery each voucher must be:</p> <p>2.1. Referenced to the instruction under which the work is authorised.</p> <p>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.</p>		
<p>460 Interim payments</p> <p>1. Application by Contractor: If made under Conditions of Contract clause 4.9 include details of amounts considered due together with all supporting information.</p>		
<p>470 Products not incorporated into the Works</p> <p>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.</p> <p>2. Evidence: When requested, provide evidence of freedom of reservation of title.</p>		
<p>475A Listed products stored off site</p> <p>1. Products stored off site will not be eligible for inclusion within interim applications for payment/valuation</p>		
<p>A32 Management of the works Page 31 of 65</p>	<p>To collection £</p>	

480 Labour and equipment returns

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

Ω End of Section

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<p>A33</p> <p>Quality standards/ control</p> <p>Standards of products and executions</p> <p>110 Incomplete documentation</p> <hr/> <p>1. General: Where and to the extent that products or work are not fully documented, they are to be:</p> <p>1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.</p> <p>1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.</p> <p>2. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.</p> <p>120 Workmanship skills</p> <hr/> <p>1. Operatives: Appropriately skilled and experienced for the type and quality of work.</p> <p>2. Registration: With Construction Skills Certification Scheme.</p> <p>3. Evidence: Operatives must produce evidence of skills/ qualifications when requested.</p> <p>130 Quality of products</p> <hr/> <p>1. Generally: New. (Proposals for recycled products may be considered).</p> <p>2. Supply of each product: From the same source or manufacturer.</p> <p>3. Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.</p> <p>4. Tolerances: Where critical, measure a sufficient quantity to determine compliance.</p> <p>5. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.</p> <p>135 Quality of execution</p> <hr/> <p>1. Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.</p> <p>2. Colour batching: Do not use different colour batches where they can be seen together.</p> <p>3. Dimensions: Check on-site dimensions.</p> <p>4. Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.</p> <p>5. Location and fixing of products: Adjust joints open to view so they are even and regular.</p> <p>140 Evidence of Compliance</p> <hr/> <p>1. Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.</p> <p>2. Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:</p> <p>2.1. Properties tested.</p>		
<p style="text-align: center;">A33 Quality standards/ control Page 33 of 65</p>		<p>To collection £</p>

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<ul style="list-style-type: none"> 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. 		
<p>150 Inspections</p> <hr/> <ul style="list-style-type: none"> 1. Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to: <ul style="list-style-type: none"> 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. 		
<p>160 Related work</p> <hr/> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. 		
<p>170 Manufacturer's recommendations/ instructions</p> <hr/> <ul style="list-style-type: none"> 1. General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. 2. Changes to recommendations or instructions: Submit details. 3. Ancillary products and accessories: Use those supplied or recommended by main product manufacturer. 4. Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates. 		
<p>180 Water for the works</p> <hr/> <ul style="list-style-type: none"> 1. Mains supply: Clean and uncontaminated. 2. Other: Do not use until: <ul style="list-style-type: none"> 2.1. Evidence of suitability is provided. 2.2. Tested to BS EN 1008 if instructed. 		
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<p>Samples/ approvals</p> <p>210 Samples</p> <ol style="list-style-type: none"> Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either: <ol style="list-style-type: none"> To an express approval. To match a sample expressly approved as a standard for the purpose. <p>220 Approval of products</p> <ol style="list-style-type: none"> 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. <p>230 Approval of execution</p> <ol style="list-style-type: none"> 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. 		
<p>Accuracy/ setting out generally</p> <p>310A Accuracy of instruments</p> <ol style="list-style-type: none"> Accuracy in measurement: Use instruments and methods described in BS5606, Appendix A. <p>320 Setting out</p> <ol style="list-style-type: none"> 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. <p>330 Appearance and fit</p> <ol style="list-style-type: none"> Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either: <ol style="list-style-type: none"> 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. 		
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<p>340 Critical dimensions</p> <ol style="list-style-type: none"> Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated. Location: Detailed on drawings included within tender package. 		
<p>350 Levels of structural floors</p> <ol style="list-style-type: none"> Maximum tolerances for designed levels to be <ol style="list-style-type: none"> Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm. Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm. Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm. Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm. Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm. Floors to receive unbonded or floating screeds/ beds: +/- 20 mm. 		
<p>360 Record drawings</p> <ol style="list-style-type: none"> 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. 		
<p>Services generally</p>		
<p>410 Services regulations</p> <ol style="list-style-type: none"> New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority. 		
<p>420 Water regulations/ byelaws notification</p> <ol style="list-style-type: none"> 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. 		
<p>430 Water regulations/ byelaws contractor's certificate</p> <ol style="list-style-type: none"> On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including: <ol style="list-style-type: none"> The address of the premises. A brief description of the new installation and/ or work carried out to an existing installation. The Contractor's name and address. A statement that the installation complies with the relevant Water Regulations or Byelaws. The name and signature of the individual responsible for checking compliance. The date on which the installation was checked. 		
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<p>435 Electrical installation certificate</p> <ol style="list-style-type: none"> Submit: When relevant electrical work is completed. Original certificate: To be lodged in the Building Manual. 		
<p>440 Gas, oil and solid fuel appliance installation certificate</p> <ol style="list-style-type: none"> Before the completion date stated in the Contract: Submit a certificate stating: <ol style="list-style-type: none"> The address of the premises. A brief description of the new installation and/ or work carried out to an existing installation. Any special recommendations or instructions for the safe use and operation of appliances and flues. The Contractor's name and address. A statement that the installation complies with the appropriate safety, installation and use regulations. The name, qualification and signature of the competent person responsible for checking compliance. The date on which the installation was checked. Certificate location: Building Manual 		
<p>450 Mechanical and electrical services</p> <ol style="list-style-type: none"> 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. 		
<p>Supervision/ inspection/ defective work</p>		
<p>510 Supervision</p> <ol style="list-style-type: none"> 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. Replacement: Give maximum possible notice before changing person in charge or site agent. 		
<p>520 Coordination of engineering services</p> <ol style="list-style-type: none"> 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. 		
<p>530 Overtime working</p> <ol style="list-style-type: none"> Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done. <ol style="list-style-type: none"> Minimum period of notice: Two days 		
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<p>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.</p>		
<p>540 Defects in existing work</p>		
<p>1. Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.</p> <p>2. Documented remedial work: Do not execute work which may:</p> <p>2.1. Hinder access to defective products or work; or</p> <p>2.2. Be rendered abortive by remedial work.</p>		
<p>550 Access for inspection</p>		
<p>1. Removal: Before removing scaffolding or other facilities for access, give notice of not less than one week.</p>		
<p>560 Tests and inspections</p>		
<p>1. Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.</p> <p>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.</p> <p>3. Records: Submit a copy of test certificates and retain copies on site.</p>		
<p>570 Air permeability</p>		
<p>1. Testing organization: UKAS accredited and registered with the Air Tightness Testing and Measurement Association (ATTMA).</p> <p>2. Method</p> <p>2.1. Pressure test in accordance with the ATTMA publication: TS 2: Measuring Air Permeability of Building Envelopes (Non-dwellings).</p> <p>3. Standard</p> <p>3.1. Design airtightness value (maximum): 5 m³/(h.m²).</p> <p>4. Results</p> <p>4.1. Content: Include test results and all supporting data.</p> <p>4.2. Copies: Required for building control inspection and inclusion in Building Manual.</p> <p>4.3. Electronic deposit: Through the ATTMA lodgement database</p> <p>4.4. Additional copies: Provide on request.</p>		
<p>580 Continuity of thermal insulation</p>		
<p>1. Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:</p> <p>1.1. The address of the premises.</p> <p>1.2. The Contractor's name and address.</p> <p>1.3. The name, qualification and signature of the competent person responsible for checking compliance.</p> <p>1.4. The date on which the installation was checked.</p> <p>2. Submit: Before completion of the Works.</p>		
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<p>3. Copy: To be lodged in the Building Manual.</p>		
<p>590 Resistance to passage of sound</p>		
<p>1. Method: Specified constructions 2. Compliance: Submit results of testing , 2.1. Copies: Incorporate in the Building Manual.</p>		
<p>595 Energy performance certificate</p>		
<p>1. Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested. 1.1. Building Type: Non-dwelling 1.2. Method: Simplified Building Energy Model (SBEM) 2. Format 2.1. Certificate: To be incorporated in the Building Manual. 2.2. Report: To be submitted to the Employer's Agent 3. Submit: 4 weeks prior to the date for completion stated in the contract</p>		
<p>610 Proposals for rectification of defective products/ executions</p>		
<p>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.</p>		
<p>620 Measures to establish acceptability</p>		
<p>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.</p>		
<p>630 Quality control</p>		
<p>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.</p>		
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<p>Work at or after completion</p>		
<p>710 Work before completion</p> <hr/> <ol style="list-style-type: none"> 1. General: Make good all damage consequent upon the Works. 2. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. 3. Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials. 4. Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction. 5. COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. 6. Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. 7. Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls. 		
<p>720 Security at completion</p> <hr/> <ol style="list-style-type: none"> 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 to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt. 		
<p>730 Making good defects</p> <hr/> <ol style="list-style-type: none"> 1. Remedial work: Arrange access with Employer's Agent. 2. Rectification: Give reasonable notice for access to the various parts of the Works. 3. Completion: Notify when remedial works have been completed. 		
<p>740A Highway/ sewer adoption</p> <hr/> <ol style="list-style-type: none"> 1. Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104: 2. Work for adoption must be: <ol style="list-style-type: none"> 2.1. Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued. 2.2. Subject to a Defects Liability/ Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars). 2.3. Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/ Sewer Authorities. <p style="text-align: right;">Ω End of Section</p>		
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<p>A34 Security/ safety/ protection</p> <p>Security, health and safety</p> <p>110 Pre-construction information</p> <hr/> <p>1. Location: Integral with the project Preliminaries, including but not restricted to the following sections:</p> <p>1.1. Description of project: Sections A10 and A11.</p> <p>1.2. Client’s consideration and management requirements: Sections A12, A13 and A36.</p> <p>1.3. Environmental restrictions and on-site risks: Section A12, A35 and A34.</p> <p>1.4. Significant design and construction hazards: Section A34.</p> <p>1.5. The health and safety file: Section A37.</p> <p>125 Execution hazards</p> <hr/> <p>1. Common hazards: Not listed. Control by good management and site practice.</p> <p>2. Significant hazards: The design of the project includes the following:</p> <p>2.1. Hazard: Refer to the Pre Construction Information included with the tender documents</p> <p>135 Product hazards</p> <hr/> <p>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.</p> <p>2. Common hazards: Not listed. Control by good management and site practice.</p> <p>3. Significant hazards: Specified construction materials include the following:</p> <p>3.1. Refer to the Pre Construction Information included with the tender documents</p> <p>140 Construction phase health and safety plan</p> <hr/> <p>1. Submission: Present to the employer/ client no later than 2 weeks prior to commencement on site.</p> <p>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.</p> <p>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/ Preconstruction information.</p> <p>150 Security</p> <hr/> <p>1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.</p> <p>2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.</p> <p>3. Special requirements: The site must be safe, secure and presentable at all times (ie solid hoarding and the like). The Contractor is to ascertain any additional requirements</p>		
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<p>that may be required in order to safe-guard the site. Any additional requirements will be deemed to be included in the contractors tender</p>		
<p>160 Stability</p>		
<ol style="list-style-type: none"> 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. 		
<p>170 Occupied premises</p>		
<ol style="list-style-type: none"> 1. Extent: Existing buildings will be occupied and/ or used during the contract as follows: adjacent buildings will remain in use for the duration of the works. 2. Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users. 3. Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance. 		
<p>200 Mobile telephones and portable electronic equipment</p>		
<ol style="list-style-type: none"> 1. Restrictions on use <ol style="list-style-type: none"> 1.1. Limited to the site Compound area only. 		
<p>210 Safety provisions for site visits</p>		
<ol style="list-style-type: none"> 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. 		
<p>220 Working precautions/ restrictions</p>		
<ol style="list-style-type: none"> 1. Hazardous areas: Operatives must take precautions as follows: <ol style="list-style-type: none"> 1.1. Work area: refer to the pre construction information included with the tender documents 1.2. Precautions: refer to the pre construction information included with the tender documents 2. Permit to work: Operatives must comply with procedures in the following areas: <ol style="list-style-type: none"> 2.1. Work area: refer to the pre construction information included with the tender documents 2.2. Procedures: refer to the pre construction information included with the tender documents 		
<p>Protect against the following</p>		
<p>310 Explosives</p>		
<ol style="list-style-type: none"> 1. Use: Not permitted 		
<p style="text-align: center;">A34 Security/ safety/ protection Page 42 of 65</p>	<p style="text-align: right;">To collection £</p>	

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<p>330A Noise and vibration</p> <ol style="list-style-type: none"> 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: to be kept to a minimum at all times. Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. Restrictions: Do not use: <ol style="list-style-type: none"> Percussion tools and other noisy appliances without consent of the Employer's Agent. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance. 		
<p>340 Pollution</p> <ol style="list-style-type: none"> 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. 		
<p>350 Pesticides</p> <ol style="list-style-type: none"> Use: Not permitted. 		
<p>360 Nuisance</p> <ol style="list-style-type: none"> 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. 		
<p>370 Asbestos containing materials</p> <ol style="list-style-type: none"> Duty: Report immediately any suspected materials discovered during execution of the Works. <ol style="list-style-type: none"> Do not disturb. Agree methods for safe removal or encapsulation. 		
<p>371 Dangerous or hazardous substances</p> <ol style="list-style-type: none"> Duty: Report immediately suspected materials discovered during execution of the Works. <ol style="list-style-type: none"> Do not disturb. Agree methods for safe removal or remediation. 		
<p>380 Fire prevention</p> <ol style="list-style-type: none"> Duty: Prevent personal injury or death, and damage to the Works or other property from fire. Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code'). 		
<p style="text-align: center;">A34 Security/ safety/ protection Page 43 of 65</p>	<p style="text-align: center;">To collection £</p>	

	F	TR
<p>390 Smoking on-site</p> <hr/> <p>1. Smoking on site: Not permitted.</p>		
<p>400 Burning on-site</p> <hr/> <p>1. Burning on site: Not permitted.</p>		
<p>410 Moisture</p> <hr/> <p>1. Wetness or dampness: Prevent, where this may cause damage to the Works.</p> <p>2. Drying out: Control humidity and the application of heat to prevent:</p> <p>2.1. Blistering and failure of adhesion.</p> <p>2.2. Damage due to trapped moisture.</p> <p>2.3. Excessive movement.</p>		
<p>420 Infected timber/ Contaminated materials</p> <hr/> <p>1. Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.</p> <p>2. Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.</p>		
<p>430 Waste</p> <hr/> <p>1. Includes: Rubbish, debris, spoil, surplus material, containers and packaging.</p> <p>2. General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.</p> <p>3. Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:</p> <p>3.1. Non-hazardous material: In a manner approved by the Waste Regulation Authority.</p> <p>3.2. Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.</p> <p>4. Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.</p> <p>5. voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.</p> <p>6. Waste transfer documentation: Retain on site.</p>		
<p>440 Electromagnetic interference</p> <hr/> <p>1. Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.</p>		
<p>450 Laser equipment</p> <hr/> <p>1. Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.</p> <p>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.</p> <p>3. Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.</p>		
<p style="text-align: center;">A34 Security/ safety/ protection Page 44 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>460 Powder actuated fixing systems</p>		
<p>1. Use: Not permitted.</p>		
<p>470 Invasive species</p>		
<p>1. General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.</p>		
<p>2. Special precautions: Refer to the Ecological Report included with the tender documents</p>		
<p>3. Duty: Report immediately any suspected invasive species discovered during execution of the Works.</p>		
<p>3.1. Do not disturb.</p>		
<p>3.2. Agree methods for safe eradication or removal.</p>		
<p>Protect the following</p>		
<p>510 Existing services</p>		
<p>1. Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.</p>		
<p>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.</p>		
<p>3. Work adjacent to services</p>		
<p>3.1. Comply with service authority's/ statutory undertaker's recommendations.</p>		
<p>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.</p>		
<p>4. Identifying services</p>		
<p>4.1. Below ground: Use signboards, giving type and depth;</p>		
<p>4.2. Overhead: Use headroom markers.</p>		
<p>5. Damage to services: If any results from execution of the Works:</p>		
<p>5.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.</p>		
<p>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.</p>		
<p>5.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.</p>		
<p>6. Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.</p>		
<p>520 Roads and footpaths</p>		
<p>1. Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.</p>		
<p>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.</p>		
<p style="text-align: center;">A34 Security/ safety/ protection Page 45 of 65</p>	<p>To collection £</p>	

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<p>530 Existing topsoil/ subsoil</p> <ol style="list-style-type: none"> Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works. Protection: Before starting work submit proposals for protective measures. 		
<p>540 Retained trees/ shrubs/ grassed areas</p> <ol style="list-style-type: none"> Protection: Preserve and prevent damage, except those not required. Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense. 		
<p>550 Retained trees</p> <ol style="list-style-type: none"> Protected area: Unless agreed otherwise do not: <ol style="list-style-type: none"> Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk. Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice. Change level of ground within an area 3 m beyond branch spread. 		
<p>555 Wildlife species and habitats</p> <ol style="list-style-type: none"> General: Safeguard the following: Existing wildlife and species generally. Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received. Education: Ensure employees and visitors to the site receive suitable instruction and awareness training. 		
<p>560 Existing features</p> <ol style="list-style-type: none"> Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works. Special requirements: Not applicable 		
<p>570 Existing work</p> <ol style="list-style-type: none"> Protection: Prevent damage to existing work, structures or other property during the course of the work. Removal: Minimum amount necessary. Replacement work: To match existing. 		
<p>580 Building interiors</p> <ol style="list-style-type: none"> Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work. 		
<p style="text-align: center;">A34 Security/ safety/ protection Page 46 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>620 Adjoining property</p> <hr/> <p>1. Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.</p>		
<p>625 Adjoining property restrictions</p> <hr/> <p>1. Precautions</p> <p>1.1. Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.</p> <p>1.2. Pay all charges.</p> <p>1.3. Remove and make good on completion or when directed.</p> <p>2. Damage: Bear cost of repairing damage arising from execution of the Works.</p>		
<p>630 Existing structures</p> <hr/> <p>1. Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.</p> <p>2. Supports: During execution of the Works:</p> <p>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.</p> <p>2.2. Do not remove until new work is strong enough to support existing structure.</p> <p>2.3. Prevent overstressing of completed work when removing supports.</p> <p>3. Adjacent structures: Monitor and immediately report excessive movement.</p> <p>4. Standard: Comply with BS 5975 and BS EN 12812.</p>		
<p>640 Materials for recycling/ reuse</p> <hr/> <p>1. Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.</p> <p>2. Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.</p> <p style="text-align: right;">Ω End of Section</p>		
<p style="text-align: center;">A34 Security/ safety/ protection Page 47 of 65</p>		<p style="text-align: center;">To collection £</p>

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<p>A35 Specific limitations on method/ sequence/ timing</p> <p>Clauses</p> <p>110 Scope</p> <hr/> <p>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.</p> <p>130 Method/ sequence of work</p> <hr/> <p>1. Specific Limitations: Include the following in the programme:</p> <p>1.1. The method and sequence of works are generally to be determined by the Contractor.</p> <p>140 Scaffolding</p> <hr/> <p>1. Scaffolding: Make available to subcontractors and others at all times.</p> <p>170 Working Hours</p> <hr/> <p>1. Specific limitations: Generally normal working hours however the contractor should refer to the Pre-Construction Information document and Planning Conditions included with the tender document for any specific limitations and further detail. If the Contractor wishes to work weekends or periods outside normal working hours, he is to give at least seven (7) days notice and get the written agreement of the Employers Agent and the Employer. The Contractor is to inform the Employer's Agent as to his normal working hours. No additional costs or variations will be accepted should the Contractor fail to verify or ascertain any specific requirements at tender stage</p> <p>180 Completion in sections or in parts</p> <hr/> <p>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.</p> <p style="text-align: right;">Ω End of Section</p>		
<p style="text-align: center;">A35 Specific limitations on method/ sequence/ timing Page 48 of 65</p>		<p style="text-align: right;">To collection £</p>

A36

Facilities/ temporary work/ services

Generally

110 Spoil heaps, temporary works and services

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

Accommodation

210 Room for meetings

1. **Facilities:** Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
2. **Furniture and Equipment:** Provide table and chairs for twelve (12) people.

220A Site accommodation

1. **Purpose:** For Main Contractor's and Employer's use.
2. **Facilities:** Provide and obtain approval of suitable lockable temporary accommodation and facilities.
3. **Proposals for temporary accommodation and storage for the works:** Submit two weeks prior to the commencement date
4. **Details to be included:** Type of accommodation and storage, its siting and the programme for site installation and removal.
5. Do not start work until such time as all temporary accommodation is in place and functioning.

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.

290 Parking

1. **Provide and maintain exclusively for use by Employer's representatives:** 4 nr spaces

Temporary works

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:** as indicated on the drawings
 - 1.2. **Restrictions on use:** it cannot be confirmed that these will always be available for use by the Contractor
 - 1.3. **Protective or remedial measures:** To be kept clear at all times and free from obstruction. Any damage sustained as a result of use by the contractor or his suppliers will be rectified immediately by the contractor free of charge

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<p>320 Temporary works</p> <p>1. Employer's specific requirements: Provide: The Contractor must allow for providing, erecting, altering, adapting, maintaining and removing upon completion of the works, all temporary works as necessary. These are to include all necessary screens, fences and hoardings required to prevent unauthorised access to the works. The complete installations will be carried out in accordance with the tender drawings, however, will not be limited to items shown on the tender drawings. Should the contractor feel that other temporary works not identified on the drawings are required in order to carry out, protect or secure the works he is to notify the Employer's Agent at the time of tender submission and ensure that all costs and programme implications are included within his tender.</p>		
<p>330 Temporary protection to existing trees/ vegetation</p> <p>1. Temporary protection: Provide before starting work in locations shown on drawing as per the arboricultural report and planning conditions included as part of the tender documents.</p> <p>2. Protective barriers and any other relevant physical protection measures: To BS 5837.</p> <p>3. Design details of the proposed physical means of protection: as per the arboricultural report and planning conditions included as part of the tender documents</p> <p>4. Areas of structural landscaping to be protected from construction operations: as per the tender documents</p> <p>5. Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.</p>		
<p>340A Name boards/ advertisements</p> <p>1. General: Obtain approval, including statutory consents, and provide a temporary name board displaying:</p> <p>1.1. Title of project;</p> <p>1.2. Name of Employer;</p> <p>1.3. Names of Consultants;</p> <p>1.4. Names of Contractor and Subcontractors;</p> <p>1.5. Special requirements; Submit proposal to Employer's Agent for approval.</p>		
<p>Services and facilities</p>		
<p>410 Lighting</p> <p>1. Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.</p>		
<p>421 Lighting and power</p> <p>1. Supply: Electricity from the Employer's mains may be used for the Works as follows:</p> <p>1.1. The contractor is to assume that there is no supply to site and allow for providing by other means if required.</p> <p>2. Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p>		
<p>A36 Facilities/ temporary work/ services Page 50 of 65</p>		<p>To collection £</p>

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<p>431 Water</p> <ol style="list-style-type: none"> 1. Supply: The Employer's mains may be used for the Works as follows: <ol style="list-style-type: none"> 1.1. The Contractor is to assume that there is no supply to site and allow for providing by other means if required. 2. Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply. 		
<p>440 Mobile telephones</p> <ol style="list-style-type: none"> 1. Direct communication: As soon as practicable after the start on site: <ol style="list-style-type: none"> 1.1. provide the Contractor's person in charge with a mobile telephone. 1.2. pay all charges reasonably incurred. 		
<p>470 E-mail and internet facility</p> <ol style="list-style-type: none"> 1. General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer. 2. Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer. 3. Peripherals: Printer, copier, scanner 		
<p>510 Temperature and humidity</p> <ol style="list-style-type: none"> 1. Levels required by the Employer: Maintain the following: <ol style="list-style-type: none"> 1.1. As required by the specification and determines by the contractor as necessary to complete the works. 		
<p>520 Use of permanent heating system</p> <ol style="list-style-type: none"> 1. Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels. 2. Installation: If used: <ol style="list-style-type: none"> 2.1. Take responsibility for operation, maintenance and remedial work. 2.2. Arrange supervision by and indemnification of the appropriate Subcontractors. 2.3. Pay costs arising. 		
<p>530 Beneficial use of installed systems</p> <ol style="list-style-type: none"> 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, enter into a separate written agreement recording details of the terms and conditions of use. 		
<p>540 Meter readings</p> <ol style="list-style-type: none"> 1. Charges for service supplies: Where to be apportioned ensure that: <ol style="list-style-type: none"> 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. 		
<p style="text-align: center;">A36 Facilities/ temporary work/ services Page 51 of 65</p>		<p style="text-align: right;">To collection £</p>

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<p>550 Thermometers</p> <p>1. General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.</p>		
<p>560 Surveying Equipment</p> <p>1. General: Provide on site and maintain in accurate condition: all equipment as required to carry out the works.</p>		
<p>570 Personal protective equipment</p> <p>1. General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:</p> <ul style="list-style-type: none"> 1.1. Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 6 Nr 1.2. High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 6 Nr 1.3. Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 6 Nr 1.4. Disposable respirators to BS EN 149.FFP1S. 1.5. Eye protection to BS EN 166. 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. <p style="text-align: right;">Ω End of Section</p>		
<p style="text-align: center;">A36 Facilities/ temporary work/ services Page 52 of 65</p>		<p style="text-align: right;">To collection £</p>

A37

Operation/ maintenance of the finished works

Generally

110 The building manual

1. **Purpose:** The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
2. **Scope**
 - 2.1. **Part 1:** Content as clause 120.
 - 2.2. **Part 2:** Content as clause 130.
 - 2.3. **Part 3:** Content as clause 140.
 - 2.4. **Part 4:** Content as clause 150.
 - 2.5. **Part 5:** Content as clause 151.
3. **Responsibility:** The Building Manual is to be produced by the Contractor and must be complete no later than 4 weeks before the date of completion of the works.
4. **Information provided by others:** Details: As determined by the Contractor.
5. **Compilation**
 - 5.1. Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - 5.2. Obtain or prepare all other information to be included in the Manual.
6. **Reviewing the Manual:** Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
7. **Final copies of the Manual**
 - 7.1. **Number of copies:** A copy will be required for each Tenant and specific to their building
 - 7.2. **Format:** Electronic copy and hard copy filed in a suitable A4 ring binder with register and contents as A37:160
 - 7.3. Latest date for submission: 4 weeks before the date for completion stated in the contract.
8. **As-built drawings and schedules**
 - 8.1. **Number of copies:** A copy will be required for each Tenant and specific to their building
 - 8.2. **Format:** Electronic copy and hard copy filed in a suitable A4 ring binder as A37:160

115 The Health and Safety File

1. **Responsibility:** the contractor
2. **Content:** Obtain and provide the following information: a record containing information relating to the project which is likely to be needed during any subsequent construction work to ensure the health and safety of any person.
3. **Format:** Electronic copy and hard copy filed in a suitable A4 ring binder with register and contents

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<p>4. Delivery to: the Employers Agent: By (date): 4 weeks before the date for completion of the works.</p>		
<p>120 Content of the building manual part 1: General</p> <hr/> <p>1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>2. Index: list the constituent parts of the manual, together with their location in the document.</p> <p>3. The Works</p> <p>3.1. Description of the buildings and facilities.</p> <p>3.2. Ownership and tenancy, where relevant</p> <p>3.3. Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.</p> <p>4. The Contract</p> <p>4.1. Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.</p> <p>4.2. Overall design criteria.</p> <p>4.3. Environmental performance requirements</p> <p>4.4. Relevant authorities, consents and approvals.</p> <p>4.5. Third party certification, such as those made by “competent” persons in accordance with the Building Regulations</p> <p>5. Operational requirements and constraints of a general nature</p> <p>5.1. Maintenance contracts and contractors.</p> <p>5.2. Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.</p> <p>5.3. Emergency procedures and contact details in case of emergency.</p> <p>5.4. Other specific requirements: as identified by the Contractor</p> <p>6. Description and location of other key documents.</p> <p>7. Timescale for completion: 4 weeks before the date of completion of the works</p>		
<p>130 Content of the building manual part 2: Building fabric</p> <hr/> <p>1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>2. Detailed design criteria, including</p> <p>2.1. Floor and roof loadings.</p> <p>2.2. Durability of individual components and elements.</p> <p>2.3. Loading restrictions.</p> <p>2.4. Insulation values.</p> <p>2.5. Fire ratings.</p> <p>2.6. Other relevant performance requirements.</p> <p>3. Construction of the building</p> <p>3.1. A detailed description of methods and materials used.</p> <p>3.2. As-built drawings recording the construction, together with an index.</p>		
<p style="text-align: center;">A37 Operation/ maintenance of the finished works Page 54 of 65</p>		<p style="text-align: center;">To collection £</p>

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<p>3.3. Information and guidance concerning repair, renovation or demolition/ deconstruction.</p> <p>4. Periodic building maintenance guide chart.</p> <p>5. Inspection reports.</p> <p>6. Manufacturer’s instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.</p> <p>7. Fixtures, fittings and components schedule and index.</p> <p>8. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.</p> <p>9. Test certificates and reports required in the specification or in accordance with legislation, including</p> <p>9.1. Air permeability.</p> <p>9.2. Resistance to passage of sound.</p> <p>9.3. Continuity of insulation.</p> <p>9.4. Electricity and Gas safety.</p> <p>9.5. compliance with tenant's specifications.</p> <p>10. Other specific requirements: as identified by the Contractor</p> <p>11. Timescale for completion: 4 weeks before the date of completion of the works</p>		
<p>140 Content of the building manual part 3: Building services</p>		
<p>1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>2. Detailed design criteria and description of the systems, including</p> <p>2.1. Services capacity, loadings and restrictions</p> <p>2.2. Services instructions.</p> <p>2.3. Services log sheets.</p> <p>2.4. Manufacturers’ instruction manuals and leaflets index.</p> <p>2.5. Fixtures, fittings and component schedule index.</p> <p>3. Detailed description of methods and materials used.</p> <p>4. As-built drawings for each system recording the construction, together with an index, including</p> <p>4.1. Diagrammatic drawings indicating principal items of plant, equipment and fittings</p> <p>4.2. Record drawings showing overall installation</p> <p>4.3. Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.</p> <p>4.4. Identification of services – a legend for colour coded services.</p> <p>5. Product details, including for each item of plant and equipment</p> <p>5.1. Name, address and contact details of the manufacturer.</p> <p>5.2. Catalogue number or reference</p> <p>5.3. Manufacturer’s technical literature, including detailed operating and maintenance instructions.</p> <p>5.4. Information and guidance concerning dismantling, repair, renovation or decommissioning.</p> <p>6. Operation: A description of the operation of each system, including:</p>		
<p style="text-align: center;">A37 Operation/ maintenance of the finished works Page 55 of 65</p>		<p style="text-align: right;">To collection £</p>

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<ul style="list-style-type: none"> 6.1. Starting up, operation and shutting down 6.2. Control sequences 6.3. Procedures for seasonal changeover 6.4. Procedures for diagnostics, troubleshooting and faultfinding. 7. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors. 8. Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including <ul style="list-style-type: none"> 8.1. Electrical circuit tests. 8.2. Corrosion tests. 8.3. Type tests. 8.4. Work tests. 8.5. Start and commissioning tests. 9. Equipment settings: Schedules of fixed and variable equipment settings established during commissioning. 10. Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems 11. Lubrication: Schedules of all lubricated items 12. Consumables: A list of all consumable items and their source. 13. Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required. 14. Emergency procedures for all systems, significant items of plant and equipment. 15. Annual maintenance summary chart. 16. Other specific requirements: refer to Mechanical and Electrical consultants Performance Specification 17. Timescale for completion: 4 weeks before the date of completion of the works 		
<p>150 Content of the building manual part 4: the Health and Safety File</p> <hr/> <ul style="list-style-type: none"> 1. Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including: <ul style="list-style-type: none"> 1.1. residual hazards and how they have been dealt with 1.2. hazardous materials used 1.3. information regarding the removal or dismantling of installed plant and equipment 1.4. health and safety information about equipment provided for cleaning or maintaining the structure; 1.5. the nature, location and markings of significant services, 1.6. information and as-built drawings of the structure, its plant and equipment 1.7. any other information deemed appropriate by the contractor. 2. Information prepared by others: Details: as determined by the contractor. 3. Timescale for completion: 4 weeks before the date of completion for the works 4. Submit to: the Employer's Agent 		
<p style="text-align: center;">A37 Operation/ maintenance of the finished works Page 56 of 65</p>		<p style="text-align: center;">To collection £</p>

	F	TR
<p>151 Content of the building manual part 5: the building user guide</p> <ol style="list-style-type: none"> 1. Content: Obtain and provide the following: <ol style="list-style-type: none"> 1.1. Building services information. 1.2. Emergency information. 1.3. Energy & environmental strategy. 1.4. Water use. 1.5. Transport facilities. 1.6. Materials & waste policy. 1.7. Re-fit/ re-arrangement considerations. 1.8. Reporting provision. 1.9. Training. 1.10. Links & references. 2. Other specific requirements: as detailed in tenant's 3. • Timescale for completion: 4 weeks before the date of completion for the works . 		
<p>160 Presentation of building manual</p> <ol style="list-style-type: none"> 1. Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. 2. Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. 3. As-built drawings: The main sets may form annexes to the Manual. 		
<p>190 Maintenance service</p> <ol style="list-style-type: none"> 1. Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items <ol style="list-style-type: none"> 1.1. refer to M&E specification 2. Terms: refer to M&E specification 3. Commencement: refer to M&E specification 4. Duration: refer to M&E specification 		
<p>210 Information for commissioning of services</p> <ol style="list-style-type: none"> 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. 		
<p>220 Training</p> <ol style="list-style-type: none"> 1. Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual. 2. Level of training Building Managers and Building Users. 3. Time allowance: Include a minimum of three days. 		
<p style="text-align: center;">A37 Operation/ maintenance of the finished works Page 57 of 65</p>		<p style="text-align: center;">To collection £</p>

	F	TR
<p>230 Spare parts</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 		
<p>250 Tools</p> <ol style="list-style-type: none"> 1. General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing. 2. Quantity: Two complete sets. 3. Time of submission: At completion. 		
<p>Ω End of Section</p>		
<p>A37 Operation/ maintenance of the finished works Page 58 of 65</p>	<p>To collection</p>	<p>£</p>

A40

Contractor's general cost items: management and staff

Clauses

110 Management and staff

1. **Cost significant items:** Contractor to list below

Ω End of Section

F

TR

A41

Contractor's general cost items: site accommodation

Clauses

110 Site accommodation

1. **Details:** See section A36.
2. **Cost significant items:** Contractor to list below

Ω End of Section

F

TR

	F	TR
<p>A42 Contractor's general cost items: services and facilities</p> <p>Clauses</p> <hr/> <p>110 Power</p> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>120 Lighting</p> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>130 Fuels</p> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>140 Water</p> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>150 Telephone and administration</p> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>160 Safety, health and welfare</p> <p>1. See clause A34/210. 2. Cost significant items: Contractor to list</p> <hr/> <p>170 Storage of materials</p> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>180 Rubbish disposal</p> <p>1. See clause A34/430. 2. Cost significant items: Contractor to list</p> <hr/> <p>190 Cleaning</p> <p>1. See clause A33/710. 2. Cost significant items: Contractor to list</p> <hr/> <p>200 Drying out</p> <p>1. See clause A34/410. 2. Cost significant items: Contractor to list</p> <hr/> <p>210 Protection of work in all sections</p> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>220 Security</p> <p>1. See clause A34/150. 2. Cost significant items: Contractor to list</p>		
<p style="text-align: right;">A42 Contractor's general cost items: services and facilities Page 61 of 65</p>		<p style="text-align: right;">To collection £</p>

	F	TR
<p>230 Maintain public and private roads</p> <hr/> <p>1. See clause A34/520.</p> <p>2. Cost significant items: Contractor to list</p>		
<p>240 Small plant and tools</p> <hr/> <p>1. Cost significant items: Contractor to list</p>		
<p>250 Others</p> <hr/> <p>1. Heading: TO BE COMPLETED BY THE CONTRACTOR</p> <p>2. Cost significant items: Contractor to list</p>		
<p>310 Additional services and facilities items</p> <hr/> <p>1. Heading: TO BE COMPLETED BY CONTRACTOR</p> <p>2. Cost significant items: Contractor to list</p>		
<p>Ω End of Section</p>		
<p>A42 Contractor's general cost items: services and facilities Page 62 of 65</p>	<p>To collection</p>	<p>£</p>

	F	TR
<p>A43</p> <p>Contractor's general cost items: mechanical plant</p> <p>Clauses</p> <p>110 Cranes</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p>120 Hoists</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p>140 Transport</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p>150 Earthmoving plant</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p>160 Concrete plant</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p>170 Piling plant</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p>180 Paving and surfacing plant</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p>200 Additional mechanical plant</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p style="text-align: right;">Ω End of Section</p>		
<p>A43 Contractor's general cost items: mechanical plant Page 63 of 65</p>		<p>To collection £</p>

	F	TR
<p>A44</p> <p>Contractor's general cost items: temporary works</p> <p>Clauses</p> <hr/> <p>110 Temporary roads</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>120 Temporary walkways</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>130 Access scaffolding</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>140 Support scaffolding and propping</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>150 Hoardings, fans, fencing, etc.</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>160 Hardstanding</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>170 Traffic regulations</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <hr/> <p>200 Additional temporary works</p> <hr/> <p>1. Cost significant items: Contractor to list</p> <p style="text-align: right;">Ω End of Section</p>		
<p>A44 Contractor's general cost items: temporary works Page 64 of 65</p>		<p>To collection £</p>

A53

Work by statutory authorities/ undertakers

Clauses

125 Work by statutory undertakers

1. **Item:** Incoming Services and Connections
2. **Description of work:** The contractor will be responsible for the co-ordination of all incoming services connections in accordance with the Mechanical and Electrical Specifications, calculations and requirements of the Statutory Undertakers

Ω End of Section

F

TR

