

Our ref

**T
E**

Your ref

Redpath Construction
4 Spiersbridge Way
Spiersbridge Business Park
Glasgow
G46 8NG

2nd June 2016

Dear Sir / Madam,

Invitation to Tender for Glasgow Clyde College, Langside Campus, Project D Litehouse Refurbishment

Further to recent discussions, we invite you to tender for the above contract in accordance with this Invitation to Tender Covering letter and the following enclosed Tender Documents, comprising:-

1. Form of Tender
2. Instructions to Tenderers
3. Tender Preliminaries
4. Tender Drawings and Specifications (as listed in Tender Preliminaries)
5. Tender Pricing Document
6. HSQE Pre-construction Information Pack (PICIP)

Can you please contact Francine Day (at francine.day@mottmac.com) to (1) acknowledge receipt of this tender information and (2) confirm that you intend to submit a "bona fide" tender by **12.00 hrs, Wednesday 22nd June 2016**.

Your Tender must be submitted in accordance with this Invitation to Tender Letter, and in accordance with the attached documents, all of which shall be deemed to form and to be read and to be construed as part of this Invitation to Tender.

The tender process shall be administered by Mott MacDonald on behalf of Glasgow Clyde College.

Glasgow Clyde College is not bound to accept the lowest or any tender. Glasgow Clyde College reserve the right to cancel or suspend this procurement procedure at any time. Glasgow Clyde College may award this contract in part if deemed appropriate.

Mott MacDonald is managing the tender process on behalf of the College. Any enquiries regarding this Invitation to Tender should be addressed to Francine Day, Project Manager (at francine.day@mottmac.com).

Yours faithfully

Associate of Mott MacDonald
Enc

Glasgow Clyde College Capital Projects Plan

Tender Document

for

Langside Campus, Lighthouse Building (Project D)



362732 Glasgow Clyde College

Project D – Litehouse Building

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A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Glasgow Clyde College, Project D - Langside Campus Lighthouse Building.
- Nature: Refurbishment of a two storey stand-alone building.
- Location: Glasgow Clyde College, Langside Campus, 50 Prospecthill Road, Glasgow, G42 9LB..
- Length of contract: 14 weeks.

120 EMPLOYER (CLIENT)

- Name: Glasgow Clyde College.
- Address: Langside Campus, 50 Prospecthill Road, Glasgow, G42 9LB.
- Contact: Alan McGhee.
- Telephone: 0141 272 3761.
- Email: AMcGhee@glasgowclyde.ac.uk.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: _____.
- Address: _____.
- Contact: _____.
- Telephone: _____.
- E-mail: _____.

135 PROJECT MANAGER/CONTRACT ADMINISTRATOR

Name: Mott MacDonald.
Address: 1 Atlantic Quay, Broomielaw, Glasgow, G2 8JB.
Contact: Francine Day.
Telephone: 0141 378 0356.
Email: Francine.Day@mottmac.com.

140 ARCHITECT

- Name: Mott MacDonald.
- Address: 1 Atlantic Quay, Broomielaw, Glasgow, G2 8JB.
- Contact: Robin Abram.
- Telephone: 0141 222 3735.
- Email: Robin.Abram@mottmac.com.

150 PRINCIPAL DESIGNER

- Name: Mott MacDonald.
- Address: 1 Atlantic Quay, Broomielaw, Glasgow, G2 8JB.
- Contact: Ian Brown.
- Telephone: 0141 222 9126.
- E-mail: Ian.Brown@mottmac.com.

160 QUANTITY SURVEYOR

- Name: Mott MacDonald.
- Address: 1 Atlantic Quay, Broomielaw, Glasgow, G2 8JB.
- Contact: Jamie Ross.
- Telephone: 0141 222 4689.
- E-mail: Jamie.Ross@mottmac.com.

- 170 STRUCTURAL ENGINEER
- Name: Mott MacDonald.
 - Address: 1 Atlantic Quay, Broomielaw, Glasgow, G2 8JB.
 - Contact: Bryan MacKay.
 - Telephone: 0141 222 4528.
 - E-mail: Bryan.Mackay@mottmac.com.
- 175 MECHANICAL ENGINEER
- Name: Mott MacDonald.
 - Address: 1 Atlantic Quay, Broomielaw, Glasgow, G2 8JB.
 - Contact: Richard Marsh.
 - Telephone: 0131 221 2324.
 - E-mail: Ruchard.Marsh@mottmac.com.
- 178 ELECTRICAL ENGINEER
- Name: Mott MacDonald.
 - Address: 1 Atlantic Quay, Broomielaw, Glasgow, G2 8JB.
 - Contact: Richard Marsh.
 - Telephone: 0131 221 2324.
 - E-mail: Richard.Marsh@mottmac.com.

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: See Appendix A - Tender Drawings and Specifications.

120 CONTRACT DRAWINGS

- The contract drawings: Same as the tender drawings.
- Exceptions: N/A.

160 PRECONSTRUCTION INFORMATION

- 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.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Existing two storey building within a college campus. Due to sectional completion the upper floor will be occupied and fully functional for the final 4 weeks of the programme.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: As indicated on Contractor Access Drawing.

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): As indicated on Mechanical & Electrical Tender Drawings.
- Other information: N/A.

180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Glasgow Clyde College, Langside Campus.
- Other documents: N/A.
- Arrangements for inspection: Contact Stuart Kidd, Telephone: 0141 272 3692 / 07990 002595, Email: skidd@glasgowclyde.ac.uk .

200 ACCESS TO THE SITE

- Description: As indicated on Contractor Access Drawing.
- Limitations: As indicated on Contractor Access Drawing.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: As indicated on Contractor Access Drawing.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: All Contractor's activities shall be confined at all times within the defined site boundaries and compound area. The Contractor is not to venture outside the area of the site for any purpose without the prior permission of the Project Manager.
Should the Contractor stray beyond the contract boundaries, the disturbed area shall be made good. The Contractor shall prevent his workforce from trespassing on areas of the adjacent properties.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - As indicated on Contractor Access Drawing.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
 - Refer to pre-construction information included within the tender documents.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact Project Manager; contact details as Clause A10/135.

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: Building will be emptied of all furniture and materials.

120 THE WORKS

- Description: Library Floor - general refurbishment, new floor finishes, new acoustic ceiling rafts, reception desk, replacement IT, minor demolitions and services upgrade, redecoration.
E-Learning Floor - main floor plate stripped back to shell and core, new purpose built fitments & furniture, new floor and ceiling finishes, upgrade of mechanical & electrical services, redecoration.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: College will be undertaking works in the nearby Mary Stuart Building and the Main Building during the summer period up until term starts on 29th August 2016.

140 COMPLETION WORK BY OTHERS

- Description: N/A.

A20 SBCC STANDARD BUILDING CONTRACT WITHOUT QUANTITIES (SBC/XQ/Scot)

SBCC STANDARD BUILDING CONTRACT WITHOUT QUANTITIES (SBC/XQ/SCOT)

- The contract: Standard Building Contract Without Quantities for use in Scotland (SBC/XQ/Scot), 2011 edition, incorporating Amendment 1 issued March 2015.
- Requirement: Allow for the obligations, liabilities and services described therein against the following headings:

RECITALS

First - THE WORKS

- Comprise: Refurbishment of a two storey stand-alone building.
- Documents showing and describing the work: The tender documents.

Second - CONTRACT DRAWINGS

- The contract drawings: As listed in clause A11/120.

Third B - PRICING BY THE CONTRACTOR

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

Fifth - INFORMATION RELEASE SCHEDULE

- The Fifth Recital will be deleted.

Sixth - DIVISION OF THE WORKS INTO SECTIONS

- The Sixth Recital will not be deleted.

Ninth, Tenth, Eleventh, and Twelfth - CONTRACTOR'S DESIGNED PORTION

- Ninth Recital: The works include the design and construction of: See Appendix B - Contractor's Designed Portion.

THE ARTICLES

3 – PROJECT MANAGER / CONTRACT ADMINISTRATOR

- Project Manager / Contract Administrator: See clause A10/135.

4 – QUANTITY SURVEYOR

- Quantity Surveyor: See clause A10/160.
The words 'the functions of the Quantity Surveyor shall be exercised by' will be deleted.

5 and 6 – PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

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

9 - LEGAL PROCEEDINGS

- Amendments: N/A.

CONTRACT PARTICULARS

PART 1: GENERAL

Third Recital - THE PRICING OPTION/ THE PRICED DOCUMENT

- The Pricing Option that applies is Pricing Option B.
- The Priced Document is the Contract Sum Analysis.

Fourth Recital and clause 4.7 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at the Base Date status to be confirmed for the purposes of the CIS.

Sixth Recital - DESCRIPTION OF SECTIONS

- Description of Sections:
 - Library Floor will be subject to sectional completion 10 weeks after start on site to facilitate operations for the autumn term.

Seventh Recital - FRAMEWORK AGREEMENT

- Framework agreement: Does not apply.

Eighth Recital and Schedule 8 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 applies.
- Health and Safety: Paragraph 2 applies.
- Cost savings and value improvements: Paragraph 3 applies.
- Sustainable development and environmental considerations: Paragraph 4 applies.
- Performance indicators and monitoring: Paragraph 5 applies.
- Notification and negotiation of disputes: Paragraph 6 applies.
- Where paragraph 6 applies, the respective nominees of the Parties are:
 - Employer's nominee: See Appendix C - Glasgow Clyde College Dispute Resolution Process.
 - Contractor's nominee: _____.
- or such replacement as each Party may notify to the other from time to time.

Tenth Recital - EMPLOYER'S REQUIREMENTS

- Comprise: Included within tender drawings and specifications and detailed within this document.

Eleventh Recital - CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Contractor's Proposals: TO BE COMPLETED BY CONTRACTOR.
- CDP Analysis: TO BE COMPLETED BY CONTRACTOR.
- Specific Requirements: See Appendix B - Contractor's Design Portion.

Article 8 - ARBITRATION

- Article 8 and clauses 9.3 to 9.6 (arbitration) apply.

Clause 1.1 - BASE DATE

- Base Date: Ten days before tender return date.

Clause 1.1 - CDM PLANNING PERIOD

- Four weeks.

Clause 1.1 - DATES FOR COMPLETION OF SECTIONS

- Dates for completion of sections:
 - Section: Library Floor: Date: Ten weeks after commencement of works on site.
 - Section: E-Learning Floor: Date: Fourteen weeks after commencement of works on site.

Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES

- Employer:
 - Address: Employer's contact details as Clause A10/120.
- Contractor:
 - Address: _____.

Clause 2.4 - DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: 8th August 2016.

Clause 2.5 - DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 does not apply.

Clause 2.9.1.2 - MASTER PROGRAMME

- Critical paths: are required to be shown.

Clause 2.19.2 - CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: £30,000.

Clause 2.32.2 - LIQUIDATED DAMAGES

- Damages:
 - Section Library Floor: At the rate of £1,000 per week.
 - Section E-Learning Floor: At the rate of £1,000 per week.

Clause 2.38 - RECTIFICATION PERIOD

- Period from the date of practical completion of each section:
 - Section Library Floor: Twelve months.
 - Section E-Learning Floor: Twelve months.

Clause 4.8 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.8 does not apply.

Clause 4.9.2 - DATES OF ISSUE OF INTERIM CERTIFICATES

- The first date is: 1 month from commencement of works on site, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.16.1.1 - GROSS VALUATION

- A Priced Activity Schedule is attached.

Clause 4.19 - CONTRACTOR'S RETENTION BOND

- Clause 4.19 does not apply.

Clause 4.20.1 - RETENTION PERCENTAGE

- Retention: 5 per cent.

Clause 5.7 - DAYWORK

- 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: N/A.

Clause 6.4.1.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

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

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

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

Clause 6.7 and Schedule Part 3 - INSURANCE OF THE WORKS - INSURANCE OPTIONS

- Schedule Part 3: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): N/A.

Clause 6.10 and Schedule part 3 - TERRORISM COVER

- Not required.

Clause 6.12 - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
 - relates to claims or series of claims arising out of one event;
 - and is £2,500,000.

Clause 6.14 - JOINT FIRE CODE

- The Joint Fire Code: Applies.
- Application: State whether the insurer under Schedule Part 3, Insurance Option A, B or C (paragraph C.2) has specified that the works are a 'Large Project': TBA.

Clause 6.17 - JOINT FIRE CODE - AMENDMENTS/ REVISIONS

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

Clause 7.2 - ASSIGNATION BY EMPLOYER OF BENEFITS AFTER PRACTICAL COMPLETION

- Clause 7.2 does not apply.

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: Two months.

Clauses 8.11.1.1 to 8.11.1.5 - PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: Two months.

Clause 9.2.1 - ADJUDICATION

- The Adjudicator is: See Appendix C - Glasgow Clyde College Dispute Resolution Process.

Clause 9.3 to 9.4 - ARBITRATION

- See Appendix C – Glasgow Clyde College Dispute Resolution Process

PART 2: THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5 - RECKONING PERIODS OF DAYS

- Amendments: N/A.

1.12 - APPLICABLE LAW

- Amendments: N/A.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

3.3 - EMPLOYER'S REPRESENTATIVE

- Name: As Clause A10/120.
- Address: As Clause A10/120.
- Telephone: As Clause A10/120.
- E-mail: As Clause A10/120.

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNATION, THIRD PARTY RIGHTS AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

SCHEDULE PART 9: CONTRACT DOCUMENTS

- The Agreement consists of the Recitals, the Articles and the Contract Particulars along with the Schedule annexed.
- The Conditions.
- The Contract Bills attached hereto.
- The Contract Drawings in the drawings list attached hereto.
- The Employer's Requirements attached hereto.
- The Contractor's Proposals attached hereto.
- The CPD Analysis attached hereto.
- Additional Contract Documents: See Appendices.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

- 110 SCOPE
- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.
- 145 TENDERING PROCEDURE
- General: In accordance with the principles of: JCT Tendering Practice Note 2012.
 - Arithmetical errors: Alternative 2 applies.
- 160 EXCLUSIONS
- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
 - Relevant parts of the work: Define those parts, stating reasons for the inability to tender.
- 170 ACCEPTANCE OF TENDER
- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.
 - Costs: No liability is accepted for any cost incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY
- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than Ninety.
 - Date for possession: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION
- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7.
- 250 PRICED DOCUMENTS
- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
 - Measurements: Where not stated, ascertain from the drawings.
 - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
 - Submit: With tender.
- 300 QUANTITIES IN THE PRICED DOCUMENT
- Quantities: Where included in the priced document, these have not been prepared in accordance with SMM7 and must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.
- 310 TENDER
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

360 PRICED ACTIVITY SCHEDULE

- Submit: With tender.

440 SCHEDULE OF RATES

- Content: Unpriced schedule included in the tender documents. The Contractor may insert additional items.
- Fully priced copy: Submit with the tender.

480 PROGRAMME

- 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.
- Submit: Within one week of request.

490 INFORMATION RELEASE SCHEDULE

- Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.
- Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.

520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
 - Design drawings: See Appendix B - Contractor's Design Portion.
 - Technical information: See Appendix B - Contractor's Design Portion.
- Submit: With tender.

530 SUBSTITUTE PRODUCTS

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

540 QUALITY CONTROL RESOURCES

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- Submit: Within one week of request .

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within one week of request.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.
 - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.
- Content: Include details of:
 - Principal Contractor for the purposes of the regulations.
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
- Additional requirements: Contractor must provide his own skips to remove all materials from site and must not use the College's waste service.
- Submit with tender.

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: With tender.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

- 110 **DEFINITIONS**
- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.
- 120 **COMMUNICATION**
- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
 - Format: In writing to the person named in clause A10/140 unless specified otherwise.
 - Response: Do not proceed until response has been received.
- 130 **PRODUCTS**
- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
 - Includes: Goods, plant, materials, site materials and things for incorporation into the Works.
- 135 **SITE EQUIPMENT**
- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
 - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- 140 **DRAWINGS**
- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
 - CAD data: In accordance with BS 1192.
- 145 **CONTRACTOR'S CHOICE**
- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.
- 150 **CONTRACTOR'S DESIGN**
- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155 **SUBMIT PROPOSALS**
- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

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

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

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

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

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

260 SIZES

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

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS

- Additional copies: Issued 1 nr paper copy and 1 nr electronic copy issued with Invitation to Tender.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

460 THE SPECIFICATION

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

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

510 CHANGES/ AMENDMENTS TO EMPLOYER'S REQUIREMENTS

- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- 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.
- Submit: two copies.

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and reinspection.
- Information required: See Appendix B - Contractor's Design Portion.
 - Format: See Appendix B - Contractor's Design Portion.
 - Number of copies: Two.
- Submit: Within one week of request.

610 PRODUCTION INFORMATION

- Contractor/ Domestic subcontractor provide: As outlined in Contract Drawings and Specifications.
- Submit:
 - For comment and make any necessary amendments.
 - Sufficient copies of final version for distribution to all affected parties.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
 - See Appendix B - Contractor's Design Portion.
- Submit: At least two weeks before date for completion.

630 TECHNICAL LITERATURE

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

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion.

660 ENVIRONMENTAL ASSESSMENT INFORMATION

- See Clause A30/595.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

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

120 INSURANCE

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

130 INSURANCE CLAIMS

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

140 CLIMATIC CONDITIONS

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

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

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

230 SUBMISSION OF PROGRAMME

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

240 COMMENCEMENT OF WORK

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

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 SITE MEETINGS

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

265 CONTRACTOR'S PROGRESS REPORT

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

270 CONTRACTOR'S SITE MEETINGS

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

280 PHOTOGRAPHS

- Number of locations: TBA.
- Frequency of intervals: Weekly.
- Image format: TBA.
- Number of images from each location: TBA.
- Other requirements: TBA

285 PARTIAL POSSESSION BY EMPLOYER

- Conditions of Contract clauses 2.33 to 2.37: Ensure all necessary access, services and other associated facilities are also complete.

290 NOTICE OF COMPLETION

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

310 EXTENSIONS OF TIME

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

CONTROL OF COST

410 CASH FLOW FORECAST

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

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

440 MEASUREMENT

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

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery each voucher must be:
 - Referenced to the instruction under which the work is authorised.
 - 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.

460 INTERIM VALUATIONS

- Application by Contractor: If made under Conditions of Contract clause 4.12, include details of amounts considered due, together with all necessary supporting information.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

475 LISTED PRODUCTS STORED OFF SITE

- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
- Include for products purchased from a supplier:
 - A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
 - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

480 LABOUR AND EQUIPMENT RETURNS

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

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

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

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

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

135 QUALITY OF EXECUTION

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

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
 - Properties tested.
 - Pass/ fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.
 - Test dates and times.
 - Identities of witnesses.
- Analysis of results.

150 **INSPECTIONS**

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

160 **RELATED WORK**

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

170 **MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 **WATER FOR THE WORKS**

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

SAMPLES/ APPROVALS

210 **SAMPLES**

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

220 **APPROVAL OF PRODUCTS**

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

230 APPROVAL OF EXECUTION

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

ACCURACY/ SETTING OUT GENERALLY

310 ACCURACY OF INSTRUMENTS

- Accuracy in measurement: Use instruments and methods described in BS 5606, Appendix A:

320 SETTING OUT

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

330 APPEARANCE AND FIT

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

340 CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings Tender Drawings and Specifications.

350 LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:
 - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - 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.

360 RECORD DRAWINGS

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

SERVICES GENERALLY

410 SERVICES REGULATIONS

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

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

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

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

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

450 MECHANICAL AND ELECTRICAL SERVICES

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

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- 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.

520 COORDINATION OF ENGINEERING SERVICES

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

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: One week.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

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

550 ACCESS FOR INSPECTION

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

560 TESTS AND INSPECTIONS

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

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

620 MEASURES TO ESTABLISH ACCEPTABILITY

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

630 QUALITY CONTROL

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

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

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

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

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

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
- The Health and Safety File: Section A37.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks prior to commencement of works on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- 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.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: See Appendices E-I.

160 STABILITY

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

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows:
Employer will occupy Library Floor 4 weeks prior to completion of the E-Learning Floor.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

180 PASSES

- Controlled areas: Passes will be required for access to the site. Process for obtaining passes to be agreed with the College prior to commencement of works.
- Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required.
- Return of passes: When requested or on completion of the work to which the pass relates.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
 - None.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

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

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: See Clause A12/240.
 - Precautions: See Clause A12/240.
- Permit to work: Operatives must comply with procedures in the following areas:
 - Work area: Within the site boundary.
 - Procedures: See Appendices J and K.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted

- 340 POLLUTION
- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
 - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.
- 350 PESTICIDES
- Use: Not permitted.
- 360 NUISANCE
- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
 - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
- 370 ASBESTOS CONTAINING MATERIALS
- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.
- 371 DANGEROUS OR HAZARDOUS SUBSTANCES
- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.
- 380 FIRE PREVENTION
- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
 - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').
- 390 SMOKING ON SITE
- Smoking on site: Not permitted.
- 400 BURNING ON SITE
- Burning on site: Not permitted.
- 410 MOISTURE
- Wetness or dampness: Prevent, where this may cause damage to the Works.
 - Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.Excessive movement.
- 420 INFECTED TIMBER/ CONTAMINATED MATERIALS
- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
 - Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro-organisms are within acceptable levels.

430 WASTE

- Includes: Rubbish, debris, spoil, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy.
- Remove: Frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

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

450 LASER EQUIPMENT

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

460 POWER ACTUATED FIXING SYSTEMS

- Use: Permitted as long as appropriate RAMS are in place.

470 INVASIVE SPECIES

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

PROTECT THE FOLLOWING

510 EXISTING SERVICES

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

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

530 EXISTING TOPSOIL/ SUBSOIL

- 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.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- 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.

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:
 - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
 - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
 - Change level of ground within an area 3 m beyond branch spread.

555 WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: N/A.
- 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.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- Special requirements: Any access or egress areas to the building must be maintained and protected.

570 EXISTING WORK

- 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.

580 BUILDING INTERIORS

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

- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT
- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
 - Extent: Before work in each room starts the Employer will remove the following:
 - All movable furniture/fittings/fixtures.
- 620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
- 625 ADJOINING PROPERTY RESTRICTIONS
- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
 - Damage: Bear cost of repairing damage arising from execution of the Works.
- 630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
 - Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
 - Adjacent structures: Monitor and immediately report excessive movement.
 - Standard: Comply with BS 5975 and BS EN 12812.
- 640 MATERIALS FOR RECYCLING/ REUSE
- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
 - Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

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

120 DESIGN CONSTRAINTS

- Details: See Appendix B - Contractor's Design Portion.

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
 - Details for Sectional Completion included in Section A20.

140 SCAFFOLDING

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

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: All waste material to be disposed off site.

170 WORKING HOURS

- Specific limitations: Standard working hours permitted will be 7.00am to 6.00pm Monday to Friday. Late night working until 10.00pm may be permissible provided that appropriate notice of a minimum of 3 working days is given. Working outwith these times is not permitted.

180 COMPLETION IN SECTIONS OR IN PARTS

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

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

ACCOMMODATION

210 ROOM FOR MEETINGS

- Room for meetings will be provided by Employer.

220 SITE ACCOMMODATION

- Existing unoccupied Lighthouse Building may be used provided that this does not interfere with the progress of the works. Contractor to clean and make good as necessary on completion.

260 SANITARY ACCOMMODATION

- Existing unoccupied Lighthouse Building facilities may be used provided that this does not interfere with the progress of the works. Contractor to clean and make good as necessary on completion.

TEMPORARY WORKS

330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- Temporary protection: Provide before starting work in locations shown on drawing Contract or Access Compound.
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Design details of the proposed physical means of protection: N/A.
- Areas of structural landscaping to be protected from construction operations: N/A
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 NAME BOARDS/ ADVERTISEMENTS

- Details of proposed name boards and advertisements to be submitted for approval by Employer.

SERVICES AND FACILITIES

410 LIGHTING

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

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may not be used for the Works.
- The Contractor must provide his own lighting and power.

430 WATER

- Supply: The Employer's mains may not be used for the Works.
- The Contractor must provide his own water.

440 MOBILE TELEPHONES

- Direct communication: As soon as practicable after the start on site:
 - provide the Contractor's person in charge with a mobile telephone.
 - pay all charges reasonably incurred.

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
 - Take responsibility for operation, maintenance and remedial work.
 - Arrange supervision by and indemnification of the appropriate Subcontractors. Pay costs arising.

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- 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.
- Other uses: If permission is given for any other use of a system before the Works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.

540 METER READINGS

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

550 THERMOMETERS

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

570 PERSONAL PROTECTIVE EQUIPMENT

- Provide for use of Contractor's own operatives only.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- 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.
- Scope:
 - Part 1: General: Content as clause 120.
 - Part 2: Fabric: Content as clause 130.
 - Part 3: Services: Content as clause 140.
 - Part 4: The Health and Safety File: (prepared and supplied by the CDM Coordinator). Content as clause 150.
 - Part 5: Building User Guide: [Content as clause 151]
- Responsibility: The Building Manual is to be produced by the Contractor and must be complete no later than Date for completion of the works.
- Compilation:
 - Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - Obtain or prepare all other information to be included in the Manual.
- 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.
- Final copies of the Manual:
 - Number of copies: Two.
 - Format: Electronic (PDF) and hard copies.
 - Latest date for submission: Two weeks before the date for completion stated in the contract.
- As-built drawings and schedules:
 - Number of copies: Two.
 - Format: Electronic (PDF and AutoCAD 2010.DWG) and hard copies.

115 THE HEALTH AND SAFETY FILE

- Responsibility: the contractor.
- Content: Obtain and provide the following information: See "Pre-Construction Information" Report (as defined within the CDM 2015 Regulations).
- Format: See "Pre-Construction Information" Report
- Delivery to: See "Pre-Construction Information" Report By (date): See "Pre-Construction Information" Report.

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant
 - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
 - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - Overall design criteria.
 - Environmental performance requirements
 - Relevant authorities, consents and approvals.
 - Third party certification, such as those made by competent persons in accordance with the Building Regulations
- Operational requirements and constraints of a general nature:
 - Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and firefighting systems, services, shut off valves switches, etc.
 - Emergency procedures and contact details in case of emergency.
 - Other specific requirements: N/A.
- Description and location of other key documents.
- Timescale for completion: Not later than the date for Completion of the Works.

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
- Construction of the building:
 - A detailed description of methods and materials used.
 - As-built drawings recording the construction, together with an index.
 - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.
 - Electricity and Gas safety.
 - N/A.
- Other specific requirements: N/A.
- Timescale for completion: Not later than the date for Completion of the Works.

140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

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

150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with
 - hazardous materials used
 - information regarding the removal or dismantling of installed plant and equipment
 - health and safety information about equipment provided for cleaning or maintaining the structure;
 - the nature, location and markings of significant services,
 - information and as-built drawings of the structure, its plant and equipment
 - N/A.
- Information prepared by others: Details: N/A.
- Timescale for completion: Not later than the date for Completion of the Works.
- Submit to: Project Manager.

151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE

- Content: Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy & environmental strategy.
 - Water use.
 - Transport facilities.
 - Materials & waste policy.
 - Re-fit/ re-arrangement considerations.
 - Reporting provision.
 - Training.
 - Links & references.
- Other specific requirements: N/A.
- " Timescale for completion: Not later than the date for Completion of the Works .

160 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.

210 INFORMATION FOR COMMISSIONING OF SERVICES

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

230 SPARE PARTS

- 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.
- Content: Include in the priced schedule for:
 - Manufacturers' current prices, including packaging and delivery to site.
 - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
 - Referencing to the plant and equipment list in Part 3 of the Building Manual.
 - Painting, greasing, etc. and packing to prevent deterioration during storage.
- Latest date for submission: Two weeks before completion.

250 TOOLS

- 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.
- Quantity: Two complete sets.
- Time of submission: At completion.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

- Cost significant items: Allow for all costs in providing adequate site administration for the due performance of the works. The Contractor's person in charge must not be changed without the prior approval of the Project Manager. Contractor to provide a full resource schedule of management and supervision/staff costs providing details of weekly rates and utilisation level.

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 SITE ACCOMMODATION

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 POWER

- Cost significant items: Provide and maintain all temporary electric power required for carrying out the works. All temporary wiring for portable equipment etc. must comply with the safety measures laid down by the Institute of Electrical Engineers.
All cranes, concrete mixers etc. are to be electrically powered, unless agreed in advance with the Project Manager. All electricity powered portable hand tools must be transformed down to 110 volts.
The transformers should comply with the current British Standard for its respective output voltage. The Contractor must supply his own transformer in all cases .

120 LIGHTING

- Cost significant items: : Provide and maintain all temporary artificial lighting required for carrying out the works .

130 FUELS

- Cost significant items: Include for the cost of fuels for temporary artificial lighting and electric power .

140 WATER

- Cost significant items: Provide adequate fresh clean water for use on the Works complete with all necessary temporary plumbing, storage and distribution about the site. The Contractor shall make all necessary arrangements with and pay all the charges of the Water Authority.
The Contractor will be allowed the use of water for the Works from the existing services but he must pay all charges involved in making the temporary connection (including meters) for Water used, including making all necessary arrangements with the Employer, complying with the provisions of the Local Water Authority, removing all work in connection with the temporary supply on completion and making good any damage and any other work disturbed to the satisfaction of the Project Manager .

150 TELEPHONE AND ADMINISTRATION

- Cost significant items: See Clause A36/440.

160 SAFETY, HEALTH AND WELFARE

- See clause A34/210.
- Cost significant items: Cost significant items: Comply with the Health and Safety at Work Act 1974, and all amendments thereto including current Statutes, Factories Acts, Regulations, Codes and agreements relating to the Building Industry, in respect of safety, health and welfare of all workpeople employed on the site.
The Contractor is referred to the Pre-Construction Information for details of the existing environment etc. .

170 STORAGE OF MATERIALS

- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

180 RUBBISH DISPOSAL

- See clause A34/430.
- Cost significant items: Remove and clear away from site all rubbish and demolition debris at regular intervals as the work proceeds.

Should such rubbish not be cleared away within 24 hours of verbal instructions having been given to do so by the Project Manager or his representative, then the Employer will have the rubbish removed by his own staff and the cost of the work will be charged to the Contractor or deducted from any monies due to him.

Wherever waste disposal skips are to be sited against a building they are to be positioned a minimum of 2.4m horizontally from any wall opening including windows, doors, ventilation grilles etc. regardless of the height of the opening above the skip. Where this is impractical the skip must be the enclosed type with lockable doors. In all circumstances waste open type skips may only be used with the Project Manager's agreement. All skips are to be covered with nets or sheets to prevent materials falling off the skips.

On completion of the works and before any partial possession of the works is taken over by the Employer, the Contractor shall remove all rubbish and debris .

190 CLEANING

- See clause A33/710.
- Cost significant items: On completion of the works and before possession of the works is taken over by the Employer, the Contractor shall clean down all floors, walls, woodwork, glass etc., internally and externally, and leave the whole of the buildings / structures fit for immediate occupation / use to the satisfaction of the Project Manager.

Clean out all drains and gutters, clear the site of all rubbish, debris, make good all areas used for the purposes of the Contract and leave in a clean and tidy condition to the satisfaction of the Project Manager .

200 DRYING OUT

- See clause A34/410.
- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

210 PROTECTION OF WORK IN ALL SECTIONS

- Cost significant items: Cover up and protect the works and all materials from damage by frost and inclement weather.

220 SECURITY

- See clause A34/150.
- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

230 MAINTAIN PUBLIC AND PRIVATE ROADS

- See clause A34/520.
- Cost significant items: The Contractor shall be responsible for and shall satisfy all claims and demands of the Local Authority in respect of any damage caused by extraordinary traffic arising from or caused by the works.

The Contractor shall protect all existing public and private roads, drives, car parks, and footpaths, kerbs, services and other works from damage arising from the works. All roads used must be kept free from any mud, earth and surplus materials, and the surface kept clean and on completion must be left in a clean and undamaged state .

240 SMALL PLANT AND TOOLS

- Cost significant items: Provide all necessary plant, tools and vehicles for all work.

250 OTHERS

- Heading: TO BE COMPLETED BY CONTRACTOR.
- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

310 ADDITIONAL SERVICES AND FACILITIES ITEMS

- Heading: TO BE COMPLETED BY CONTRACTOR.
- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

- 110 CRANES
 - Cost significant items: TO BE COMPLETED BY CONTRACTOR.
- 120 HOISTS
 - Cost significant items: TO BE COMPLETED BY CONTRACTOR.
- 130 PERSONNEL TRANSPORT
 - Cost significant items: TO BE COMPLETED BY CONTRACTOR.
- 140 TRANSPORT
 - Cost significant items: TO BE COMPLETED BY CONTRACTOR.
- 150 EARTHMOVING PLANT
 - Cost significant items: N/A.
- 160 CONCRETE PLANT
 - Cost significant items: TO BE COMPLETED BY CONTRACTOR.
- 170 PILING PLANT
 - Cost significant items: N/A.
- 180 PAVING AND SURFACING PLANT
 - Cost significant items: N/A.
- 200 ADDITIONAL MECHANICAL PLANT
 - Cost significant items: TO BE COMPLETED BY CONTRACTOR.

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

110 TEMPORARY ROADS

- Cost significant items: Provide all temporary roads, hardstandings and crossings on or to the site and keep the same in repair and adapt as necessary during the progress of the Contract. The Contractor shall include for all necessary reinstatement to original condition.

120 TEMPORARY WALKWAYS

- Cost significant items: : Provide any temporary fencing, hoardings, screens, fans, planked footways, guardrails and the like which the Contractor considers may be necessary for protecting the public, for the proper execution of the Works and for meeting the requirements of the Employer.

130 ACCESS SCAFFOLDING

- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

140 SUPPORT SCAFFOLDING AND PROPPING

- Cost significant items: Provide all necessary scaffolding required for the Works. If the Contractor strikes any of the scaffolding before ascertaining whether it is required by Any directly employed or preferred Sub-Contractors or Suppliers, he must re-erect it if so required at his own expense .

150 HOARDINGS, FANS, FENCING, ETC.

- Cost significant items: Included in A44/440 above.

160 HARDSTANDING

- Cost significant items: Included in A44/440 above.

170 TRAFFIC REGULATIONS

- Cost significant items: The Contractor is required to observe all Police, CWAC and other regulations in the delivery of plant and other materials and unloading and parking of vehicles.
No vehicle plant or materials will be allowed to remain on the road or pavement without the express permission of the relevant authorities .

200 ADDITIONAL TEMPORARY WORKS

- Cost significant items: TO BE COMPLETED BY CONTRACTOR.

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER

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

001

Specification

27/05/2016 - 16:00

35-05-35/135 General fittings, furnishings and equipment system Collaboration Nook 2

System outline

35-05-35/135 General fittings, furnishings and equipment system Collaboration Nook 2

- Σ **System manufacturer:**
- Σ **Fittings:** 35-05-35/520 Custom made joinery.
- Σ **Furnishings:** Timber hardwood seat base, 8x seat covering & backing, Fitted rubber flooring, Table, Opaque perspex wall cladding, Tounge & Groove Cladding.
- Σ **Equipment:** Contractor's design.
- Σ **Fasteners:** Contractor's design.
- Σ **Bedding:** Contractor's design.
- Σ **Pointing:** Contractor's design.
- Σ **Execution:**
- Σ **System completion:**

Products

35-05-35/305 Product samples

Shared by: 35-05-35/135 General fittings, furnishings and equipment system Shelving; and 35-05-35/135 General fittings, furnishings and equipment system type Reception Desk Enclosure; type Amphitheatre and type Collaboration Nook 1.

- Σ **Manufacturer:**
- Σ **Submittals:**
- Σ **Purpose:** For use as a reference sample.
- Σ **Labelling:** Clearly label all submitted samples.
- Σ **Timing:**

Custom made products

35-05-35/520 Custom made joinery

Shared by: 35-05-35/135 General fittings, furnishings and equipment system Shelving; and 35-05-35/135 General fittings, furnishings and equipment system type Reception Desk Enclosure; type Amphitheatre and type Collaboration Nook 1.

- Σ **Supplied by:** Submit proposals.
- Σ **Standard:** To BS 1186-2.
- Σ **Sections:** Accurate in profile and length. Free from twist and bowing. Form out of solid wood.
- Σ **Machined surfaces:** Smooth and free from machining defects.
- Σ **Joints:** Tight and close fitting.
- Σ **Assembled components:** Rigid. Free from distortion.
- Σ **Screw fixing into hardwood:** Provide pilot and clearance holes of 8 gauge or larger.

Σ **Dimensions:** Refer to drawing MMD-365499-AR-DR-00-XX-20

Σ **Maximum permitted deviations from finished sizes:**

- **Softwood sections:** To BS EN 1313-1.
- **Hardwood sections:** To BS EN 1313-2.

Ω End of system