



CHESTERFIELD
BOROUGH COUNCIL

33 THE CRESCENT, BRIMINGTON

CHESTERFIELD S43 1AZ

**MINI PILE UNDERPINNING AND THE
REBUILDING OF THE REAR AND
PART OF THE SIDE ELEVATIONS**

PROJECT PARTICULARS



MINI - PILE UNDERPINNING AND THE
REBUILDING OF THE REAR AND
PART OF THE SIDE ELEVATIONS,
AT 33 THE CRESCENT, BRIMINGTON

00-05-10 Project Definition

101 Project description

- **Project reference:** 22711
- **Project title:** UNDERPINNING WORKS AND THE REBUILDING OF THE REAR AND PART OF THE SIDE ELEVATIONS, AT 33 THE CRESCENT, BRIMINGTON, CHESTERFIELD
- **Project description:** Underpinning and the rebuilding of some of the walls.

Site information

Hazardous substances information

150 Asbestos survey reports

- **Details:** Asbestos Refurbishment Surveys
- **Reference:** J124650 - 33 The Crescent - Surveys - Refurbishment (with MA only)
- **Status:** Refurbishment & Demolition Surveys
- **Format:** Electronic
- **Provision:** Available at the client's office on request

Design information

165 Drawings

- **Details:** Works detail drawings
- **Reference:** 22711 / Drawing Register
- **Status:** Contract Documents
- **Format:** Electronic
- **Provision:** Contract Documents
- **Contract drawings:**
 - **Generally:** The same as the tender drawings.
 - **Exceptions:**

170 Pre-construction information

- **Scope:** Integral with the project specification, including but not restricted to the following: Description of project. Client's consideration and management requirements. Environmental restrictions and on-site risks. Significant design and construction hazards. The Health and Safety File.

00-05-15 Works Terminology

110 Terminology

- **Meaning:** Terms, derived terms and synonyms used are as defined in this section or in the appropriate referenced document.

210 Description terminology

- **Attendance:** Includes the use of the Main Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant;
The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;
The provision of potable water;
The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;
The use of standing mess rooms, sanitary accommodation and welfare facilities and
The provision of all Health and Safety facilities and all Fire Safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the Joint Fire Code.
Additional requirements should be described as 'Special attendance'.
- **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
- **Construction Work:** Permanent work together with temporary work.
- **Contractor:** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes Main Contractor, Prime Contractor, Supplier, Service provider, Builder, Subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
- **Contractor's choice:** Selection delegated to the Contractor, but liability to remain with the specifier.
- **Contractor's design:** Design to be carried out or completed by the Contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
- **Cost:** The amount paid or given by one party to another in exchange for goods, work or services.
- **Designer:** A person carrying out design on a project.
- **Deviation:** Difference between a specified dimension or position and the actual dimension or position.
- **Employer:** The party to the Contract for whom the goods, work or services are provided. Includes Client (in consultancy contracts and CDM Regulations), the Employer, Building owner or Purchaser (in construction contracts), the Developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements - which may be defined terms in certain standard contract forms
- **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.

- **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
- **Existing:** Items retained in place to receive new work.
- **Fastener:** Device for mechanically attaching something to something else.
- **Manufacturer and Product reference:** Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.
Product reference – the proprietary brand name and/ or identifier by which the particular product, component or system is described.
References are as specified in the manufacturer’s technical literature current on the date specified.
- **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
- **Permanent Work:** Work to be constructed and completed in accordance with the Contract.
- **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work or services.
- **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the Works.
- **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/ or construct.
- **Schedule of rates:** The subdivision of product and execution prices by a pre-determined unit basis.
- **Schedule of Work/ Work Schedule:** The subdivision of work items by a pre-determined classification. Can form the basis of a pricing document where Bills of Quantities are not used.
- **Schematic:** A drawing of a system showing components, products, systems and their interconnections.
- **Site equipment:** The Contractor’s apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works and the remedying of defects.
Includes Appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.
Excludes: Temporary work, Employer’s products and equipment or anything intended to form or forming part of the permanent Works.
- **Specification:** Written description of requirements.
- **System:** Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
- **Temporary work:** Incidental work to undertaken during construction but not intended to form part of the completed work.

310 Activity terminology

- **Advise:** See 'Communicate'.
- **Agree:** See 'Communicate'.
- **Approve:** Record conformance of work to specified criteria by giving formal or official sanction.
- **Communicate:** Includes advise, inform, agree, confirm, notify, seek or obtain information, consent or instructions, or make arrangements.
- **Confirm:** See 'Communicate'.
- **Ease:** Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
- **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
- **Give notice:** Communicate in writing to the person administering the Contract at the address listed therein.
- **Inform:** See 'Communicate'.
- **Keep for recycling:** As 'keep for use' but relates to a naturally occurring material rather than a manufactured product.
- **Keep for reuse:** Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or Purchaser, or for use in the Works as instructed.
- **Make good:** Execute local remedial work to designated work. Make secure, sound and neat.
- **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.
- **Notify:** See 'Communicate'.
- **Quote:** Use 'Estimate'.
- **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
- **Refix:** Fix previously removed products.
- **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.
Removal of an item excludes removal and disposing of associated pipework, wiring, ductwork or other services.
Removal of a system includes this work.
- **Remediate:** Action or measures taken to lessen, clean-up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.
- **Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and replacement.
- **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.

- **Reuse:** Recover components to be fixed or used in the project or other buildings without the requirement for recycling.
- **Submit:** Deliver an item in a specified format to a specified person within a specified timeframe.
- **Submit proposals:** Submit information in response to specified requirements.
- **Supply and fix:** Supply of products, components or systems to be fixed, together with their fixing.

00-05-20 Project Participants

Management and delivery roles

120 Client

- **Name:** Chesterfield Borough Council
- **Address:** Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Contact:** Nicola Fletcher
- **Telephone:** 01246 959 754
- **Email address:** nicola.fletcher@chesterfield.gov.uk

125 Clerk of works

- **Name:** Chesterfield Borough Council
- **Address:** Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Contact:** TBC
- **Telephone:** TBC
- **Email address:** TBC

130 Contract Administrator

- **Name:** Chesterfield Borough Council
- **Address:** Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Contact:** TBC
- **Telephone:** TBC
- **Email address:** TBC

145 Engineer

- **Name:** Chesterfield Borough Council
- **Address:** 4th Floor, Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Contact:** John Muddiman
- **Telephone:** 01246 959723
- **Email address:** john.muddiman@chesterfield.gov.uk

150 Tenant Liaison Officer

- **Name:** Chesterfield Borough Council
- **Address:** Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Contact:** Lesley Waller
- **Telephone:** 01246 959 743
- **Email address:** lesley.waller@chesterfield.gov.uk

160 Project Manager

- **Name:** Chesterfield Borough Council
- **Address:** Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Contact:** TBC
- **Telephone:** TBC
- **Email address:** TBC

Statutory roles

205 Principal Designer

- **Name:** Chesterfield Borough Council
- **Address:** 4th Floor, Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Contact:** John Muddiman
- **Telephone:** 01246 959723
- **Email address:** john.muddiman@chesterfield.gov.uk

210 Principal Contractor

- **Name:**
- **Address:**
- **Contact:**
- **Telephone:**
- **Email address:**

00-05-70 Project Location

110 Project location

- **Details:** The Crescent, Brimington
- **Address:**
 - **Street:** The Crescent
 - **Town:** Chesterfield
 - **Post code:** S43 1AZ
- **Site Ordnance Survey grid reference:** SK 39476, 73345
- **Site altitude to Ordnance Datum:** 84m

130 Existing buildings on, or adjacent to the site

- **Details:** Semi - detached and terraced pitched roof two storey houses, with brickwork cavity walls.

150 Surrounding land and building uses

- **Surrounding land uses or activities:** private driveways and gardens.

170 Access

- **Details:** By arrangement with the tenant liaison officer.
- **Limitations:** There is on-site parking on the driveway and on-street parking. None of the driveways should be blocked off, nor should access by the emergency services be impeded.

00-10-70 Works Contract Content

120 The Works

- **Details:** Propping of the roof and part of the side elevation, as shown on drawings 22711 CBCPTS-01-ZZ-DR-S-2100 and 2101.
Underpinning the walls, as shown on drawing 22711 CBCPTS-01-ZZ-DR-S-2033.
Rebuilding of the walls, as shown on drawing 22711 CBCPTS-01-ZZ-DR-S- 2000, 2200 and 2201.

The sequencing of the works is to be to the determination of the contractor.

160 Products provided by, or on behalf of employer

- **General:** Details of products to be fixed by the Contractor are given in the work sections. 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.

310 Provisional sum for undefined work

- **Details:** Contingency sum
- **Provisional Sum:** £20,000.00 (Twenty Thousand Pounds)
- **General attendance:** Additional works which might be required.

00-20-70 Works contract

JCT Minor Works Building Contract

- **The Contract:** JCT Minor Works Building Contract, 2016 Edition.
- **Partnering Charter PC/N 2011:**
- **Requirement:** Allow for the obligations, liabilities and services described.

RECITALS

First The Works

- **Comprise:** Underpinning, then remedial works to the walls.
- **Documents showing and describing the work:** Specification.

Second Contract drawings

- **Contract drawings:** See section 00-05-10.

Fourth Recital and Clause 4.2

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

Sixth Division of the works into sections

- **The Sixth Recital:** delete

Seventh Recital and Schedule 3

- Collaborative working - Supplemental Provision 1 applies
- Health and Safety - Supplemental Provision 2 applies
- Cost savings and value improvements - Supplemental Provision 3 applies
- Sustainable development and environmental considerations - Supplemental Provision 4 applies
- Performance Indicators and monitoring - Supplemental Provision 5 applies
- Notification and negotiation of disputes - Supplemental Provision 6 applies

ARTICLES

5 Principal Designer

- **Principal Designer:** Refer to section 00-05-20

6 Principal Contractor

- **Principal Contractor:** Principal Contractor will be the Main Contractor

7 Arbitration

- Article 7 and Schedule 1 (Arbitration) apply.

2.10 Rectification Period - 12 months from the date of practical completion

4.3 Interim payments - the interim valuations are to be dated the last day of each month.

4.3 Payments due to practical completion - (Ninety Five) 95 per cent.

4.3 Payments becoming due on or after practical completion - (Ninety Seven and a half) 97.5 per cent.

4.3 and 4.8 Fluctuations provision

- Schedule 2 (Contribution, levy and tax changes) applies/
- No fluctuations provision applies

4.8.1 Supply of documentation for computation of amount to be finally certified – (Three) 3 months from the date of practical completion.

5.3 Contractor's Public Liability Insurance - (Ten million pounds) £10,000,000.

5.4A, 5.4B and 5.4C Insurance of the Works - Clause 5.4C (Works and existing structures insurance by other means) applies.

5.4A and 5.4B Percentage to cover professional fees - (Fifteen) 15 per cent.

5.4C Insurance arrangements - Obtain a copy of the insurance documents and also append to the contract. Always ensure that the certificate of insurance covers the period that the work is to be carried out in. If there is any overlap, the contractor should also pass the new document onto CBC, to ensure continuity.

7.2 Adjudication - The Adjudicator is TBC.

Schedule 1 - Arbitration - appointor of Arbitrator (and of any replacement) - President or a Vice-President: The Royal Institution of Chartered Surveyors.

PROJECT BANK ACCOUNT

- **General:** Comply with the requirements and obligations of the [JCT Project bank account documentation \(PBA 2011\)](#). The enabling provisions and clauses X.1 to X.4 inclusive will be inserted into the Building Contract, and clauses Y1 and Y2 will be inserted into Subcontracts
- **Details:**
 - **Employer:** The Employer
 - **Contractor:** The Contractor
 - **Subcontractor(s):**
- **Arrangements:**
 - **Application for payment (Enabling Clause X.2):** Submit to the Employer
- **Exceptions:**

EXECUTION

- **The Contract:** Will be executed under hand.

00-30-70 Works Contract Procurement

110 Compliance with Tender rules

- **Compliance:** Failure to comply may result in Tenders being rejected at the sole discretion of the Employer.
- **Costs:** No liability is accepted for costs incurred in the preparation of a Tender.

130 Tenders to be invited

- **Number of tenders to be invited (maximum):** To be determined by the client.

135 Project Team Agreement

- **Execution:** Complete and return with tender.

150 Tender Programme

- **Details:** Tender arrangements through CBC Procurement
- **Key dates:** Deadline for receipt of clarification questions 5.00pm 1 March 2024
Deadline for receipt of tenders 12:00 noon 8 March 2024

160 The Invitation to Tender

- **Form:** In line with CBC Procurement requirements.
- **Location of Tender documents:** Issued by email.

165 Tender acceptance

- **Tender acceptance period:** Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 13 weeks from the date for return of Tender
- **Assurance:** Nothing contained in this Document or its application should be inferred to guarantee that a Tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

170 The Tender documents

- **The Tender documents:** As described in the Project Definition section
- **Number of hardcopy documents provided:** 1 electronic copy for tendering purposes containing all requirements PDF's

180 Tender queries

- **Notification requirements:** Deadline for receipt of clarification questions 5.00pm 1 March 2024.

190 Tender instructions

- **Qualifications:** Do not amend or alter documents without written instruction.
- **Confidentiality:** Do not reveal details of parts of the Tender or supporting documents (except for the necessary purposes of preparing that Tender) without the Employer's express written permission.

210 Pricing

- **Pricing:** Price and extend each item individually as instructed. Do not group items together.
- **Currency:** Pounds Sterling

220 Site visit

- **Nature of the site:** Ascertain before Tendering, including access thereto and local conditions and restrictions likely to affect the execution of the Work.
- **Arrangements for visit:** Site may be visited withing normal identified working day periods.

230 Return of Tender

- **Return of Tender:**
 - **Destination:** Quotation documents to be returned via the ProContract portal.
 - **Time and date:** 12:00 noon 8 March 2024
 - **Format:** PDFs
 - **Special procedures:** As required by CBC Procurement
- **Documents to be returned with the Tender:** All documents identified in Documents A and B and as requirements of CBC Procurement
- **Inability to tender:** Advise immediately if the work as defined in the Tender documents cannot be tendered.
Define those parts, stating reasons for the inability to tender.

310 Assessment

- **Assessment of Tenders:**
 - **Number to be assessed in detail:** All
 - **Assessment criteria:** To be assessed on the apportioned basis of Best Price 50% and Quality 50%
 - **Assessment model details:** Scoring criteria is contained within the tender documents
- **Alternative Tenders:**
 - **Submission:** Permitted in conjunction with compliant tender
 - **Basis:** Method based alternatives
Time based alternatives

320 Error resolution

- **Arithmetical errors:** Tender price will prevail. An opportunity will be given to confirm the Tender or withdraw.
- **Technical errors:** The Tender is deemed to meet or exceed the requirements of the Tender documents. Amendment of the Tender to reflect this will not constitute a variation and no claim for additional costs will be accepted.
- **Corrections:** An endorsement will be added to the priced documents indicating that rates or prices (excluding preliminaries, contingencies, Prime cost and Provisional sums) inserted therein will be adjusted in the same proportion as the corrected total differs from that stated incorrectly.

340 Post-Tender negotiations

- **Negotiations:** May be required
- **Details:** Contract periods may be negotiated if tender sum price reductions can be obtained

410 Notification to Tenderers

- **Notification method:** Tender outcomes will be provided by email.

00-40-70 Works Contract Establishment

ACCESS

110 Access to the site

- **Details:** Access to the site is via The Crescent.
- **Limitations:** Hours of operation 8am to 6pm

120 Use of the site

- **General:** Do not use the site for any purpose other than carrying out the contract work.
- **Limitations:** Do not obstruct access to the neighbouring properties.

145 Traffic and vehicles

- **Limitations:** Do not obstruct access to the neighbouring properties. Use a banks person when large vehicles are manoeuvring in to / around / off the site.

150 Storage, accommodation, mechanical plant, temporary works and services

- **Position:** Submit proposed details of intended siting.
- **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

GENERAL INFORMATION

160 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 and based on the programme for the Works.

180 Site Waste Management Plan

- **Development:** The person responsible for developing the plan will be the Contractor.
- **Content:** Identity of proposed Principal Contractor.
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 and/or recycling.
The use of appropriate and licensed waste management contractors.
Record keeping procedures.
Waste auditing protocols.
- **Submittal date:** Outline plan with the tender, full plan within 2-weeks of award of tender

190 Environmental policy

- **Employer's Environmental Policy:**
 - **Availability:** A copy of the contractor's Environmental Policy is to be provided with tender
 - **Evidence of compliance:** An environmental management system based on BS EN ISO 14001
- **Project Environmental Management System:**
 - **General:** Develop a system compatible with the Employer's policy.
 - **Format:** Electronic MS Word or PDF
 - **Specific Requirements:**
- **Supporting information:**
 - **Type:** Copy of policy
 - **Format:** Electronic MS Word or PDF
- **Submittal date:** Provided with tender

210 Considerate Constructors Scheme

- **Registration:** Before starting work, register with the Considerate Constructors Scheme and pay the appropriate fee.
- **Address:** Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - Tel. 01920 485959.
 - Fax. 01920 485958.
 - Free phone 0800 7831423
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- **Standard:**
 - **Minimum compliance level:** Contractor to be a member of the Considerate Contractors Scheme

PROGRAMME

250 Programme

- **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the Works.
- **Include:**
 - **Information:** Design, production information and proposals provided by the Contractor, subcontractors or suppliers, including inspection and checking.
- **Planning:** Planning and mobilization by the Contractor.
- **Dates:** Earliest start and finish dates for each activity and identification of critical activities.
- **Engineering services:** Running in, adjustment, commissioning and testing of engineering services and installations.

- **Instructions:** Work resulting from instructions issued in regard to the expenditure of provisional sums.
- **Concurrent work:** Work by or on behalf of the Employer and concurrent with the contract. The nature and scope of which, the relationship with preceding and following work and relevant limitations are suitably defined in the Contract Documents.
- **Exclusions:** Work that is not well defined: where and to the extent that the programme implications for this are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- **Number of copies:** One copy
- **Submittal date:** With tender

280 Commencement of work

- **Notice:**

HEALTH AND SAFETY INFORMATION

300 Health and Safety information

- **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- **Include:**
- **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
 - **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - **Training:** Records of training and training policy.
 - **Personnel:** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- **Submittal date:** With the tender

320 Outline Construction Phase Health and Safety Plan

- **Content:**
 - **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
 - **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.

- **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - **Emergency:** Procedures including those for fire prevention and escape.
 - **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
 - **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
- **Submittal date:** With the tender

330 Health and safety hazards

- **Hazards:** Asbestos - Refurbishment plan is available. Any further surveys required should be obtained by the Contractor.
- **Limitations:** The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.
- **Information:** The accuracy and sufficiency of this information provided about existing hazards is not guaranteed by the Employer / Purchaser or their representative. Ascertain if additional information is required, to ensure the safety of persons and the Works.
- **Training:** Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

340 Preconstruction information

- **Availability:** Integral with the project specification, including but not restricted to the following:
Description of project.
Client's consideration and management requirements.
Environmental restrictions and on-site risks.
Significant design and construction hazards.
The Health and Safety File.

350 Execution hazards

- **Common hazards:** Not listed. Control by good management and site practice.
- **Significant hazards:** Working at height and falling masonry.
- **Hazard:** Falling and uncontrolled falling of masonry due to unforeseen defects such as lack of ties
- **Precautions assumed:** Suitable safe access to be provided that will prevent the uncontrollable loss of masonry
- **Specification reference:**

- **Drawing reference:** Refer to contract drawings and drawing issue register

360 Product hazards

- **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Guidance Notes: Environmental Hygiene (EH): Workplace exposure limits. Containing the list of workplace exposure limits for use with the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- **Common hazards:** Not listed. Control by good management and site practice.
- **Significant hazards:**
- **Hazard:**
 - **Material:**
- **Specification reference:**

370 Construction phase health and safety plan

- **Delivery to the Client:** No later than one week before commencement on site
- **Confirmation:** Do not start construction work until written confirmation is received 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 and the Preconstruction information.

MANAGEMENT AND STAFF

400 Management and staff – Contract minimum requirement

- **Details:** Allow for compliance with contract obligations.
- **Cost significant items:** Project Specific management and staff.

TEMPORARY ACCOMMODATION

430 Temporary accommodation – Contract minimum requirement

- **Details:** Allow for compliance with the Contract obligations.
- **Cost significant items:** Site accommodation.

440 Temporary Accommodation - use and location

- **Restrictions:**
 - **Positioning:** Temporary accommodation should be provided. Space can be made available in the front garden. Traffic flow for road users must be maintained.
 - **Timing:** Access is available from 8.00am until 6.00pm, or by arrangement with the Tenant Liaison Officer.
 -

470 Accommodation or land not included in the site

- **General:** No areas outside the site boundary as identified on drawing 22711-S-2033 may be used for the duration of the Contract.
- **Available services and facilities:** None

TEMPORARY SERVICES

500 Temporary Services – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.
- **Cost significant items:**

520 Water restrictions

- **Emergency legislation:** If the water supply is or is likely to be restricted, inform without delay and ascertain the availability of water from alternative sources.
- **Suitability:** Check pH value of water from a proposed new source and ensure that it is suitable for the plants, soil and turf being watered.
- **Cost:** No extra payment will be instructed where the Contractor is entirely responsible for provision of water

540 Lighting and power

- **Supply:** Provide electric power and equipment. Make temporary arrangements for power distribution about the site.

580 E-mail and internet facility

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

590 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.

TEMPORARY SECURITY

600 Security – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.
- **Cost significant items:** Fencing should be provided to secure all areas of works

TEMPORARY SAFETY AND CONTROL

630 Safety and environmental protection – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.
- **Cost significant items:**

650 Temporary protection to existing trees and vegetation

- **Trees and vegetation:**
 - **Requirement:** Provide protection before starting work.
 - **Positions:** Protect and make good afterwards to any of the landscaped areas which are damaged in the course of the works.
 - **Protective barriers and physical protection:** Relevant measures to [BS 5837](#).
- **Areas of structural landscaping to be protected from construction operations:**
 - **Requirement:** Protect from effects of construction operations.
 - **Positions:** Street footpath to be protected from construction operations.
- **Integrity of protection:** Maintain for the duration of the Works.
- **Completion:** Remove on completion of the Works and make good disturbed areas.

670 Control and protection – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.
- **Cost significant items:**

730 Mechanical plant – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.
- **Cost significant items:**

TEMPORARY WORKS

760 Temporary works – contract minimum requirement

- **Details:** Allow for compliance with Contract obligations.
- **Cost significant items:** Access scaffolding

770 Temporary works – Additional requirement

- **Provide the following:** Protection of pedestrianised areas

820 Thermometers

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

00-50-70 Works Contract Management

GENERALLY

SUPERVISION, COOPERATION AND COORDINATION

130 Supervision

- **Requirement:** The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
- **Evidence:** Submit, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.
- **Submittal date:** One week before start on site
- **Replacement of supervisory personnel:** Give maximum possible notice before changing supervisory personnel.

140 Coordination of engineering services

- **Suitability:** Site organization 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 on request, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.

PROGRESS

150 Monitoring

- **Progress:**
 - **Records:** Record on a copy of the programme kept on site.
 - **Delays:** Minimize. Take appropriate action to recover lost time.
 - **Corrective action:** Where progress falls below target, Submit proposals.
 - **Submittal date:** As soon as possible.
 - **Completion forecast:** Submit on the last working day of each week.
- **Key Performance Indicators:**
 - **Details:**
 - **Performance:** Record performance against each KPI.
 - **Corrective action:** Where performance falls below target, Submit proposals.
 - **Submittal date:** As soon as possible.

160 Progress meetings

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

- **Frequency:** Each fortnight, dependent on the construction process being undertaken
- **Venue:** Site
- **Accommodation:** Ensure availability at the time of such meetings.
- **Attendees:** Contractor's person in charge and sub-contractors, as appropriate
- **Chairperson:** To be confirmed by the Client
 - **Name:**
 - **Duties:**

170 Progress report

- **Submittal date:** At least 3 business days before the site meeting
- **Requirement:** Notwithstanding the Contractor's obligations under the Contract the report must include the following.
- **Content:** Work completed, work under progress and any works not commenced that would have a material impact on the overall programme of the project
- **Progress statement:** Detailing matters materially affecting the regular progress of the Works with reference to the master programme.
- **Progress reports:** Subcontractors' and suppliers'.
 - **Information:** Requirements for further drawings or details or instructions to fulfil obligations under the Conditions of Contract.

180 Contractor's progress meetings

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

190 Photographs

- **Number of locations:** Dilapidation record photographs should be taken of each area of the works
- **Frequency of intervals:** As required
- **Image format:** JPEG
- **Other requirements:**

OPERATION

200 Employer's representatives' inspections

- **Access:** Provide at reasonable times.
- **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
- **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require compliance of the Employer and Employer's representatives when visiting the site.
- **Provide:** Protective clothing and/ or equipment site for the Employer, the Employer's representatives and other visitors to the site.

210 Removal or replacement of existing work

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

220 Ownership of materials

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

230 Measurement

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

260 Security

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

280 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.

290 Occupied premises

- **Extent:** The existing building on the site is unoccupied during the Contract.
- **Details:** It is not possible to use the building as temporary accommodation.
- **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.

310 Occupier's rules and regulations

- **Occupier's rules and regulations:** Comply.
- **Details:**
 - **Location:**
 - **Arrangements for inspection:**

PROTECTION FROM

370 Explosives

- **Use:** Not permitted.

380 Noise - consent by Local Authority

- **Consent:** Granted by the Local Authority under Part III of the [Control of Pollution Act](#) relating to the Works providing the following are met.
- **Conditions:**

390 Noise and vibration

- **Noise control:** In accordance with [BS5228: Code of practice for noise and vibration control on construction and open sites](#).
- **Noise levels from the Works:**
- **Measurement area:**
- **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- **Restrictions:** Obtain consent before using percussion tools and other noisy appliances. Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

400 Pollution

- **Prevention:** Protect the site, the Works and the general environment including the atmosphere, land, and water courses against pollution.
- **Contamination:** If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

420 Pesticides

- **Use:** Not permitted.

430 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.

440 Asbestos containing materials

- **Requirement:** Report immediately suspected materials discovered during execution of the Works. Do not disturb and agree methods for safe removal or encapsulation.

445 Antiquities

- **Requirement:** Report immediately fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- **Preservation:** Keep objects in the exact position and condition in which they were found.
- **Special requirements:**

450 Fire prevention

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

- **Standard:** Comply with 'Fire prevention on construction sites' - the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation.

460 Smoking on site

- **Smoking on site:** Not permitted.

470 Burning on site

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

480 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.

500 Infected timber and contaminated materials

- **Removal:** Where instructed to remove material affected by fungal and/or 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.

510 Waste

- **Includes:** Rubbish, debris, spoil, containers and surplus material.
- **Requirement:** Keep the site and Works clean and tidy. Remove rubbish, dirt and residues before closing voids and cavities in the construction.
- **Waste:** Remove frequently and dispose off site in a safe and competent manner as approved and directed by the Waste Regulation Authority.
- **Recyclable material:** Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- **Documentation:** Retain waste transfer documentation on site.

520 Electromagnetic interference

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

540 Powder actuated fixing systems

- **Use:** Not permitted.

550 Invasive species

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

- **Requirement:** Report immediately suspected invasive species discovered during execution of the Works. Do not disturb and agree methods for safe eradication or encapsulation.

580 Existing services

- **Confirmation:** Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.
- **Identification:** Before starting work, check and mark positions of mains and 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 or 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:**
 - **Action:** Immediately give notice and notify appropriate service authority or statutory undertaker.
 - **Repair:** Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.
- **Liability:** 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 or statutory undertakers recommendations.

590 Roads and footpaths

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

600 Existing topsoil and 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:** Submit proposals.
- **Submittal date:** Before starting work.

610 Retained trees, shrubs and grassed areas

- **Protection:** Preserve and prevent damage.

- **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.

620 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.
- **Roots:** Do not sever if exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.
- **Ground levels:** Do not change within an area 3m beyond branch spread.

630 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:**

640 Existing work

- **Protection:** Prevent damage to existing work, structures or other property during the execution of the Works.
- **Removal:** Minimum amount necessary.
- **Replacement work:** To match existing.

METHOD AND SEQUENCE

700 Design constraints

- **Details:** Neighbours and passers-by should be protected from dust and noise from the works.

730 Adjoining property

- **Permission:** Obtain as necessary from owners if required to erect scaffolding on, or otherwise use, adjoining property.

750 Existing structures

- **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- **Supports:**
 - **Standards:** In accordance with [BS 5975](#) and [BS EN 12812](#).
 - **Requirements:** Provide and maintain incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, which 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.

760 Materials for recycling or 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.

790 Working hours

- **Specific limitations:** Monday to Friday 8.00am to 6.00pm

00-60-70 Works Contract Verification

STANDARDS OF PRODUCTS AND EXECUTIONS

110 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 verification requirements detailed in the specification.

120 Substitution of products

- **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
- **Reasons:** Submit reasons and relevant information for the proposed substitution.
- **Information to be submitted:** 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 or guarantee.
- **Alterations to adjacent work:** If needed, advise scope, nature and cost.
- **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

130 Equivalent products

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

140 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 recognized in the UK.
- **Ordering:** Submit notification of all such substitutions before ordering.
- **Documentary evidence:** Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

DOCUMENTS AND INFORMATION

150 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.

160 Incomplete documentation

- **Products and executions:** Where and to the extent that products or executions are not fully documented, they are to be as follows.
- **Requirements:**
 - **Standard:** Of a kind and quality appropriate to the nature and character of that part of the Works where they will be used.
 - **Suitability:** 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 obligations or liabilities under the Contract.

210 Record drawings and information

- **Record drawings:**
 - **Drawings scope:** The contractor is to notify the designer of any areas of work that have deviated from the original details or specification and is to provide a drawing detailing the actual works carried out.
 - **Drawings format:** Autodesk Autocad .dwg format
- **Record specification:**
 - **Specification format:** Microsoft Word .doc format
 - **Submittal date:** within 1-week of the end of the site works

220 Technical information

- **Retain:** Available on site for reference by supervisory personnel.
- **Information:** Manufacturer's current information and relevant British Standards, relating to products to be used in the Works.

230 Compliance

- **Compliance:** Retain on site evidence that the proprietary product specified has been supplied.
- **Submit:** Evidence of compliance with performance specifications, including test reports indicating properties tested, pass or fail criteria, test methods and procedures, test results, identity of testing agency, test dates and times, identities of witnesses and analysis of results.

PRODUCTS AND EXECUTION

240 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 and qualifications when requested.

250 Quality of products

- **Generally:** New.
- **Supply:** Each product from the same source or manufacturer.
- **Quantity:** Whole quantity of each product required to complete the Works of a 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.
- **Recycling:** Proposals for recycled products may be considered.

260 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.
- **Finished work:** Not defective damaged, disfigured, dirty, faulty, or out of tolerance.
- **Appearance:** Adjust joints open to view so they are even and regular.

270 Inspections

- **Standard:** Inspection, or other action, of products or executions must not be taken as approval unless confirmed in writing including the following:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.
 - Associated conditions.

280 Related work

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

290 Manufacturer's recommendations and instructions

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

300 Water for the Works

- **Mains supply:** Clean and uncontaminated.
- **Suitability:** Do not use until evidence is provided.
- **Testing:**

SAMPLES AND APPROVALS

330 Samples

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

340 Approval of products

- **Programme:** Undertake or arrange submissions, samples, inspections and tests 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.
- **Retain:** Complying sample in good, clean condition on site. Remove when no longer required.

350 Approval of execution

- **Programme:** Undertake or arrange submissions, samples, inspections and tests 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.
- **Retain:** Complying sample in good, clean condition on site. Remove when no longer required.

ACCURACY AND SETTING OUT GENERALLY

370 Accuracy of instruments

- **Measurement:** Use instruments and methods described in [BS 5606](#), Appendix A.
- **Accuracy:** Maintain
- **Linear dimensions:** 12mm maximum deviation for walls over 5m
- **Angular dimensions:**
 - **Verticality:** Maximum 12mm out of plumb limited to 8mm per 2.5m
 - **Levels:** The thickness of an individual bed should not vary from the average of any 8 successive joints by more than 5mm

380 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.

- **Completion of setting out:** Give notice before commencing construction.

400 Critical dimensions

- **Critical dimensions:** Set out and construct the Works in accordance with the critical dimensions and tolerances stated.
- **Details:**

410 Setting out records

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

SERVICES GENERALLY

430 Services regulations

- **Services:** New and existing services must comply with the Byelaws or Regulations of the relevant Statutory Authority.

QUALITY CONTROL

540 Proposals for rectification of non-compliant products and executions

- **Non-compliant items:**
 - **Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution:** Submit proposals
 - **Submittal date:** So soon as possible after discovery of items which are or appear to be non-compliant.
- **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

550 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 and will not be considered as grounds for revision of the completion date.

560 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 each element, item, batch or lot including location in the Works.
- **Inspections, tests and approvals:** Purpose and dates.
 - **Description:** Nature and extent of nonconforming work found.
 - **Corrective action:** Details of work carried out.

600 Daywork

- **Labour, plant and materials definitions:** As described in 'Definition of Prime Cost of Daywork carried out under a Building Contract' published by the RICS and the Construction Confederation.
- **Percentage additions to cover overheads, incidental costs and profit:**
 - **Labour (before completion):**
 - **Labour (after completion):**
 - **Plant (before completion):**
 - **Plant (after completion):**
 - **Materials (before completion):**
 - **Materials (after completion):**

610 Specialist trades - Electrical

- **Labour, plant and materials definitions:** RICS/ Electrical Contractors' Association.
- **Percentage adjustment to cover incidental costs, overheads and profit:**
 - **Labour:**
 - **Materials and goods:**
 - **Plant:**

620 Specialist trades - HVAC

- **Labour, plant and materials definitions:** RICS/ Building Engineering Services Association.
- **Percentage adjustment to cover incidental costs, overheads and profit:**
 - **Labour:**
 - **Materials and goods:**
 - **Plant:**

630 Specialist trades - Plumbing

- **Labour, plant and materials definitions:** RICS/ National Association of Plumbing, Heating and Mechanical Services contractors.
- **Percentage adjustment to cover incidental costs, overheads and profit:**
 - **Labour:**
 - **Materials and goods:**
 - **Plant:**

00-70-70 Works Contract Administration

USE OF DOCUMENTS

100 Freedom of information

- **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the [Freedom of Information Act](#).
- **Received requests:** Obtain instruction before proceeding.
Do not supply information to those who are not project participants without express written permission.
- **Confidentiality:** Maintain at all times.

110 Drawings

- **Definitions:** [Building Applications Guide: Design framework for building services. 4th edition](#)
A design framework for building services. Design activities and drawing definitions.
- **CAD data:** In accordance with [BS 1192](#).

120 Cross references

- **Accuracy:** Check remainder of the annotation or item description against the terminology used in the cited section or clause.
- **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 cited specification section dealing with general matters, ancillary products and execution also apply.
- **Discrepancy or ambiguity:** Before proceeding, obtain clarification or instructions.

130 Referenced documents - conflicts

- **Precedence:** Specification prevails over referenced documents.

140 Dimensions

- **Dimensions:** Do not scale off drawings.

DOCUMENT AND DATA INTERCHANGE

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

230 Additional copies of drawings and documents

- **Additional copies:** Issued on request and charged to the contractor

DOCUMENTS PROVIDED BY CONTRACTOR, SUBCONTRACTORS AND SUPPLIERS

260 Priced Activity Schedule

- **Submittal date:** With the tender

270 Fluctuations

- **Content:** The list of market prices of articles manufactured outside the United Kingdom required by Conditions of Contract clause C3.
- **Submittal date:** With the tender

350 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.
- **Submittal date:** With the tender

380 Method statements

- **Method statements:** Prepare describing how and when the following procedures are to be carried out.
- **Procedures:** Erection or scaffold
Forming movement joints
Taking down and re-building sections of masonry
Crack repairs
Installing new copings
- **Submittal date:** Within 1 week of request

400 Alternative method proposals

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

410 Alternative time proposals

- **General:** In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the Contract, an alternative proposal based upon a different date or period may be submitted.
- **Date for Completion:** If any such proposal is accepted, the date for completion or period inserted in the Contract will be the date stated in or determined from the alternative proposal.

440 Quality control resource statement

- **Resources:** Describe the proposed 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.
- **Submittal date:** With the tender

450 Health and safety information

- **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- **Include:**
 - **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
 - **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - **Training:** Records of training and training policy.
 - **Personnel:** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- **Submittal date:** With the tender

470 Outline construction phase health and safety plan

- **Content:**
 - **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
 - **Selection:** Proposed procedure for ensuring competency of other contractors, the self-employed and designers.
 - **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - **Emergency:** Procedures including those for fire prevention and escape.
 - **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - **Personnel:** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.

- **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
Review procedures to obtain feedback.
- **Submittal date:** Within one week of request.

480 Health and safety file information

- **Information:** Details of work and materials used
- **Details:**
- **Specification reference:**

SUBLETTING AND SUPPLY

600 Domestic subcontracts - list

- **Content:** Details of proposed subcontractors and the work for which they will be responsible.
- **Submittal date:** With the tender

INFORMATION

750 Changes and amendments to Employer's requirements

- **Contractor's changes:** Support request for substitution or variation of the Employer's requirements with relevant information.
- **Information:**
 - **Format:** Electronic PDF
 - **Submittal date:** within one week of request
- **Employer's amendments:** If considered to involve a variation of the Employer's requirements, 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.

780 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:** Ensure coordination of the work with related building elements and services.
- **Master programme:** Make reasonable allowance for completing design and production information, submission (including for CDM purposes), comment, inspection, amendment, resubmission and reinspection.
- **Information required:** Temporary works designs and details
- **Format:** Electronic PDF
- **Submittal date:** Within one week of request.

800 Insurance

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

820 Insurance claims

- **Notice:** If an event occurs which may give rise to a 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 administering the contract on behalf of the Employer and the Insurers.
- **Failure to notify:** Indemnify the Employer against loss, which may be caused by failure to give such notice.

830 Climatic conditions - records

- **Climatic conditions:** Record accurately and retain.
- **Information:**
 - **Air temperatures:** Daily maximum and minimum, including overnight.
 - **Delay records:** Due to adverse weather, include description of the weather, types of work affected and number of hours lost.

840 Ownership of products

- **Ownership:** At the time of each valuation, supply details of those products not incorporated into the Works which are subject to 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.

850 Listed products stored off site

- **Evidence of title:** Submit reasonable proof that the property in 'listed items' is vested in the Contractor
- **Supplier:** For products purchased from a supplier include a copy of the contract of sale and a written statement from the supplier that conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to encumbrance or charge.
- **Subcontractor:** For products purchased from a supplier by a subcontractor or manufactured or assembled by a subcontractor, copies of the subcontract with the Subcontractor and a written statement from the Subcontractor confirming that conditions relating to the passing property have been fulfilled and the products are not subject to encumbrance or charge.

860 Labour and equipment returns

- **Records:** Provide for verification at the beginning of each week in respect of each of the previous seven days.
- **Include:**
 - **Labour:** 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.

- **Equipment:** The number, type and capacity of mechanical, electrical and power operated equipment employed in connection with the Works or service.

870 Overtime working schedule

- **Requirement:** Prior to overtime being worked, submit notice of times, types and locations of work to be done.
- **Notice period (minimum):** Three days prior to overtime being worked.
- **Concealed work:** If executed during overtime for which notice has not been submitted, it may be required to be opened up for inspection and reinstatement at the Contractor's expense.

880 Defects in existing work report

- **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 executions, or be rendered abortive by the remedial work.

890 Tests and inspection schedule

- **Timing:** Agree and record dates and times of tests and inspections to enable affected parties to be represented.
- **Confirmation:** Provide one working day prior to each 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.

00-80-70 Works Contract Completion

NOTIFICATION

100 Notice of completion

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

140 Partial possession by Employer

- **General:** If clauses 2.33 to 2.37 of the Condition of Contract are applied ensure necessary access, services and other associated facilities are also complete.

150 Completion in sections or in parts

- **General:** Where it is proposed to take possession of a 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 that 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.

COMPLETION WORK

170 Work before completion

- **General:** Make good damage consequent upon the Works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.
- **Cleaning:** Clean the Works thoroughly inside and out, including accessible ducts and voids. Remove 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 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.

180 Security at completion

- **General:** Leave the Works secure with, where appropriate, accesses closed and locked.
- **Keys:** Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

190 Rectification and defects

- **Notice:** Give reasonable notice for access to the various parts of the Works.
- **Access arrangements:** Arrange access with the CA.
- **Completion:** Give notice when remedial works have been completed.

INFORMATION

250 The Health and Safety File

- **Responsibility for production:** The Principal Designer.
- **Content:** Obtain and provide the following information: residual hazards, health & safety info about equipment for cleaning or maintaining, location of services.
- **Format:** Electronic PDF
- **Delivery to:** The Principal Designer, CBC Property and Technical Services, 3rd Floor, Town Hall, Rose Hill, Chesterfield, S40 1LP
- **Latest date for submission:** two weeks prior to completion.

Outline Specification

Outline Specification

10-10-95 Underground services survey systems

110 Underground services survey

Sub-surface service scan

10-20-30 Building fabric survey systems

120 Deleterious materials survey

Asbestos Renovation and Demolition Survey

10-45-20 Demolition systems

110 Deconstruction system

Take down the top sections of masonry, as identified on the drawings. Bricks should then either be cleaned for re-use or removed from site and then replaced with matching bricks.

25-10-55 Masonry wall systems

150 Masonry external leaf system

Rebuilding the upper extent of masonry outer cladding, due to movement.

Specification

10-10-95/110 Underground services survey

System outline

10-10-95/110 Underground services survey

- **System performance:** [10-10-95/220 Detail and accuracy](#).
- **Extent of survey:**
 - **Location:** Around elevation of building where works will be carried out
 - **Scope:** All services
 - **Objectives:** To provide comprehensive details and location drawings of underground services beneath the site which may influence the design and location of all temporary works and enable suitable protection for all services to be provided.
- **Unforeseen hazards:** Uneven ground is present
- **Execution:** [10-10-95/620 Method of survey](#) and [10-10-95/630 Surveyor competence](#).
- **System completion:** [10-10-95/810 Survey report](#).

System performance

10-10-95/220 Detail and accuracy

- **Survey detail:** Electronically trace actual routes
- **Survey accuracy:** 10% of service depth

Execution

10-10-95/620 Method of survey

- **Specific requirements as to method:** Contractor's choice.

10-10-95/630 Surveyor competence

- **Qualifications:** Submit proposals.
- **Accreditation:** [United Kingdom Accreditation Service \(UKAS\)](#).
- **Evidence:** Submit prior to commencement.

System completion

10-10-95/810 Survey report

- **Data collection method:** Paper based.
- **Report:**
 - **Content:** Drawing indicating identification, route and depth of services
 - **Format:** Electronic.
 - **Number of copies:** One
- **Drawings:**
 - **Submit layout drawings indicating:** All services.
 - **Drawing format:** Electronic.

– **Number of copies:** One

Ω End of system

10-20-30/120 Deleterious materials survey

System outline

10-20-30/120 Deleterious materials survey

- **System performance:** To be undertaken by the contractor in the areas of the proposed works to identify asbestos containing materials that may be disturbed
- **Preparation:** Note contents of Asbestos Management Survey by Environmental Essentials Ltd Ref: P-242087
- **Risk assessment and method statement:** Required.
- **Survey techniques:** [10-20-30/710 Survey and testing for asbestos containing materials](#)
- **Submittals:** Survey report
- **Supplementary requirements:** Opening up or exposing work, and provision of access scaffolding to allow the survey to take place

Execution

10-20-30/710 Survey and testing for asbestos containing materials

- **Qualifications and experience of surveyors:** Member of Asbestos Removal Contractors Association (ARCA).
- **Extent of survey:** External cladding including mastic joints.
Internal linings.
- **Survey type:** Refurbishment and Demolition survey
- **Permissible survey techniques:** Documentary research
Sampling
Visual inspection
- **Additional testing:**
- **Reporting:**
 - **Testing or assessment reports:** Submit evidence of testing by a UKAS accredited laboratory.
 - **Supplementary requirements:** Report the survey in a format that can be used to prepare an asbestos register and building plan. Inform the client that his responsibility in managing asbestos is ongoing and that the preparation of the survey does not discharge these responsibilities.

Ω End of system

10-45-20/110 Deconstruction system

System outline

10-45-20/110 Deconstruction system

- **System performance:** [10-45-20/220 Site clearance objectives](#)
- **Contract survey:**
 - **Scope of contract survey:** Pre-tender investigations should be sufficiently extensive to identify:
 - The visible extent of the works.
 - Potential impact on adjacent public areas.
 - Potential impact on highways and access routes.
 - Potential disturbance to adjacent businesses.
 - The likelihood of the presence of hazardous materials.
 - The presence of public services on the site.
 - **Type of survey:** Asbestos survey system
 - **Timing:** Before starting work.
- **Execution:** [10-45-20/640 Bypass connections for supplies before demolition;](#)
[10-45-20/715 Components and materials arising from demolition;](#)
[10-45-20/670 Dust control;](#)
[10-45-20/630 Location and marking of existing services;](#)
and [10-45-20/680 Unforeseen hazards.](#)

System performance

10-45-20/220 Site clearance objectives

- **Required outcome:** The requirements of Eng: Approved Document C External link and Wales (E&W): Approved Document C External link will be met by safeguarding buildings and their occupants from the adverse effects that may arise from the presence of unsuitable material.
- **Considerations for animal species:**
 - **Species to be protected:** Ecology survey to be undertaken and will be available at the commencement of the works
- **Limitations:**
 - **Prohibited operations:** Use of explosives.
- **Considerations for vegetation:**

Execution

10-45-20/630 Location and marking of existing services

- **Services affected by the Works:** Locate and mark positions.
- **Mains services:** Arrange with the appropriate authorities for location and marking of positions.

- **Marking:** Mark services in accordance with National Joint Utilities Group ([NJUG](#)) [Volume 1. NJUG guidelines on the positioning and colour coding of underground utilities' apparatus.](#)

10-45-20/640 Bypass connections for supplies before demolition

- **Temporary bypass of services:**
 - **Required actions:** Provide as necessary to maintain continuity of services to occupied areas of the site and adjoining properties.
 - **Timing:** Complete bypass of services before demolition works start.
- **Temporary shutdown of supplies:**
 - **Communications:** Give notice to occupiers.
 - **Notice to occupiers (minimum):** 48 hours.

10-45-20/670 Dust control

- **Requirement:** Minimize airborne dust. Keep public roadways and footpaths clear of mud and debris.

10-45-20/680 Unforeseen hazards

- **Unrecorded voids, tanks, chemicals, etc. discovered during demolition:** Give notice immediately.
- **Removal of unforeseen hazards:** Submit proposals

10-45-20/715 Components and materials arising from demolition

- **Components and materials arising from demolition work:** Property of the Contractor, except for designated items which remain the property of the Employer.
- **Contractor's property:** Remove from site as work proceeds where not to be reused or recycled for site use.

Ω End of system