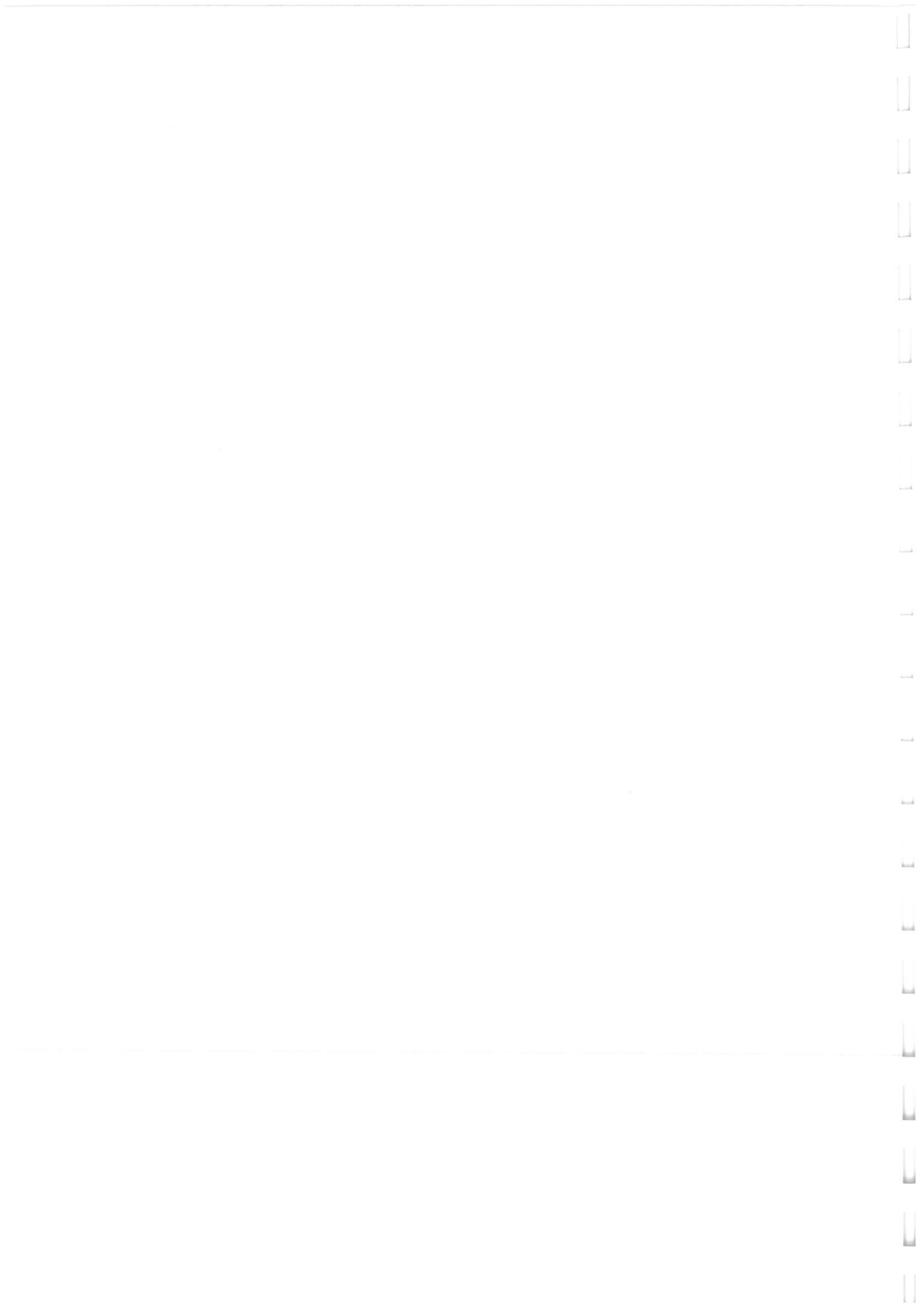


PRELIMINARIES



A10	PROJECT PARTICULARS		
110	<p>THE PROJECT: Nature: The works comprise the construction of a 3 story office building sub-divided into 3 units together with associated external works; the building is to be traditionally constructed. Location: Block B – Southern Gate, Chichester Timescale for completion of the construction work: 12 December 2016 to 11 December 2017.</p>		
120	<p>EMPLOYER (CLIENT): SAABON LTD Graffham West Sussex GU28 0QG Tel: 07768 697427</p>		
123	<p>EMPLOYER'S AGENT: (hereinafter referred to as EA) Baqus Group Ltd Midland House, 1 Market Avenue, Chichester, West Sussex, PO19 IJU Tel: 01243 792220</p>		
127	<p>PRINCIPAL CONTRACTOR: (hereinafter referred to as The Contractor) W. Stirland Ltd Redmoor Estate, Main Road Chichester, West Sussex PO20 7HT Tel: 01243 512381</p>		
140	<p>ARCHITECT (hereinafter referred to as The Architect): The Seaman Partnership Ltd Unit 2, Martins Barn, Birdham Road, Chichester, West Sussex PO20 7BX Tel: 01243 514131</p>		
145	<p>PRINCIPAL DESIGNER ADVISOR Built Environment Safety Consultancy UK Delph Cottage, Church Road Moorland, Somerset, TA7 0AT Tel: 01278 691971</p>		
150	<p>QUANTITY SURVEYOR: Baqus Group Ltd Midland House, 1 Market Avenue, Chichester, West Sussex, PO19 IJU Tel: 01243 792220</p>		
160	<p>STRUCTURAL ENGINEER: Stephen Wilson Partnership 99 South Street, Eastbourne, East Sussex, BN21 4LU Tel: 01323 412020 Fax: 01323 432129</p>		
170	OTHER PARTIES		
171	A Site Inspector may be allocated to the project by the Employer.		

172 The Contractor is required to appoint his design team including all necessary consultants and to pay all fees and charges in connection therewith.

A11 CONTRACT DOCUMENTS

110 THE TENDER DRAWINGS are the CONTRACT DRAWINGS

121 THE CONTRACT DRAWINGS are contained within Appendix 3.

160 THE HEALTH AND SAFETY PRE-CONSTRUCTION INFORMATION (herein after referred to as the PCI) has been prepared as a separate document included with the contract documentation and included within Appendix 9.

A12 THE SITE/EXISTING BUILDINGS

110 THE SITE:

- Block B, Southern Gate, Chichester, West Sussex, PO19 8SG
The site is bounded to the North by an existing railway line.

120 EXISTING BUILDINGS ON/ADJACENT TO THE SITE:

- Refer to Preconstruction Information.

140 EXISTING MAINS/SERVICES:

- Drawings: Combined underground services Appendix 10 and Topographical Survey Appendix 6.
- Information shown is indicative only. The Contractor is to obtain information from Statutory Authorities and locate all routes and depths of all drains and services at the commencement of the works.

160 SOILS AND GROUND WATER INFORMATION:

- Included within Constructive Evaluations reports dated July 2016 and August 2016. Contained within Appendix 5

220 ACCESS TO THE SITE:

- Access to the site is via a traffic light controlled junction with Terminus Road leading into the existing access road. As detailed within the Pre-Construction Information.

210 PARKING:

- The Contractor's and employees' vehicles will be restricted within the site boundaries.

220 USE OF THE SITE:

- Do not use the site for any purpose other than carrying out the Works.

222 CONTRACTORS COMPOUND: Details within the Pre Construction Information.

230 SURROUNDING LAND/BUILDING USES: Details within the Pre-Construction Plan

240 RISKS TO HEALTH AND SAFETY:

- The nature and condition of the site / building cannot be fully and certainly ascertained before it is opened up. However the following risks are or may be present:
- Contaminated ground.

- The accuracy and sufficiency of this information is not guaranteed by the Employer or the EA and the Contractor must ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate measures.
- In the event contaminated material asbestos or Japanese knotweed is located the Contractor shall inform the EA and any subsequent remediation works shall be considered as a Change.

280 SITE VISIT:

- Prior to taking possession of the site the Contractor is to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

A13 DESCRIPTION OF THE WORK

120 THE WORK:

- Comprises the construction of a three storey office block together with associated external works, drainage and services.

140 WORK BY OTHERS CONCURRENT WITH THE CONTRACT:

- Described in section A50 of the tender documents.

150 COMPLETION WORK BY OTHERS:

- Fit out of offices including IT cabling.

A20 THE CONTRACT

350 JCT DESIGN AND BUILD CONTRACT 2016:

- The form of contract will be the JCT Design and Build Contract 2016 Edition as modified by the amendments contained in Appendix 1.
- Allow for the obligations, liabilities and services described therein against the headings below:
 - First Recital
The Works comprise the construction of a three storey block of offices together with associated external works, drainage and services
 - Article 3
Employers Agent: See section A10.
 - Article 5
Principal Designer: See section A10
 - Article 6
Principal Contractor: See section A10.
 - Article 8 will be deleted.

THE APPENDIX TO THE CONTRACT WILL BE COMPLETED AS FOLLOWS:

- Fifth Recital: will be deleted

Unit B, Southern Gate

Preliminaries



-	Sixth Recital: Not applicable		
-	Seventh Recital and part 1 of Section 2 Named Sub Contractors: applies Valuation of Changes – Contractors Estimates: applies Loss and expense – Contractors Estimates: applies		
-	Seventh Recital and Part 2 of Schedule 2 Acceleration Quotation: applies Collaborative Working: applies Health and Safety: applies Cost Savings and Value Improvements: applies Sustainable Development: applies Performance Indicators: does not apply Notification and Negotiation of Disputes: applies		
-	Article 8: Article 8 and Clauses 9.3 to 9.8 (arbitration) do not apply		
-	Clause 1.1 Base Date: 01 December 2016		
-	Clause 1.1 BIM Protocol: does not apply		
-	Clause 1.1 Date for Completion: 11 December 2017		
-	Clause 1.7 Addresses for service of notice by the Parties: Employer: see Section A10 Contractor: see Section A10		
-	Clause 2.3 Date of Possession: 12 December 2016		
-	Clause 2.4 Deferment of possession of the site: applies Maximum period: 6 weeks		
-	Clause 2.17.3 Limit of Contractor's liability: does not apply		
-	Clause 2.29.2 Liquidated and ascertained damages: At the rate of £700.00 per calendar day		
-	Clause 2.35 Rectification period: 12 months.		
-	Clause 4.2, 4.12 and 4.13 - Fluctuation provisions: Do not apply		
-	Clause 4.6 – Advance payment: Does not apply		
-	Clause 4.7.1- Method of Payment: Alternative B applies		
-	Clause 4.7.2		

Dates of issue of Interim Certificates: The first date is: 4 weeks after commencement of the works and thereafter on the same date in each month adjusted to the nearest working day in that month.

- Clause 4.15.4 – Uniquely identified listed items: does not apply
- Clause 4.15.5 – Non Uniquely identified listed items: does not apply
- Clause 4.17 – Retention bond: does not apply
- Clause 4.18.1 – Retention percentage: Three per cent
- Clause 6.4.1 – Contractors Public Liability Insurance: £10,000,000.00 (TEN MILLION POUNDS)
- Clause 6.5.1
Insurance - liability of Employer: maybe required
Amount of indemnity for any one occurrence or series of occurrences arising out of one event: £ 10,000,000 (TEN MILLION POUNDS)
- Clause 6.7
Insurance of the Works - alternative clauses: Option A applies.
- Clause 6.7
Percentage to cover professional fees: 13%
- Clause 6.7
Annual renewal date of insurance as supplied by Contractor: 31 January
- Clause 6.10
Terrorism cover: is not required
- Clause 6.15
Professional Indemnity Insurance
Insurance is required
Amount of indemnity for any one occurrence or series of occurrences arising out of one event: £ 10,000,000 (TEN MILLION POUNDS)
Cover for pollution and contamination claims: £2,000,000.00
Expiry date: 12 years from the date of Practical Completion
- Clause 6.17
The Joint Fire Code may apply
The insurer under clause 22A is to confirm that the Works are a 'Large Project'.
- Clause 6.20
Cost of compliance to be borne by the Contractor
- Clause 7.2
Employers Right of assignment: Applies
- Clause 7.3.1
Performance Bond: Is not required
- Clause 7.3.2
Parent Company Guarantee: is not required
- Clause 7.4

	<p>Collateral Warranties: Refer Appendix 7</p> <ul style="list-style-type: none"> - Clause 8.9.2 - Period of suspension: one month - Clauses 8.11.1.1 to 8.11.1.6 - Period of suspension: three months - Clause 9.2.1 - Adjudication - nominator of Adjudicator: The President or a Vice-President or Chairman or a Vice-Chairman of the Royal Institution of Chartered Surveyors - Clause 9.4.1 - Arbitrator - nominator of Arbitrator: Not applicable - EXECUTION: The Contract will be executed under seal as a deed. 		
<p>A30</p>	<p>TENDERING/SUBLETTING/SUPPLY</p> <p>MAIN CONTRACT TENDERING</p>		
<p>145</p>	<p>TENDERING PROCEDURE:</p> <ul style="list-style-type: none"> - General: In accordance with the principles of the Code of Procedure for the Two Stage Selective Tendering 1996. 		
<p>150</p>	<p>COLLATERAL WARRANTIES:</p> <ul style="list-style-type: none"> - Any Consultant or other key Sub-Contractor undertaking design work on the Contractors behalf will be required by the Employer to execute a Collateral Warranty in favour of the Employer and the Employers funder in the forms set out in the appendix 7 to this document. <p>The identity of an Employer's funder has not been confirmed. Collateral Warranty's in favour of an Employer's funder may be required in the form set out in the appendix 7 to this document and the Contractor will procure that such Collateral Warranty will be available from Consultants and key Sub-Contractor's.</p> <p>The Employer will require such Warranties from, but not limited to, the key Consultants and Sub-Contractors undertaking any form of design in respect of the Works.</p> <p>The Contractor will notify the Employer's Agent of the names of all designing sub-contractors and consultants prior to entering into contractual agreements with them</p>		
<p>160</p>	<p>EXCLUSIONS:</p> <ul style="list-style-type: none"> - If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the EA must be informed as soon as possible, defining the relevant part(s) and stating the reason(s) for the inability to tender. 		
<p>170</p>	<p>ACCEPTANCE OF TENDER:</p> <p>The Employer and the Employer's representatives:</p> <ul style="list-style-type: none"> - Offer no guarantee that any tender will be recommended for acceptance or accepted. - Will not be responsible for any cost incurred in the preparation of any tender. 		
<p>190</p>	<p>PERIOD OF VALIDITY:</p>		

- Tenders must remain open for consideration (unless previously withdrawn) for not less than 12 weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in section A20.

PRICING/SUBMISSION OF DOCUMENTS

240 PRICING OF THE WORKS:

- Tenders must include for all associated and ancillary work shown or clearly apparent as being necessary to meet the Employers requirements and there completion and proper integration with the Works generally.
- Tenderers must price on the work and quantities which they intend to provide and will be responsible for any error therein.

260 Not Used

270 ERRORS IN PRICED WORK PACKAGES:

- Will be dealt with by the code of procedure for Single Stage Selective Tendering 1996 Alternative 1.

310 SPECIFICATION WITHOUT QUANTITIES:

- Where and to the extent that quantities are not included in the specification, 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.

320 PRICING OF THE EMPLOYER REQUIREMENTS:

- Alterations and qualifications to the Employers Requirements must not be made without the written consent of the EA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification which are not priced will be deemed to have been included elsewhere in the tender.

460 A CONTRACT SUM ANALYSIS

- Must be submitted with the Tender summary and must comprise a breakdown of the tender sum into the BCIS elements.

480 PROGRAMME:

- The Contractor's proposed programme as specified in Section A32 or a summary thereof showing the sequence and timing of the principal parts of the Works, periods for planning and design, and itemising any work which is excluded must be submitted within 7 days of request.

520 DESIGN DRAWINGS:

To be included in the Contractor's Proposals must include:

- Working drawings and details sufficient for EA To check.
- Technical features and extent of proposed construction works.

530 TECHNICAL INFORMATION:

To be included in the Contractor's Proposals must include:

- Product information, specification details and proposed construction methods.

535 SUBSTITUTE PRODUCTS:

- If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage

	may not be considered. Substitutions sanctioned by the EA will be subject to the verification.		
540	<p>QUALITY CONTROL RESOURCES:</p> <ul style="list-style-type: none"> - A statement must be submitted when required describing the organisation and resources which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of Sub-Contractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties. 		
551	<p>HEALTH AND SAFETY INFORMATION:</p> <p>A statement must be submitted with the tender describing the organisation and resources which the Contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of Sub-Contractors and of any person who may be affected by the works, including:</p> <ul style="list-style-type: none"> - A copy of the Contractor's health and safety policy document, including risk assessment procedures. - RIDDOR 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. 		
570	<p>THE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN</p> <p>Must be submitted to the Principal Designer Advisor 10 working days before commencement of the works</p>		
900	<p>RELATED SECTIONS:</p> <p>A50 Work/Materials by/on behalf of the Employer</p> <p>A53 Work by Statutory Authorities</p>		
A31	PROVISION, CONTENT AND USE OF DOCUMENTS		
	DEFINITIONS AND INTERPRETATIONS		
110	<p>DEFINITIONS:</p> <p>The meaning of terms, derived terms and synonyms used in the preliminaries/general conditions and specification is as defined below or in the appropriate British Standard or British Standard glossary.</p>		
120	Employers Agent (EA) means the person named in the Contract or their authorised representative.		
130	IN WRITING: When required to advise, notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.		
140	APPROVAL (and words derived therefrom) means the approval in writing of the EA unless specified otherwise.		
150	PRODUCTS means materials (including naturally occurring materials) and goods (including components, equipment and accessories) intended for permanent incorporation in the Works.		
180	CROSS-REFERENCES TO THE SPECIFICATION:		

- Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.
- Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.
- Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.
- The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which may be discovered.

201 EQUIVALENT PRODUCTS:

- Wherever products are specified by proprietary name and the phrase 'or equivalent' is not included, it is to be deemed included.

210 SUBSTITUTION OF STANDARDS:

- Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product 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 specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. In advance of ordering submit notification of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.

220 CURRENCY OF DOCUMENTS:

- References to standards, type approval certificates, catalogues, codes of practice and the like are to the editions, revisions, versions and amendments current at base date.
- References to BSI documents are to the versions and amendments listed in the BSI Standards Catalogue, including updates, current at base date.

230 MANUFACTURER AND REFERENCE: Where used in this combination:

- 'Manufacturer' means the firm under whose name the particular product is marketed.
- 'Reference' means the proprietary brand name and/or reference by which the particular product is identified.

270 SIZES: Unless otherwise stated:

- Products are specified by their co-ordinating sizes.
- Cross section dimensions of timber shown on drawings are nominal sizes before any required planning.

280 FIX ONLY means all labours in unloading, handling, storing and fixing in position, including use of all plant.

290 SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.

294 DOCUMENT/ DATA INTERCHANGE:

- • Data: Types and classes of communication:
E-mails, uploads to project data sites, portable electronic media. Note Contractual Notices must be confirmed in writing.
- • Parties: Between: consultants and contractor.
- • Requirements: use one of the following software's Microsoft word, excel, acrobat (pdf) AutoCAD dwg or dxf file agreed programme software (see A32-210)

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS:

- One electronic copy of the Contract Drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge.

430 ADDITIONAL COPIES OF SPECIFICATION:

- After execution of the Contract, one electronic copy of the Employers Requirements will be issued to the Contractor in accordance with the Contract.

440 DIMENSIONS:

- The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the EA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.

460 THE SPECIFICATION:

- All sections of the Employers Requirements must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUB-CONTRACTORS/ SUPPLIERS

520 CONTRACTOR'S: DESIGN AND PRODUCTION INFORMATION:

- When preparing the master programme make reasonable allowance for completing design/production information, including submission to the Principal Designer (advisor) for comment, inspection by the EA and any subsequent amendment(s), resubmission(s) and re-inspection(s).
- During the Contract submit to EA the required number of copies of design/ production information. The EA will issue any comments to the Contractor under the cover of an Employers Agent Instruction.
- Ensure that any necessary amendments are made without delay. Unless and until the EA confirms that resubmission is not required, submit copies of amended drawings etc. to EA, and ensure incorporation of necessary amendments all as before.
- If submitted design/production information differs from the Employer's Requirements, each such difference must be the subject of a request for substitution or Variation, supported by all relevant information.
- Should any amendment required by the EA be considered to involve a Variation which has not already been acknowledged as a Variation by the EA, notify the EA without delay and in any case within 7 days, and do not proceed with ordering, fabrication, erection or installation until subsequently instructed. Claims for the extra cost of such work, if made after it has been carried out, may not be allowed.
- Complete final version of all design/production information and submit to the EA the required number of copies.

692 AS BUILT DRAWINGS AND INFORMATION:

-	Must be provided to the EA not less than 2 weeks before the date for Completion.			
720	<p>MAINTENANCE INSTRUCTIONS AND GUARANTEES:</p> <ul style="list-style-type: none"> - Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to EA on or before Practical Completion. - Notify EA of telephone numbers for emergency services by Sub-Contractors after Completion. 			
A32	<p>MANAGEMENT OF THE WORKS</p> <p>GENERALLY</p>			
110	<p>SUPERVISION:</p> <ul style="list-style-type: none"> - Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts. Arrange and monitor a programme with each Sub-Contractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work. 			
115	<p>CONSIDERATE CONSTRUCTORS SCHEME:</p> <ul style="list-style-type: none"> - Registration: Before starting work register the site and pay the appropriate fee: - Standard: Comply with the scheme's Code of Considerate Practice. 			
120	<p>INSURANCE:</p> <ul style="list-style-type: none"> - Before starting work on site submit documentary evidence and/or policies and receipts for the insurance required by the Conditions of Contract. 			
130	<p>INSURANCE CLAIMS:</p> <ul style="list-style-type: none"> - 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, forthwith give notice in writing to the Employer, the EA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice. 			
140	<p>CLIMATIC CONDITIONS:</p> <p>Keep an accurate record of:</p> <ul style="list-style-type: none"> - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, type(s) of work affected and number of hours lost. 			
150	<p>OWNERSHIP:</p> <ul style="list-style-type: none"> - Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. 			
160	<p>HARD CORE:</p> <ul style="list-style-type: none"> - Brick rubble or other hard materials arising from the work may not be reused as hardcore unless approved by the EA. Submit independent Test Certificates to confirm suitability of material <p>PROGRAMME/PROGRESS</p>			
210	<p>PROGRAMME:</p> <p>The master programme for the Works must make allowance for:</p> <ul style="list-style-type: none"> - Design, production information and proposals provided by the Contractor/Sub-Contractors/Suppliers, including inspection and checking (see section A31) 			

	<ul style="list-style-type: none"> - Planning and mobilisation by the Contractor. - 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. 		
220	<p>THE PROGRAMME:</p> <ul style="list-style-type: none"> - Must show earliest and latest start and finish dates for each activity, and identify all critical activities. It must be of the bar type, unless agreed otherwise. 		
230	<p>SUBMISSION OF PROGRAMMES:</p> <ul style="list-style-type: none"> - Will not relieve the Contractor of responsibility to advise the EA of the need for further drawings or details or instructions in accordance with the Conditions of Contract. 		
250	<p>MONITORING:</p> <ul style="list-style-type: none"> - Record progress on a copy of the programme kept on site. If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time. 		
260	<p>EA'S SITE MEETINGS:</p> <ul style="list-style-type: none"> - The EA will hold regular site meetings to review progress and other matters arising from the administration of the Contract. Meetings will normally be held monthly - Ensure the availability of accommodation at the time of such meetings. - Attend all meetings and inform Sub-Contractors and suppliers when their presence is required. - The EA will chair the meetings and take and distribute minutes. 		
264	<p>CONTRACTOR'S PROGRESS REPORT:</p> <p>Submit a progress report to the EA prior to the site meeting. Notwithstanding the Contractor's obligations under the Contract the report must include:</p> <ul style="list-style-type: none"> - A progress statement by reference to the master programme for the Works. - Details of any matters materially affecting the regular progress of the Works. - Any requirements for further drawings or details or instructions. 		
270	<p>CONTRACTOR'S SITE MEETINGS:</p> <p>Hold meetings with appropriate Sub-Contractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.</p>		
300	<p>ADVERSE WEATHER:</p> <p>Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.</p> <p>CONTROL OF COST</p>		
410	<p>CASH FLOW FORECAST:</p> <p>As soon as possible and before starting work on site submit to the EA a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.</p>		
440	<p>MEASUREMENTS:</p>		

	<p>Give reasonable notice to the Quantity Surveyor before covering up work which the Quantity Surveyor requires to be measured.</p>	
<p>450</p>	<p>DAYWORK VOUCHERS: Give reasonable notice to the EA of the commencement of any work for which daywork vouchers are to be submitted. Before being delivered, each voucher must be:</p> <ul style="list-style-type: none"> - Referenced to the instruction under which the work is authorised, and - Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct. 	
<p>460</p>	<p>INTERIM APPLICATIONS: - At least 5 days before the end of each established Period for interim valuations submit to the EA details of amounts due under the Contract together with all necessary supporting information. The value of materials stored off site will not be included in interim applications.</p>	
<p>470</p>	<p>UNFIXED MATERIALS: - At the time of each valuation disclose to the EA which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title inconsistent with passing of property as required the Conditions of Contract, together with their respective values. When requested provide evidence of freedom from reservation of title.</p>	
<p>480</p>	<p>LABOUR AND PLANT RETURNS: - At the beginning of each week provide for verification by the EA records showing, for each day of the previous week: - The number and description of craftsmen, labourers and other persons employed on or in connection with the Works, including those employed by Sub-Contractors. - The number, type and capacity of all mechanical and power-operated plant employed on the Works.</p>	
<p>A33</p>	<p>QUALITY STANDARDS/CONTROL</p>	
	<p>MATERIALS AND WORK GENERALLY</p>	
<p>110</p>	<p>GOOD PRACTICE: - Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be: - Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and - In accordance with relevant good building practice.</p>	
<p>120</p>	<p>GENERAL QUALITY OF PRODUCTS: - Products to be new unless otherwise specified. - For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by EA. - Where a choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested by EA. - Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance. - Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.</p>	

-	<p>If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.</p>	
130	<p>PROPRIETARY PRODUCTS:</p> <ul style="list-style-type: none"> - Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform EA if these conflicts with any other specified requirement. Submit copies to EA when requested. - Ancillary products and accessories to be of a type recommended by the main product manufacturer, unless otherwise specified. - The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturer's literature current at base date. - Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform EA and do not place orders for or use the affected products without further instructions. - Where British Board of Agreement certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates. 	
140	<p>CHECKING COMPLIANCE OF PRODUCTS:</p> <ul style="list-style-type: none"> - Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that: - The sources, types, qualities, finishes and colours are correct, and match any approved samples. - All accessories and fixings which should be supplied with the goods have been supplied. - Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance. - The delivered quantities are correct, to ensure that shortages do not cause delays in the work. - The products are clean, undamaged and otherwise in good condition. - Products which have a limited shelf life are not out of date. 	
150	<p>PROTECTION OF PRODUCTS:</p> <ul style="list-style-type: none"> - Prevent over-stressing, distortion and any other type of physical damage. - Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work. - Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products. - Prevent excessively high or low temperatures and rapid changes of temperature in the products. - Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use. - Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured. - Keep different types and grades of products separately and adequately identified. - So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used. - Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion. 	

-	Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.	
160	<p>SUITABILITY OF RELATED WORK AND CONDITIONS:</p> <ul style="list-style-type: none"> - Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that: - Previous, related work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work. - All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing. - The environmental conditions are suitable, particularly that the building is suitably weathertight when internal components, services and finishes are installed. 	
170	<p>GENERAL QUALITY OF WORKMANSHIP:</p> <ul style="list-style-type: none"> - Operatives must be appropriately skilled and experienced for the type and quality of work. - Take all necessary precautions to prevent damage to the work from frost, rain and other hazards. - Inspect components and products carefully before fixing or using and reject any which are defective. - Fix or lay securely, accurately and in alignment. - Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20. Fastenings to comply with relevant British Standards. - Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not overtighten fixings. - Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular. - Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval. 	
190	<p>WATER FOR THE WORKS:</p> <ul style="list-style-type: none"> - Clean and uncontaminated. If other than mains supply is proposed provide evidence of suitability. Test to BS 3148 if instructed. 	
<p>SAMPLES/APPROVALS</p>		
210	<p>APPROVAL OF PRODUCTS:</p> <ul style="list-style-type: none"> - Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample. 	
220	<p>SAMPLES OF FINISHED WORK:</p> <ul style="list-style-type: none"> - Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself (if approval of the finished work as a whole is required this is specified separately). Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works. Retain approved sample in good, clean condition on site. Ensure that the relevant characteristic(s) of the Works match the approved characteristic(s) of the sample. Remove samples which are not part of the finished Works when no longer required. 	

230	<p>APPROVALS:</p> <ul style="list-style-type: none"> - Where and to the extent that products or work are specified to be approved or the EA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either: - To the express approval of the EA or - To match a sample expressly approved by the EA as a standard for the purpose. 		
240	<p>APPROVALS:</p> <ul style="list-style-type: none"> - Inspection or any other action by the EA must not be taken as approval of products or work unless the EA so confirms in writing in express terms 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. <p>ACCURACY/SETTING OUT GENERALLY</p>		
310	<p>ACCURACY OF INSTRUMENTS:</p> <ul style="list-style-type: none"> - Use instruments and methods described in BS 5606 		
320	<p>SETTING OUT:</p> <ul style="list-style-type: none"> - Submit details of methods and equipment to be used in setting out the Works. 		
321	<p>SETTING OUT:</p> <ul style="list-style-type: none"> - Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify EA in writing of any discrepancies and obtain instructions before proceeding. 		
322	<p>SETTING OUT:</p> <ul style="list-style-type: none"> - Inform EA when overall setting out is complete and before commencing construction. 		
340	<p>APPEARANCE AND FIT:</p> <ul style="list-style-type: none"> - Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance. - Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible. - Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be not greater than those given in BS 5606, Tables 1 and 2. 		
370	not used		
380	<p>RECORD DRAWINGS:</p> <ul style="list-style-type: none"> - Record details of all grid lines, setting-out stations, bench marks and profiles on the site setting-out drawing. Retain on site throughout the contract and hand to EA on Completion. 		

SERVICES GENERALLY

410 SERVICES REGULATIONS:

- Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.

440 MECHANICAL AND ELECTRICAL SERVICES:

- Must have final tests and commissioning carried out so that they are in full working order at Practical Completion.

SUPERVISION/INSPECTION/DEFECTIVE WORK

510 SUPERVISION:

In addition to the constant management and supervision of the works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

515 CO-ORDINATION OF ENGINEERING SERVICES:

- The 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 services, one with another and each in relation to the Works generally. Submit to the EA, when requested, CVs or other documentary evidence relating to the staff concerned.

520 PERSON-IN-CHARGE:

- Give maximum possible notice to EA before changing the person-in-charge.

540 OVERTIME WORKING:

- Whenever overtime is to be worked, give EA not less than 24hours notice, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.

555 ACCESS FOR INSPECTION:

- Give EA not less than 3 days notice before removing scaffolding or other facilities for access.

560 TIMING OF TESTS AND INSPECTIONS:

- Agree dates and times of tests and inspections with EA several days in advance, to enable the EA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.

565 TEST CERTIFICATES:

- Submit a copy of each certificate to EA as soon as practicable and keep copies of all certificates on site.

570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:

- As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract or appear that they may not be in accordance submit proposals to EA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Such proposals may be unacceptable to the EA and contrary instructions may be issued.

575	<p>AIR PERMEABILITY:</p> <ul style="list-style-type: none"> - To be carried out in accordance with BREEAM Very good or Building Regulations whichever is more stringent. 		
578	<p>SOUND TESTING:</p> <ul style="list-style-type: none"> - To be carried out in accordance with BREEAM Very good or Building Regulations whichever is more stringent. 		
580	<p>MEASURES TO ESTABLISH ACCEPTABILITY:</p> <ul style="list-style-type: none"> - 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 extension of time. 		
590	<p>QUALITY CONTROL:</p> <ul style="list-style-type: none"> - Establish and maintain procedures to ensure that the Works, including the work of all Sub-Contractors, comply with specified requirements. Maintain full records, keep copies on site for inspection by the EA, and submit copies of particular parts of the records on request. The records must include: - Identification of the element, item, batch or lot including location in the Works. - The nature and dates of inspections by the Contractor or EA, tests and approvals. - The nature and extent of any nonconforming work found. - Details of any corrective action. <p>WORK AT OR AFTER COMPLETION</p>		
610	<p>GENERALLY:</p> <ul style="list-style-type: none"> - Make good all damage consequent upon the work. - Remove all temporary markings, coverings and protective wrappings unless otherwise instructed. - Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work. - Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction. - Obtain COSHH data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. - Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. - Adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls. 		
640	<p>SECURITY AT COMPLETION:</p> <ul style="list-style-type: none"> - Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt. 		
650	<p>MAKING GOOD DEFECTS:</p> <ul style="list-style-type: none"> - Make arrangements with the EA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform EA when remedial works to the various parts of the Works are completed. 		

A34	<p>SECURITY/SAFETY/PROTECTION</p> <p>GENERALLY</p> <p>110 THE Pre-Construction Information is issued as a separate document with the contract documentation.</p> <p>120 THE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN: - Developed from the Outline Construction Phase Health and Safety Plan (see section A30) must be submitted to the EA not less than 10 days before the proposed date for start of construction work. Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.</p> <p>125 HSE APPROVED CODES OF PRACTICE: Comply with the following: - Management of health and safety at work. - Managing construction for health and safety.</p> <p>130 SECURITY: - Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.</p> <p>140 STABILITY: - Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading.</p> <p>170 EMPLOYER'S REPRESENTATIVES SITE VISITS: - Inform the EA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or the Employer's representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and the Employer's representatives as appropriate.</p> <p>180 WORK IN HAZARDOUS AREAS: - Operatives must take precautions when working in the areas.</p> <p>PROTECT AGAINST THE FOLLOWING:</p> <p>210 EXPLOSIVES: - Do not use.</p> <p>221 NOISE: - Comply generally with the recommendations of BS 5228: Part 1, for minimising noise levels during the execution of the works. - Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. - Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.</p> <p>230 POLLUTION: - Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways. If pollution occurs, inform the</p>		
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	appropriate Authorities and the EA without delay and provide them with all relevant information.		
236	USE OF PESTICIDES: - Will not be permitted.		
240	NUISANCE: - Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.		
263	FIRE PREVENTION: - Smoking will not be permitted on the site except in designated areas which must be carefully controlled, equipped with fire fighting equipment and receptacles for the safe disposal of smoker's materials and inspected to guard against risk of fire.		
265	BURNING ON SITE: - Burning of materials arising from the work will not be permitted onsite.		
270	WATER: - Prevent damage from storm and surface water. (Items for keeping the site and excavations free of water are given elsewhere).		
280	MOISTURE: - Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent: - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement.		
290	WASTE: - Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy. - Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in. - Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority. - Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations. - Retain waste transfer documentation on site.		
300	ELECTROMAGNETIC INTERFERENCE: - Take all necessary precautions to avoid excessive electromagnetic disturbance of apparatus outside the site.		
305	LASER EQUIPMENT: - Install, use and store construction laser equipment in accordance with BS EN 60825-1 and the manufacturer's instructions. - Use either Class 1 or Class 2 laser equipment ensuring that the laser beam is not set at eye level and is terminated at the end of its useful path. - The use of Class 3A and Class 3B laser equipment will not be permitted without the approval of the EA and subject to the submission of a method statement on its safe use.		

PROTECT THE FOLLOWING:

- 410 WORK IN ALL SECTIONS:
 - Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.

- 420 EXISTING SERVICES:
 - Notify all service authorities and/or adjacent owners of the proposed works not less than one week before commencing site operations.
 - Before starting work check and mark positions of existing mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners.
 - Observe service authority's recommendations for work adjacent to existing services.
 - Adequately protect, and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.
 - Identify below ground services with signboards, giving type and depth, and overhead services with headroom markers.
 - If any damage to services results from the execution of the Works, immediately notify EA and appropriate service authority. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by the EA to deal with an emergency will not affect the extent of the Contractor's liability.
 - Replace marker tapes or protective covers disturbed during site operations to the service authority's recommendations.

- 430 ROADS AND FOOTPATHS:
 - Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bare any costs arising.

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

- 481 ADJOINING PROPERTY:
 - Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if requiring to erect scaffolding on or otherwise use adjoining property, and pay all charges. Remove and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the Works.

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING

- 110 SCOPE: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.
- 140 ACCESS TO THE SITE: See section A12.
- 150 USE OF THE SITE: See Section A12.
- 155 SCAFFOLDING: Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all Sub-Contractors.

180	START OF WORK: See Section A20		
190	<p>WORKING HOURS: Mon - Fri 0700 - 1800 hrs, Saturday 0700 - 1300 hrs</p> <p>and at no other times including Sundays, Bank and other Public Holidays. This includes all deliveries of materials to and from the site.</p>		
195	<p>ADJACENT RAILWAY LINE: Liaise with Network Rail to ensure that all their safety requirements are met and maintained</p>		
210	<p>COMPLETION IN SECTIONS OR PARTS:</p> <ul style="list-style-type: none"> - Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its 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. - During execution of the remainder of the Works 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	LOCATIONS: Inform EA of the intended sitting of all spoil heaps, temporary works and services.		
120	MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.		
	ACCOMMODATION		
210	ROOM FOR MEETINGS: Provide suitable temporary accommodation for site meetings, adequately heated and lit, with table and chairs for 10 people. The room may be part of the Contractor's own site offices.		
260	SANITARY ACCOMMODATION: Provide and maintain in a clean condition male and female sanitary accommodation for the Employer's representatives, either separate or shared with the Contractor's supervisory staff. The accommodation must include an adequate number of appliances, wash hand basin(s) with hot and cold water supply, with adequate heating, lighting and ventilation.		
290	<p>CAR PARKING: No parking will be permitted on the access road leading to the site from Terminus Road; this restriction will also apply to delivery vehicles. The Contractor must ensure that the delivery vehicles have free access to the site to avoid waiting in the access road.</p> <p>Provide two dedicated parking spaces for the EA and Employer.</p>		
	TEMPORARY WORK		
310	ROADS: Permanent roads, hardstandings and footpaths on the site as set out below may be used, subject to clause A34/430:		
320	TEMPORARY FENCE(S):		

	Provide temporary fencing/hoarding to secure site.		
360	<p>NAME BOARD: Obtain approval for and provide a suitable temporary name board displaying:</p> <ul style="list-style-type: none"> - Title of project. - Name of Employer. - Name of Employers Agent - If the Contractor wishes, names of Contractor, Consultants or Sub-Contractors. 		
371	<p>ADVERTISEMENTS: Advertisements will not be permitted.</p> <p>SERVICES AND FACILITIES</p>		
410	<p>LIGHTING:</p> <ul style="list-style-type: none"> - During finishing work and inspection provide temporary lighting, the intensity and direction of which closely resembles that provided by the permanent installation. 		
442	<p>TELEPHONES:</p> <ul style="list-style-type: none"> - Provide as soon as practicable after the Date of Possession a joint temporary on site telephone for use by the Contractor, Sub-Contractors and those acting on behalf of the Employer. Make arrangements (e.g. an external bell) to ensure that incoming calls are answered reasonably promptly. Allow for the cost of a modest number of calls made by those acting on behalf of the Employer. 		
453	<p>E-MAIL FACILITY:</p> <ul style="list-style-type: none"> - Provide as soon as practicable after the Date of Possession a suitable on site E-mail facility, with a separate dedicated telephone line or Broadband, for use by the Contractor, Sub-Contractor and those acting on behalf of the Employer. Allow for the cost of a modest number of transmissions made by those acting on behalf of the Employer. 		
455	<p>PHOTOCOPIER:</p> <ul style="list-style-type: none"> - Provide reasonably unrestricted access to and reasonably limited free use of an on site photocopier, which may be located in the Contractor's own site offices. 		
461	<p>TEMPERATURE AND HUMIDITY:</p> <ul style="list-style-type: none"> - The permanent heating installation may be used for drying out the Works and controlling temperature and humidity levels, but: - The Employer does not undertake that it will be available. - The Contractor must take responsibility for operation, maintenance and remedial work, and arrange supervision by and indemnification of the appropriate Sub-Contractors, and pay costs arising. 		
490	<p>BENEFICIAL USE OF INSTALLED SYSTEMS:</p> <ul style="list-style-type: none"> - Unless specific permission is given by the employer and installer, the permanent supply, disposal, mechanical, electrical, communications, transport and access systems may not be used for any purpose other than running in, testing and commissioning. Where permission is given for any other use of a system before Practical Completion of the works it must be subject to a separate written agreement between the parties. 		
510	<p>THERMOMETERS:</p> <p>Provide on site and maintain in accurate condition:</p> <ul style="list-style-type: none"> - A maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location. - A thermometer for measuring concrete and ground temperature. 		

530 PROTECTIVE CLOTHING:
 Contractor shall provide an adequate number (not less than 6) of protective clothing for use at all times by the Employer or those acting on behalf of the Employer to include safety helmets to BS5240: Part 1, safety footwear and high visibility waterproof coats and any other personal protective equipment that the Contractor deems necessary for use on the site.

A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING

111 THE BUILDING MANUAL:
 - At the time of practical completion the Contractor shall supply two copies of a comprehensive building manual for the building in the form of a series of A4 size, plastic covered, loose leaf, four ring binders with hard covers and an electronic copy, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the manual, where larger than A4, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

The main set(s) of as built drawings will form annex (es) to the manual.

As Principal Designer, the Principal Contractor shall also prepare the Health and safety File.

The Building Manual and the Health and Safety File read together are to form a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely. The Contractor is required to obtain or prepare all the information to be included in the Building Manual, produce the required number of copies of the manual and submit them to the Employer.

The Pre-tender Design has been prepared using the Revit Building Information Modelling system. The Employer wishes the Building manual to be prepared using this system as its base. The Contractor is to submit proposals for consideration of the Employer detailing how the BIM system can be best utilised to enable an efficient maintenance regime to be established

The Building Manual is to consist of the following parts, sub-sectioned as appropriate:
 Content:

- PART 1: GENERAL
- PART 2: BUILDING FABRIC
- PART 3: BUILDING SERVICES
- PART 4: HEALTH AND SAFETY

A complete draft of the Building Manual must be submitted not less than four weeks before the date for submission of the final copies of the manuals. Amend the draft manuals when directed to do so by the Employer.

THE BUILDING MANUAL PART 1: GENERAL must include:

- A description of the building
- Copies of all consents and approvals obtained
- Drawings showing emergency escape routes, location of emergency and fire fighting systems, services shut-off valves, switches, etc.

THE BUILDING MANUAL PART 2: BUILDING FABRIC must include:

- Design criteria including floor loadings, insulation values and other performance requirements
- As built drawings recording details of construction, together with an index
- Details of all materials, components and equipment including copies of manufacturer's current literature, COSHH dated data sheets and manufacturer's recommendations for cleaning and maintenance
- Names, addresses, telephone and fax numbers of all suppliers and manufacturers
- Copies of all Guarantees, Warranties and Maintenance Agreements offered by Sub-Contractors, suppliers and manufacturers
- Copies of all Test Certificates and reports required in the specification

CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Description of the systems:
 - Ensure that the Employer's staff fully understand the scope and facilities provided.
 - List maximum loads, services capacity and restrictions.
 - Include limitations of any user performance.
- Operation:
 - A description of the mode of operation of all systems.
 - Starting up, operating and shutting down instructions for all equipment and systems.
 - Control sequences for all systems.
 - Procedures for seasonal changeovers.
 - Procedures for fault finding.
- Diagrammatic drawings: For each system, indicating principal items of plant, equipment, valves etc.
- Record drawings: Paper copies.
- Identification of services: A legend for colour-coded services.
- Schedules (system by system) of plant, equipment, valves etc.
- Product details:
 - Name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
 - Manufacturers' technical literature for plant and equipment. Include detailed drawings, electrical circuit details and operating and maintenance instructions.
 - Instructions for dismantling and removing equipment and systems.
- Test certificates for the plant, equipment, valves etc. used in the installations.
- Guarantees, warranties and maintenance agreements: Obtain from sub-Contractors and manufacturers.
- Preventive maintenance: Recommendations for frequency and procedures to be adopted to ensure the most efficient operation of the systems.
- Spares: A list of recommended spares to be kept in stock by the Employer, being those items subject to wear or deterioration and which may involve the Employer in extended deliveries when replacements are required at some future date.
- Emergencies: Procedures, including telephone numbers for emergency services.

- Provide information to the Planning Supervisor for the preparation of the health and safety file.
- Purpose: Include adequate information about the structure or materials used which might affect the health and safety of anyone carrying out construction or cleaning work or of anyone who may be affected by such work.
- Other information: Obtain or prepare the following and submit to the Planning Supervisor:

	<ul style="list-style-type: none"> - The nature, location and markings of utilities and services, including emergency and fire fighting, main switches and valves. - Instructions for operation, maintenance, dismantling and removal of equipment and systems. - Details of hazards associated with the materials used in the construction. - Access of requirements / restrictions. - Copies of Information: <ul style="list-style-type: none"> - Number of copies: 1 - Latest date for submission: 2 weeks before the date for completion stated in the contract. 		
220	TRAINING OF EMPLOYER'S STAFF: <ul style="list-style-type: none"> - Before Practical Completion, explain and demonstrate to Purchaser's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual. - include for not less than one operating day for this purpose. 		
230	SPARE PARTS: <ul style="list-style-type: none"> - At least two weeks before Practical Completion submit a schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Purchaser for maintenance of the services installations. State against each item the manufacturer's current price including packaging and delivery to site. 		
250	TOOLS: <ul style="list-style-type: none"> - At Practical Completion provide two complete set of tools and portable indicating instruments for the operation and maintenance of all services plant and equipment together with suitable means of identifying, storing and securing same. 		
A4	CONTRACTOR'S GENERAL COST ITEMS		
A40	CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF		
110	MANAGEMENT AND STAFF		
A41	CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION		
	For details of site accommodation required or made/not made available by the Employer see section A36.		
110	SITE ACCOMMODATION		
A42	CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES		
	For details of services and facilities required or made/not made available by the Employer see section A36.		
110	POWER		
120	LIGHTING		
130	FUELS (excluding fuels for testing and commissioning)		
140	WATER		
150	TELEPHONE AND ADMINISTRATION		

Unit B, Southern Gate

Preliminaries

160	SAFETY, HEALTH AND WELFARE (see A34/170)		
170	STORAGE OF MATERIALS (see A33/150)		
180	RUBBISH DISPOSAL (see A34/290)		
190	CLEANING (see A33/610)		
200	DRYING OUT (see A34/280)		
210	PROTECTION OF WORK IN ALL SECTIONS (see A34/410 et seq)		
220	SECURITY (see A34/130)		
230	MAINTAIN PUBLIC AND PRIVATE ROADS (see A34/430)		
240	SMALL PLANT AND TOOLS		
310	ADDITIONAL SERVICES AND FACILITIES ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as appropriate:		
A43	CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT		
110	CRANES		
120	HOISTS		
130	PERSONNEL TRANSPORT		
140	TRANSPORT		
150	EARTHMOVING PLANT		
160	CONCRETE PLANT		
170	PILING PLANT		
180	PAVING AND SURFACING PLANT		
250	ADDITIONAL MECHANICAL PLANT ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:		
A44	CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS		
	For details of temporary works required or made/not made available by the Employer see section A36.		
110	TEMPORARY ROADS		
120	TEMPORARY WALKWAYS		
130	ACCESS SCAFFOLDING		
140	SUPPORT SCAFFOLDING AND PROPPING		
150	HOARDINGS, FANS, FENCING, ETC.		

160	HARDSTANDING		
170	TRAFFIC REGULATIONS		
250	ADDITIONAL TEMPORARY WORKS ITEMS: Insert below further cost items as may be required, with fixed charges and time related charges as required:		
A50	WORK BY OTHERS OR SUBJECT TO INSTRUCTION		
150	WORK BY OR ON BEHALF OF THE EMPLOYER:		
-	During the final 4 week period of the project prior to Practical Completion the Employer may require access to the site to enable final fit out works to be carried out the Contractor shall ensure access is made available.		
	The lifts should be available for use by the Employers direct contractors.		
A53	WORK BY STATUTORY AUTHORITIES/UNDERTAKERS		
130	WATER MAINS SERVICES:		
	By the Statutory Undertaker:		
-	Description of work: Connection from existing main to and including meter		
140	GAS MAINS SERVICES:		
	By the Statutory Undertaker:		
-	Description of work: Connection from existing main to and including meter		
150	ELECTRICITY MAINS SERVICES:		
	By the Statutory Undertaker:		
-	Description of work: Connection from existing main to and including meter		
160	TELEPHONE MAINS SERVICES:		
	By the Statutory Undertaker:		
-	Description of work: Connection from existing service into building		
170	PROVISIONAL SUMS:	50,000	.00
	In respect of Statutory Undertaker – allow the Provisional Sum of £50,000.00 for the works describes at A53/130/140/150 and 160 including all necessary Builders Work in Connection.		
	Allow for general attendance.		
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EMPLOYER'S REQUIREMENTS



The Employers Requirements

for

Southern Gate, Block B

for

SAABON Ltd

Date : December 2016

Birmingham
Bournemouth
Canterbury
Chichester
Liverpool
London
Manchester
Oxford
Winchester

1.0 EMPLOYERS REQUIREMENTS

The document entitled 'W.Stirland Limited - Block B Southern Gate Specification', annexed to this Employers Requirements Document (appendix 4) shall be read as part of these Employer's Requirements.

1.01 GENERALLY

The Employers Requirements contain a Pre-tender Design. This Pre-tender Design satisfies the Local Authority Planning Requirements and the Employers Requirements. The Contractor may amend the form or method of construction but he shall ensure that any such amendments will still satisfy the Local Planning Authority requirements and the Employers Requirements as shown in the Pre-tender Design.

The Pre-tender Design is set out in these Employers Requirements and the Appendix 3. For the avoidance of doubt, the Employers Requirements comprise this document and the Appendices attached.

This brief is not intended to replace or repeat the requirements of Building Regulations (as applicable to this project), British Standards and other codes or statutory instruments all of which will apply to the development. This brief is the minimum requirement for the new development. The Contractor on a "design and build" basis is to include for everything necessary to develop the property to a good standard to provide a relatively maintenance free development in accordance with the above, the attached Pre-tender Design and other relevant source documents all in accordance with Planning Approval drawings and conditions set out in Appendix 2 to the Preliminaries.

It will be deemed the Contractor has familiarised himself with all the above documents and has included all requirements and costs for achieving these requirements.

It is an Employers Requirement that when completed the project will be awarded BREEAM Very Good Certification. The Contractor is to ensure that his design achieves this level.

1.02 SITE CLEARANCE AND DEMOLITION

The Contractor will be fully responsible for any site clearance which is found to be required It shall be carried out in such a manner as to cause minimum inconvenience and disturbance to adjoining owners, occupiers and third parties. Clearance of site to include removal of all Contractor demolished material from site, grubbing up foundations as applicable, removal of all below ground drainage, septic tanks etc.

All redundant services discovered are to be physically removed from the site.

All unwanted materials to be removed from site as the work progresses.

1.03 SITE PREPARATION

Following completion of any site clearance works, remove from site all remaining unwanted trees, tree roots, grub up roots, remove tarmac/concrete road surfaces and road substrate, strip site of all top soil and vegetable matter to a minimum depth of 200mm or to a greater depth to prevent later growth. Stripping the site shall include removal of all unwanted material including decontaminating the site where applicable.