

ROCKWOOD ACADEMY - NEW EXTERNAL DINING PAVILLION

Jun-25

PROJECT PRELIMINARIES

Where relevant please include for the following within your Preliminaries Cost for each lot in the the Schedule of works PRELIMINARIES tab.

Ref	Item	Description
1	Project Particulars	
1.1	The project	Name: Rockwood Academy, Birmingham Nature: New standalone external dining pavillion. Location: Naseby Road, Alum Rock, Birmingham B8 3HG Length of contract: TBC by Contractor.
1.2	Employer (Client)	Name: Core Education Trust Address: Naseby Road, Alum Rock, Birmingham B8 3HG Contact: Joanne Tyler Telephone: 0121 389 2824 E-mail: it@core-education.co.uk
1.3	Employer's Agent (EA)	Name: TBC Contact: T telephone: E-mail:
1.4	Principal Designer	To be appointed by the Main Contractor
1.5	Main Contractor	To be appointed by the Main Contractor
1.6	Approved Inspector	To be appointed by the Main Contractor
2	Tender and Contract Documents	
2.1	Tender Drawings	The Trust are in the process of securing detailed planning approval based on a product design by Streetspace.
2.2	Contract Drawings	To be issued as part of the Contractor's Proposals.
2.3	Preconstruction information	To be produced by the Principal Designer.
3	The site /existing buildings	
3.1	The site	Description: Outside the existing dining space and adjacent to the existing main hall, there is an open paved courtyard. The Trust would like to install a free-standing, heated and fully enclosed dining space which can be used by pupils all year round. The new External Dining Pavillion will be an overflow hall for the existing dining space and therefore will not require a server area. The Pavillion will also be used as additional hall for informal teaching and learning when not being used for dining. The courtyard is in the center of the school site and bounded on all sides by existing school buildings. The courtyard is not visible from any of the surrounding streets and therefore the planning considerations should be minimal. However, the new Pavillion will be overlooked from corridors above and roof needs to be neat and tidy. A green roof was considered as option but for maintenance and cost reasons this has been discounted. The courtyard is not level and there is existing drainage below the courtyard which will need to be addressed as part of the works.
3.2	Existing buildings on / adjacent to the site	Description: The proposed site is courtyard surround on three side by existing buildings of varying ages. The Academy will need to remain operational throughout the works.
3.3	Access to the site	Description: The main visitor and pupils entrance is off Naseby Road. There is a service yard and staff car park to northern end of the site. The proposal is to establish a contractors compound within the staff car park.
3.4	Parking	Restrictions on parking of the Contractor's and employees' vehicles: There is limited on street parking but no on site car parking can be provided.
3.5	Use of the site	General: Do not use the site for any purpose other than carrying out the Works. Limitations: As above.
3.6	Surrounding Land / Building Uses	General: Adjacent or nearby uses or activities are as follows: Residential and Commercial.

3.7	Health and Safety Hazards	<p>General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:</p> <p>Asbestos</p> <p>Hazardous materials below ground</p> <p>Voids below pavement areas</p> <p>Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.</p> <p>Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.</p>
3.8	Site visit	<p>Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.</p> <p>Arrangements for visit: Please contact Jo Sargeant to arrange site visits - refer to contact details within the ITT</p>
3.9	Restricted vehicle access	None.
4	Description of the Works	
4.1	The Works	<p>Description:</p> <p>Construction of new freestanding external dining pavillion within the courtyard next to the existing dining hall and main school hall.</p> <p>The new external dining pavillion is to be fully integrated into the academies existing services e.g. alarm; fire alarm; CCTV; ICT; electrical network; drainage; PA etc.</p>
5	JCT Design and Build Contract 2016 Edition	
5.1	JCT Intermediate with contractors design Contract 2024	<p>The Contract: JCT Intermediate with contractors design Contract 2024 Edition.</p> <p>Requirement: Allow for the obligations, liabilities and services described.</p>
5.2	2 Stage Tender	The project will be procured under a two-stage Design & Build contract (JCT). The awarded contractor will be invited to sign a Pre-Contract Services Agreement to deliver the surveys, programme / phasing and final scope and specifications to an agreed contract sum.
5.3	Contract Particulars and recitals	Contract Particulars and Recitals - TBC
5.4	Liquidated damages	Damages at the rate of £2000 per week.
5.5	Domestic subcontractors	<p>General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.</p> <p>List: Provide details of all subcontractors and the work for which they will be responsible.</p> <p>Submit: Within one week of request.</p>
5.6	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 Stage 1 (PCSA Stage), may not be considered.
5.7	Contractor's insurance	The Contractor must demonstrate that they have public liability insurance cover of at least £10 million (ten million pounds sterling), professional indemnity insurance cover of at least £10 million (ten million pounds sterling), and, employer's liability insurance cover of at least £2 million (two million pounds sterling) or would commit to obtain this if awarded a contract.
6	Contract Amendments	
6.1	Contract Amendments	The below amendments will be incorporated into the JCT Contract (exact wording to be reviewed).
6.2	Section 4	Payment will be processed in 21 days.
6.3	Section 5	Any valued works/variations which cause valued works to exceed original Contract sum will be subject to a formalised agreement prior to settlement of costs. The Contractor shall enter into a formalised agreement with the Employer to validate the release of additional monies. Confirmed costs shall be provided by the Contractor so that an amendment can be drawn up to satisfy the requirements of the Trust accounting procurement rules. The Contractor shall allow a period of approximately 2 weeks for approval. Following approval this shall be paid within the next due date. The Contractor should note that this does not alter the instruction process, only the settlement of valued works in excess of the original contract sum
6.4	Article 11	The contractor shall keep the site clean and tidy. If at any time, the Client or the Contract Administrator notices a breach, they will notify the contractor who shall be bound to remedy within 24 hours. Otherwise, the Client will mandate another company to clean the area at the expense and responsibility of the Contractor.
6.5	Article 12	Security and pupil safe guarding is paramount due to the Trust. The scheme needs to focus on ensuring segregation and key members of the construction team will required DBS checks.
6.6	Article 13	The Contractor is responsible for H&S on site. If the Client or Contract Administrator highlights an item of H&S on site that is not satisfactory this shall be addressed by the contractor within three working days.
6.7	Article 14	Complete subcontracting of the works is not permitted.
7	Provision, Content and Use of Documents	
7.1	Definitions	Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.
7.2	Communication	<p>Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.</p> <p>Format: In writing to the person named in clause 1.3 unless specified otherwise.</p> <p>Response: Do not proceed until response has been received.</p>

7.3	Products	<p>Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.</p> <p>Includes: Goods, plant, materials, site materials and things for incorporation into the Works.</p>
7.4	Site equipment	<p>Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.</p> <p>Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.</p>
7.5	Drawings	<p>Definitions: To BSRIA BG 6/2009 A design framework for building services.</p> <p>Design activities and drawing definitions.</p> <p>CAD data: In accordance with BS 1192.</p>
7.6	Contractor's choice	<p>Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.</p>
7.7	Submit Proposals	<p>Meaning: Submit information in response to specified requirements (Contractor's Proposals).</p>
7.8	Terms used in specification	<ul style="list-style-type: none"> • Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services. • Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose. • Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise. • Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed. • Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement. • Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed. • Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement. • Refix: Fix removed products. • Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions. • Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible. • System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
7.9	Manufacturer and product reference	<p>Definition: When used in this combination:</p> <ul style="list-style-type: none"> - Manufacturer: The firm under whose name the particular product is marketed. - Product reference: The proprietary brand name and/ or reference by which the particular product is identified. <p>Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.</p>
7.10	Substitution of products	<p>Products: If an alternative product to that specified is proposed, obtain approval before ordering the product. Please note that the Client has no objections in alternative products being proposed as long as they are equally good in quality and fit for purpose.</p> <p>Reasons: Submit reasons for the proposed substitution.</p> <p>Documentation: Submit relevant information, including:</p> <ul style="list-style-type: none"> - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/ guarantee. <p>Manufacturers' guarantees: If substitution is accepted, submit before</p>
7.11	Cross references	<ul style="list-style-type: none"> • Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to. • Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply. • Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply. • Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.
7.12	Referenced documents	<p>Conflicts: Specification prevails over referenced documents.</p>
7.13	Equivalent products	<p>Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.</p>

7.14	Substitution of standards	<ul style="list-style-type: none"> • Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK. • Before ordering: Submit notification of all such substitutions. • Documentary evidence: Submit for verification when requested as detailed in clause 7.13. Any submitted foreign language documents must be accompanied by certified translations into English
7.15	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.
7.16	Sizes	<p>General dimensions: Products are specified by their co-ordinating sizes.</p> <p>Timber: Cross section dimensions shown on drawings are:</p> <ul style="list-style-type: none"> - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections. - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.
8	Documents provided on behalf of the Employer	
8.1	Dimensions	Scaled dimensions: Do not rely on.
8.2	Measured quantities	Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
8.3	2-Stage tender	Some of the information provided as part of this invitation to tender was commissioned and developed by the Client a few years ago and may not be accurate to this day. It is the Preferred Contractor's responsibility during Stage 1 (PCSA Stage) to fully inspect the facades and update measures, quantities, scope and specifications in order to form the Contractor's Proposals.
9	Documents provided by Contractor / Sub-Contractors / Suppliers	
9.1	Design and Production information	<ul style="list-style-type: none"> • Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Approved Inspector /Principal Designer), comment, inspection, amendment, resubmission and reinspection. • Design/ production information: Submit electronic copies, which could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required. • Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information. • Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed. • Final version of design/ production information: Submit two copies
9.2	As Built drawings and information	<p>Contractor designed work: Provide drawings/ information.</p> <ul style="list-style-type: none"> • Submit: At latest two weeks after practical completion.
9.3	Technical literature	<p>Information: Keep on site for reference by all supervisory personnel:</p> <ul style="list-style-type: none"> - Manufacturers' current literature relating to all products to be used in the Works. - Relevant British, EN or ISO Standards.
10	Management of the works	
10.1	Supervision	<p>General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.</p> <p>Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker (as/if required), and obtain and supply information as necessary for coordination of the work.</p>
10.2	Insurance	Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.
10.3	Insurance claims	<p>Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause 1.3 and the Insurers.</p> <p>Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.</p>
10.4	Climatic conditions	<p>Information: Record accurately and retain:</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, types of work affected and number of hours lost.
10.5	Ownership	Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.
10.6	Programme	<p>Master programme: Submit initial programme with Tender and full Programme at Stage 1 (PCSA Stage). Programme to be approved before starting work on site, submit in an approved form a master programme for the Works, which must include details of:</p> <ul style="list-style-type: none"> - Design, production information and proposals provided by the Contractor - Earliest and latest start and finish dates for each activity and identification of all critical activities. - Running in, adjustment, commissioning and testing of all engineering services and installations - Work resulting from instructions issued in regard to the expenditure of provisional sums (if any) - 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 any relevant limitations are suitably defined in the Contract Documents. - Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
10.7	Submission of the Programme	Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

10.8	Monitoring	<p>Progress: Record on a copy of the programme kept on site.</p> <ul style="list-style-type: none"> • Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time. • Key Performance Indicators: <ul style="list-style-type: none"> - Details: dependent on finalised programme. - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.
10.9	Site meetings	<p>General: Site meetings will be held to review progress and other matters arising from administration of the Contract.</p> <ul style="list-style-type: none"> • Frequency: Informal every two weeks, Formal every 4 weeks. • Location: Contractors Site Office. • Accommodation: Ensure availability at the time of such meetings. • Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required. • Chairperson (who will also take and distribute minutes): Contractor.
10.10	Contractor's progress report	<p>General: Submit a progress report at least 2 days before the site meeting.</p> <ul style="list-style-type: none"> • Content: Notwithstanding the Contractor's obligations under the Contract the report must include: <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. - Subcontractors' and suppliers' progress reports. - Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.
10.11	Contractor's site meetings	<p>General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.</p>
10.12	Photographs	<p>Number of locations: One photo of each elevation to record progress .</p> <ul style="list-style-type: none"> • Frequency of intervals: Fortnightly . • Image format: JPEG. • Number of images from each location: 1. • Other requirements: Photos must be taken from same location, using suitable digital SLR minimum 15MP
10.13	Partial possession by the Employer	<p>As per Contract: Ensure all necessary access, services and other associated facilities are also complete.</p>
10.14	Notice of completion	<ul style="list-style-type: none"> • Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works. • Associated works: Ensure necessary access, services and facilities are complete. • Period of notice (minimum): Two weeks.
10.15	Extensions of Time	<ul style="list-style-type: none"> • Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently. • Details: As soon as possible submit: <ul style="list-style-type: none"> - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes. - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion. - All other relevant information required.
10.16	Cash flow forecast	<p>Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works.</p>
10.17	Removal / Replacement of Existing Work	<ul style="list-style-type: none"> • Extent and location: Agree before commencement. • Execution: Carry out in ways that minimize the extent of work. • Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
10.18	Proposed instructions	<ul style="list-style-type: none"> • Include: <ul style="list-style-type: none"> - A detailed breakdown of the cost, including any allowance for direct loss and expense. - Details of any additional resources required. - Details of any adjustments to be made to the programme for the Works. - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction. • Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.
10.19	Measurement	<p>Covered work: Give notice before covering work required to be measured.</p>
10.20	Products not incorporated into the works	<ul style="list-style-type: none"> • Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values. • Evidence: When requested, provide evidence of freedom of reservation of title. • Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
10.21	Listed products stored off site	<ul style="list-style-type: none"> • Include for products purchased from a supplier: <ul style="list-style-type: none"> - A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge. • Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor: <ul style="list-style-type: none"> - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

10.22	Labour and equipment returns	<ul style="list-style-type: none"> Records: Provide for verification at the beginning of each week in respect of each of the previous seven days. Records must show: <ul style="list-style-type: none"> The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors. The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services
11	Quality standards / control	
11.1	Incomplete documentation	<p>General: Where and to the extent that products or work are not fully documented, they are to be:</p> <ul style="list-style-type: none"> Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used. Suitable for the purposes stated or reasonably to be inferred from the project documents. <p>Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.</p>
11.2	Workmanship skills	<p>Operatives: Appropriately skilled and experienced for the type and quality of work.</p> <p>Registration: With Construction Skills Certification Scheme.</p> <p>Evidence: Operatives must produce evidence of skills/ qualifications when requested.</p>
11.3	Quality of products	<ul style="list-style-type: none"> Generally: New. (Proposals for recycled products may be considered). Supply of each product: From the same source or manufacturer. Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance. Tolerances: Where critical, measure a sufficient quantity to determine compliance. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.
11.4	Quality of execution	<ul style="list-style-type: none"> Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Colour batching: Do not use different colour batches where they can be seen together. Dimensions: Check on-site dimensions. Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. Location and fixing of products: Adjust joints open to view so they are even and regular.
11.5	Compliance	<ul style="list-style-type: none"> Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied. Compliance with performance specifications: Submit evidence of compliance, including test reports indicating: <ul style="list-style-type: none"> Properties tested. Pass/ fail criteria. Test methods and procedures. Test results. Identity of testing agency. – Test dates and times. Identities of witnesses. Analysis of results.
11.6	Inspections	<p>Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:</p> <ul style="list-style-type: none"> Date of inspection. Part of the work inspected. Respects or characteristics which are approved. – Extent and purpose of the approval. Any associated conditions.
11.7	Related work	<ul style="list-style-type: none"> Details: Provide all trades with necessary details of related types of work. <p>Before starting each new type or section of work ensure previous related work is:</p> <ul style="list-style-type: none"> Appropriately complete. In accordance with the project documents. To a suitable standard. In a suitable condition to receive the new work. <p>Preparatory work: Ensure all necessary preparatory work has been carried out.</p>
11.8	Manufacturer's recommendation / instructions	<ul style="list-style-type: none"> General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. Changes to recommendations or instructions: Submit details. Ancillary products and accessories: Use those supplied or recommended by main product manufacturer. Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.
11.9	Water for the works	<ul style="list-style-type: none"> Mains supply: Clean and uncontaminated. Other: Do not use until: <ul style="list-style-type: none"> Evidence of suitability is provided. Tested to BS EN 1008 if instructed.
11.11	Samples	<p>Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:</p> <ul style="list-style-type: none"> To an express approval. To match a sample expressly approved as a standard for the purpose.
11.12	Approval of products	<ul style="list-style-type: none"> Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained. Complying sample: Retain in good, clean condition on site. Remove when no longer required.

11.13	Approval of execution	<ul style="list-style-type: none"> • Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. • Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed. • Complying sample: Retain in good, clean condition on site. Remove when no longer required.
11.14	Setting out	<ul style="list-style-type: none"> • General: Submit details of methods and equipment to be used in setting out the Works. • Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding. • Inform: When complete and before commencing construction.
11.15	Appearance and fit	<ul style="list-style-type: none"> • Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either: <ul style="list-style-type: none"> – Submit proposals; or – Arrange for inspection of appearance of relevant aspects of partially finished work. • General tolerances (maximum): To BS 5606, tables 1 and 2.
11.16	Record drawings	Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.
11.17	Services regulations	New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.
11.18	Electrical installation certificate	<ul style="list-style-type: none"> • Submit: When relevant electrical work is completed. • Original certificate: To be lodged in the Building Manual.
11.19	Mechanical and Electrical services	<ul style="list-style-type: none"> • Final tests and commissioning: Carry out so that services are in full working order at completion of the Works. • Building Regulations notice: Copy to be lodged in the Building Manual.
11.2	Supervision	<ul style="list-style-type: none"> • General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. • Replacement: Give maximum possible notice before changing person in charge or site agent.
11.21	Coordination of engineering services	<ul style="list-style-type: none"> • Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally. • Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.
11.22	Defects in existing work	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> – Hinder access to defective products or work; or – Be rendered abortive by remedial work.
11.23	Access for inspection	Removal: Before removing scaffolding or other facilities for access, give notice of not less than two days.
11.24	Tests and inspections	<ul style="list-style-type: none"> • Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented. • Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. • Records: Submit a copy of test certificates and retain copies on site.
11.25	Continuity of thermal insulation	<ul style="list-style-type: none"> • Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include: <ul style="list-style-type: none"> – The address of the premises. – The Contractor's name and address. – The name, qualification and signature of the competent person responsible for checking compliance. – The date on which the installation was checked. • Submit: Before completion of the Works. • Copy: To be lodged in the Building Manual.
11.26	Proposals for rectification of defective products / executions	<ul style="list-style-type: none"> • Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. • Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.
11.27	Measures to establish acceptability	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> – Will be at the expense of the Contractor. – Will not be considered as grounds for revision of the completion date.
11.28	Quality control	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> – Identification of the element, item, batch or lot including location in the Works. – Nature and dates of inspections, tests and approvals. – Nature and extent of nonconforming work found. – Details of corrective action.

11.29	Work before completion	<ul style="list-style-type: none"> • General: Make good all damage consequent upon the Works. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. • Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials. • Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction. • COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. • Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. • Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
11.3	Security at completion	<ul style="list-style-type: none"> • General: Leave the Works secure with, where appropriate, all accesses closed and locked. • Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.
11.31	Making good defects	<ul style="list-style-type: none"> • Remedial work: Arrange access with EA. • Rectification: Give reasonable notice for access to the various parts of the Works. • Completion: Notify when remedial works have been completed.
12	Security / Safety / Protection	
12.1	Preconstruction information	<p>Location: Preferred Contractor to develop.</p> <p>Including but not restricted to the following sections:</p> <ul style="list-style-type: none"> - 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
12.2	Execution hazards	<p>Common hazards: Not listed. Control by good management and site practice.</p> <p>Significant hazards: The design of the project includes the following:</p> <ul style="list-style-type: none"> - Hazard: Building Occupiers and General Public. - Precautions assumed: Full segregation of works from highways, building occupiers and general public. - Specification reference: none. - Drawing reference: none.
12.3	Construction phase H&S plan	<p>Submission: Present to the Employer/ Client no later than the Pre Start Meeting.</p> <p>Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.</p> <p>Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, and the r Health and Safety Plan/ Preconstruction information.</p>
12.4	Security	<p>Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.</p> <ul style="list-style-type: none"> • Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property. • Special requirements: <p>Scaffold Alarms Required</p> <p>Clear segregation between pupils and workmen.</p>
12.5	Stability	<ul style="list-style-type: none"> • 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.
12.6	Occupied premises	<ul style="list-style-type: none"> • Extent: Existing buildings will be occupied and/ or used during the Contract as follows: All buildings will remain occupied. • Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users. • Overtime: The Contractor shall allow for all out of hours working as required to complete the works. Overtime will be permitted by agreement with the Trust.
12.7	Passes	<ul style="list-style-type: none"> • Controlled areas: Passes will be required for access to all areas. • Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required. • Return of passes: When requested or on completion of the work to which the pass relates.
12.8	Occupier's rules and regulations	<ul style="list-style-type: none"> • Compliance: Conform to the occupier's rules and regulations affecting the site. • Copies: - Location: Jewellery Quarter Academy Reception. - Arrangements for inspection: Arrangement prior to attendance, visitor to sign in and display ID badge at all times.
12.9	Employer's representatives site visits	<ul style="list-style-type: none"> • Safety: Submit details in advance, to the Employer or the Employer's Agent of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. • Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the Employer's Agent and other visitors to the site.

12.10	Working precautions / restrictions	<ul style="list-style-type: none"> • Hazardous areas: Operatives must take precautions as follows: <ul style="list-style-type: none"> - Work area: Roof Level. - Precautions: If present, crash decks to be provided to all light wells, roof lights and lantern lights. • Permit to work: Operatives must comply with procedures in the following areas: <ul style="list-style-type: none"> - Work area: TBC. - Procedures: TBC.
12.11	Explosives	Use: Not permitted
12.12	Noise control	<ul style="list-style-type: none"> • Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works. • Noise levels from the Works: Maximum level: 75 dB(A) when measured from 1m. • Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. • Restrictions: Do not use: <ul style="list-style-type: none"> - Pneumatic drills and other noisy appliances without consent during the hours of 8.00-5.00. - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance. - The Trust may request the works to be rescheduled if it clashes with Exams.
12.13	Pollution	<ul style="list-style-type: none"> • Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. • Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.
12.14	Nuisance	<ul style="list-style-type: none"> • Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes. • Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
12.15	Asbestos containing materials	<ul style="list-style-type: none"> • Duty: Report immediately any suspected materials discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe removal or encapsulation.
12.16	Dangerous or hazardous substances	<ul style="list-style-type: none"> Duty: Report immediately suspected materials discovered during execution of the Works. <ul style="list-style-type: none"> - Do not disturb. - Agree methods for safe removal or remediation.
12.17	Fire prevention	<ul style="list-style-type: none"> • Duty: Prevent personal injury or death, and damage to the Works or other property from fire. • Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').
12.18	Smoking on site	Smoking on site: Not permitted.
12.19	Burning on site	Burning on site: Not permitted.
12.20	Moisture	<ul style="list-style-type: none"> • Wetness or dampness: Prevent, where this may cause damage to the Works. • Drying out: Control humidity and the application of heat to prevent: <ul style="list-style-type: none"> - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement.
12.21	Infected timber / contaminated materials	<ul style="list-style-type: none"> • Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building. • Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.
12.22	Waste	<ul style="list-style-type: none"> • Includes: Rubbish, debris, spoil, surplus material, containers and packaging. • General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy. • Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner: <ul style="list-style-type: none"> - Non-hazardous material: In a manner approved by the Waste Regulation Authority. - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations. • Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority. • Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in. • Waste transfer documentation: Retain on site.
12.23	Laser equipment	<ul style="list-style-type: none"> • Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions. • Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path. • Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.
12.24	Existing services	<ul style="list-style-type: none"> • Confirmation: Notify all service authorities (if/as required), statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. • Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. • Work adjacent to services: <ul style="list-style-type: none"> - Comply with service authority's/ statutory undertaker's recommendations. - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners. • Identifying services: <ul style="list-style-type: none"> - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. • Damage to services: If any results from execution of the Works: <ul style="list-style-type: none"> - Immediately give notice and notify appropriate service authority/ statutory undertaker. - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate. - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability. • Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

12.25	Roads and footpaths	<ul style="list-style-type: none"> • Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. • Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.
12.26	Existing topsoil / subsoil	<ul style="list-style-type: none"> • Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works. • Protection: Before starting work submit proposals for protective measures.
12.27	Retained trees	<ul style="list-style-type: none"> • 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.
12.28	Trees	<ul style="list-style-type: none"> • Protected area: Unless agreed otherwise do not: <ul style="list-style-type: none"> – Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk. – Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice. – Change level of ground within an area 3 m beyond branch spread.
12.29	Existing features	<ul style="list-style-type: none"> • Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works. • Special requirements: Record condition of compound area prior to works in order to reinstate correctly.
12.30	Existing work	<ul style="list-style-type: none"> • Protection: Prevent damage to existing work, structures or other property during the course of the work. • Removal: Minimum amount necessary. • Replacement work: To match existing.
12.31	Building interiors	<ul style="list-style-type: none"> • Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
12.32	Existing furniture, fittings and equipment	<ul style="list-style-type: none"> • Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions. • Extent: Before work in each room starts the Contractor will remove the following: <ul style="list-style-type: none"> – Loose furniture – As required to make good internal walls and ceiling finishes etc.
12.33	Adjoining property	<ul style="list-style-type: none"> • Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
12.34	Adjoining property restrictions	<ul style="list-style-type: none"> • Precautions: <ul style="list-style-type: none"> – Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. – Pay all charges. – Remove and make good on completion or when directed. • Damage: Bear cost of repairing damage arising from execution of the works.
12.35	Existing structures	<ul style="list-style-type: none"> Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. Supports: During execution of the Works: <ul style="list-style-type: none"> – Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works. – Do not remove until new work is strong enough to support existing structure. – Prevent overstressing of completed work when removing supports. Adjacent structures: Monitor and immediately report excessive movement. Standard: Comply with BS 5975 and BS EN 12812.
12.36	Materials for recycling / reuse	<ul style="list-style-type: none"> 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.
13	Specific limitations on method / sequence / timing	
13.1	Scope	General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.
13.2	Scaffolding	Scaffolding: Make available to subcontractors and others at all times.
13.3	Working hours	Specific limitations: 8.30am to 17.30pm Monday to Friday and 8.30am to 16.00 Friday. Out of Hours working is permitted and to be agreed with the Employer.
13.4	Completion in sections or parts	General: Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place. Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.
14	Facilities / Temporary works / Services	
14.1	Temporary works and services	<ul style="list-style-type: none"> Location: Give notice and details of intended siting. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.
14.2	Accommodation - room for meetings	<ul style="list-style-type: none"> Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. Furniture and Equipment: Provide table and chairs for 6 people.

14.3	Site accommodation	<p>Purpose: as required to undertake the works.</p> <p>Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:</p> <ul style="list-style-type: none"> - Status: May be part of the Contractor's own accommodation - Location: See Site Logistics Plan. - Floor area: as required, to include a meeting room. - Furniture and equipment: Meeting Table and Chairs. - Temperature control: Required. - Lighting: Required. - Services: As required under the CDM Regulations. - Sanitary facilities: As required under the CDM Regulations. - Consumables: As required under the CDM Regulations. - Attendance: As required under the CDM Regulations.
14.4	Parking	Provide and maintain exclusively for use by Employer's representatives: No parking allocated.
14.5	Temporary works - Name boards / advertisements	Name boards/ advertisements: Not permitted.
14.6	Services and facilities - Lighting	Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.
14.7	Lighting and power	<p>Supply: Electricity from the Employer's mains may be used for the Works as follows:</p> <ul style="list-style-type: none"> - Metering: Free of charge. - Point of supply: TBC. - Available capacity: Single Phase. - Frequency: 50 Hz. - Phase: Single. - Current: Alternating. - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.
14.8	Water	<ul style="list-style-type: none"> - Supply: The Employer's mains may be used for the Works as follows: - Metering: Free of charge. - Source: TBC. - Location of supply point: TBC. - Conditions/ Restrictions: Not to impact on operation of existing buildings. - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.
14.9	Mobile telephones	<p>Direct communication: As soon as practicable after the start on site:</p> <ul style="list-style-type: none"> - provide the Contractor's person in charge with a mobile telephone. - pay all charges reasonably incurred.
14.10	Personal protective equipment	<p>General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:</p> <ul style="list-style-type: none"> - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 4. - High visibility waistcoats to BS EN 471 Class 2. Number required: 4. - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 4 sizes to be confirm. - Disposable respirators to BS EN 149.FFP1S. - Eye protection to BS EN 166. - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.
15	Operation / Maintenance of the finished works	
15.1	The building manual	<p>Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.</p> <p>Scope:</p> <ul style="list-style-type: none"> - Part 1: General - Part 2: Fabric - Part 3: Services - Part 4: The Health and Safety File: (prepared and supplied by the Principal Designer). - Part 5: Building User Guide <p>Responsibility: The Building Manual is to be produced by the principle contractor and must be complete no later than 2 weeks after completion of the works.</p> <p>Information provided by others: Details: none known.</p> <p>Compilation:</p> <ul style="list-style-type: none"> - Prepare all information for Contractor designed or performance specified work including as-built drawings. - Obtain or prepare all other information to be included in the Manual. Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized. <p>Final copies of the Manual:</p> <ul style="list-style-type: none"> - Number of copies: 2. - Format: Hard copies and Electronic Word/PDF. - Latest date for submission: 2 weeks after the date for completion stated in the contract. <p>As-built drawings and schedules:</p> <ul style="list-style-type: none"> - Number of copies: 2. - Format: Hard copies and PDF/DWG
15.2	The Health and Safety file	<p>Responsibility: the contractor.</p> <p>Format: Electronic.</p> <p>To be delivered at Practical Completion</p>

15.3	Content of the building manual - Part 1: General	<p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Index: list the constituent parts of the manual, together with their location in the document.</p> <p>The Works:</p> <ul style="list-style-type: none"> - Description of the buildings and facilities. - Ownership and tenancy, where relevant - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations. The Contract: - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers. - Overall design criteria. - Environmental performance requirements - Relevant authorities, consents and approvals. - Third party certification, such as those made by competent persons in accordance with the Building Regulations <p>Operational requirements and constraints of a general nature:</p> <ul style="list-style-type: none"> - Maintenance contracts and contractors. - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc. - Emergency procedures and contact details in case of emergency. - Other specific requirements: None Known. <p>Description and location of other key documents.</p>
15.4	Content of the building manual - Part 2: Building fabric	<p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Detailed design criteria, including:</p> <ul style="list-style-type: none"> - Floor and roof loadings. - Durability of individual components and elements. - Loading restrictions. - Insulation values. - Fire ratings. - Other relevant performance requirements. <p>Construction of the building:</p> <ul style="list-style-type: none"> - A detailed description of methods and materials used. - As-built drawings recording the construction, together with an index. - Information and guidance concerning repair, renovation or demolition/ deconstruction. <p>Periodic building maintenance guide chart.</p> <p>Inspection reports.</p> <p>Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components. Fixtures, fittings and components schedule and index.</p> <p>Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.</p> <p>Test certificates and reports required in the specification or in accordance with legislation, including:</p> <ul style="list-style-type: none"> - Air permeability. - Resistance to passage of sound. - Continuity of insulation. - Electricity and Gas safety. - N/A. <p>Other specific requirements: None Known.</p>

15.5	Content of the building manual - Part 3: Building services	<p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Detailed design criteria and description of the systems, including:</p> <ul style="list-style-type: none"> - Services capacity, loadings and restrictions - Services instructions. - Services log sheets. - Manufacturers' instruction manuals and leaflets index. - Fixtures, fittings and component schedule index. <p>Detailed description of methods and materials used.</p> <p>As-built drawings for each system recording the construction, together with an index, including:</p> <ul style="list-style-type: none"> - Diagrammatic drawings indicating principal items of plant, equipment and fittings - Record drawings showing overall installation - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings. - Identification of services – a legend for colour coded services. <p>Product details, including for each item of plant and equipment:</p> <ul style="list-style-type: none"> - Name, address and contact details of the manufacturer. - Catalogue number or reference - Manufacturer's technical literature, including detailed operating and maintenance instructions. - Information and guidance concerning dismantling, repair, renovation or decommissioning. <p>Operation: A description of the operation of each system, including:</p> <ul style="list-style-type: none"> - Starting up, operation and shutting down - Control sequences - Procedures for seasonal changeover - Procedures for diagnostics, troubleshooting and faultfinding. <p>Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.</p> <p>Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:</p> <ul style="list-style-type: none"> - Electrical circuit tests. - Corrosion tests. - Type tests. - Work tests. - Start and commissioning tests. <p>Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.</p> <p>Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems</p> <p>Lubrication: Schedules of all lubricated items</p> <p>Consumables: A list of all consumable items and their source.</p> <p>Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.</p> <p>Emergency procedures for all systems, significant items of plant and equipment.</p> <p>Annual maintenance summary chart.</p> <p>Other specific requirements: TBC.</p> <p>Timescale for completion: TBC</p>
15.6	Content of the building manual - Part 4: The Health and Safety file	<p>Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:</p> <ul style="list-style-type: none"> - residual hazards and how they have been dealt with - hazardous materials used - information regarding the removal or dismantling of installed plant and equipment - health and safety information about equipment provided for cleaning or maintaining the structure; - the nature, location and markings of significant services, - information and as-built drawings of the structure, its plant and equipment - Operation manuals and Guarantees. <p>Information prepared by others: Details: Contractor, Sub Contractors and Suppliers.</p> <p>Timescale for completion: At Practical Completion .</p> <p>Submit to: FA</p>
15.7	Content of the building manual - Part 5: Building User Guide	<p>Content: Obtain and provide the following:</p> <ul style="list-style-type: none"> - Building services information. -Emergency information. -Energy & environmental strategy. -Water use. -Transport facilities. -Materials & waste policy. -Re-fit/ re-arrangement considerations. -Reporting provision. -Training. -Links & references. <p>Other specific requirements: None.</p> <p>Timescale for completion: To be issued at Practical Completion .</p>

15.8	Presentation of the Building Manual	Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled and electronic format in PDF. Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. As-built drawings: The main sets may form annexes to the Manual.
16	Contractor's General cost items: Management and staff	
16.1	Management and staff	Cost significant items: Full time site manager, also to undertake the role as client liaison officer Other as required.
16.2	Site accommodation	Details: Site accommodation as required. Cost significant items: Robust and Secure Accommodation Site Storage and Hoarding Flammable Metal Store Other as required.
16.3	Services and facilities - Lighting	Details: Services or facilities required or made/ not made available by the Employer. Cost significant items: As required to undertake the works.
16.4	Mechanical plant	Cost significant items: As required to undertake the works.
16.5	Temporary works	Details: Temporary works required or made/ not made available by the Employer. Cost significant items: As required to undertake the works.