

**NTBS3223 HUNTER STREET HEALTH CENTRE
REPLACEMENT HEATING**

Tender Pack

NHS Property Services
Gleeds Building Surveying Ltd
Project NTBS3026

Version: 1
Date: October 2019

DOCUMENT CONTROL

Project name	Hunter Street Health Centre Replacement Heating	Project number	NTBS3223
Date of Issue	4 October 2019	Version number	1
Reason for issue	Tender		
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Approved by	Scott Kenna MRICS	Grade	Director

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Invitation to Tender

Hunter Street Health Centre
8 Hunter Street
Kings Cross
London
WC1N 1BN

Dear Contractor

Re: Tender ref NTBS3223 – Hunter Street Health Centre – Replacement Heating

I am pleased to enclose the following documents which should be used to prepare and return your tender proposal:

Schedule of Works

Building Drawings

JCT Contract Preliminaries

Pre Construction Information

A copy of the NHS amended form of JCT Minor Works Contract 2016

Note to contractors - For access arrangements and to avoid disruption to the building, the contractor can only make one visit to site, with prior arrangement with Gleeds Building Surveying Ltd (so he will be expected to have all his necessary sub-contractors in attendance at that time). Any technical queries are to be returned back to Gleeds and not the NHS. Tenders are to be assessed under the NJCC.

The return date for your submission is to be no later than **17:00 on 18/10/2019**. Tenders should be returned electronically via email or hard copy to John Owen at the Gleeds Nottingham Office (Apex Business Park, Ruddington Lane, Wilford, Nottingham, NG11 7DD) or john.owen@gleeds.co.uk.

All documents must be clearly marked with the following tender reference: NTBS3223 – Hunter Street Health Centre – Boiler Replacment. Any tenders received after **17:00 on 18/10/2019** will not be considered.

Specific questions relating to this tender should in the first instance be addressed to john.owen@gleeds.co.uk. Points of clarification can be raised via telephone direct on 0115 977 8000.

Yours faithfully
John Owen

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Form of Tender

FORM OF TENDER

PROJECT TITLE: NTBS3223 – Hunter Street Health Centre - Replacement Heating and Hot Water Boilers

To: NHS Property Services

Sir/Madam,

I/We, having read the Agreement, Conditions of Contract and General Description of Work Delivered to me/us, and having examined:

- The Drawings
- The Schedule of Works
- Supporting Documentation

Referred to therein, and also having satisfied myself/ourselves as to the Conditions appertaining at the Site, do hereby offer to execute and complete the work specified, for the Tendered Sum of:

..... (£ _____)

I/We further offer to commence on Monday 6th January 2020 and to complete and hand over the Works in accordance with the agreed NHS JCT Minor Works Contract on the Monday 10th February 2020. I/We undertake to enter into a Formal Contract as Described in the Tender Documents.

The tender remains open for consideration for 13 Weeks from the date fixed at the submission to tenders. NHS Property Services acceptance of your offer will be confirmed by the issue of a contract for signing.

Dated this _____ day of _____ 20_____

Name _____

Address _____

Signed by or on behalf of the Contractor _____

Note: NHS Property Services does not bind itself to accept the lowest or any tender, nor reimburse any expense incurred in the tendering. A facsimile Transmission of Form of Tender will not be accepted.

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Pre-construction Information



PRE CONSTRUCTION INFORMATION PACK

DESIGNER'S HAZARD IDENTIFICATION AND RISK ASSESSMENT FORM

HUNTER STREET BOILER REPLACEMENT

NTBS3223

October 2019

DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
1.0	Existing site	Access to site	Staff/ Visitors / Contractors	M	M	M	Provide site plan.			Deliveries to goods inwards All lorry movements to be supervised by a competent banksman. Ensure access door kept secure during works. Contractor's access restricted to construction area. All lorry movements to be supervised by a competent banksman.
1.1				L	L	L				
1.2		Movement around site	Staff / Visitors / Contractors	M	M	M	Provide site plan			

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At Risk:

Contractors / Staff / = C

Building Users = B

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Designer: Gleeds					Project: Granby House Communal Refurbishment					
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				L	S	R		By	Date	
1.4		Stability of existing	NA							
1.5		Materials in existing structures.	Staff / Residents / Contractors	M	M	M	Ensure client passes all available existing building information to the contractor.			Consult asbestos register/R&D survey
1.6		Existing live services	Contractors	M	H	H	Ensure client has undertaken bespoke R and D asbestos survey. Ensure client passes all available existing building information to the contractor.			Scan walls for hidden services. Any existing utility information to be requested.

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1.7		Existing underground drainage	Contractors	M	H	H	Ensure client passes all available existing building information to the contractor.			Drain survey and topographical survey
1.8		Asbestos presence	Staff / Residents / Contractors	L	M	M	Ensure client passes all available existing building information to the contractor. Ensure client has undertaken bespoke R and D asbestos survey.			Consult survey and asbestos register.
1.9		Site fire unrelated to works	Staff / Visitors / Contractors	M	M	M	Existing building fire strategy to be given to the contractor by the client prior to works commencing.			Contractor to include fire info in CPHSP. Contractor to include information in site induction. Contractor to liaise with employer to ensure that fire strategy is not compromised

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1.10		Dust and microbiological hazards Weill's disease, aspergillus, legionella	Staff / Visitors / Contractors	H	H	H	Client to provide information on any vulnerable residents.			<p>by the works. Mitigation strategy to be agreed if this is necessary e.g. removal of fire door.</p> <p>Contractor to produce method statements.</p> <p>Contract to minimise creation of dust through working methods used.</p> <p>Were works which create dust are deemed unavoidable the contractor will segregate these areas and fully clean them on completion.</p> <p>All operatives to be provided with adequate PPE.</p>

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1.11	Security of site	Unauthorised access/ criminal activity.	Staff/ Visitors/ Contractors	M	M	M	Client security arrangements to be passed to contractor. Site plan to be provided to allow identification of vulnerable areas.			Contractor to follow client's security procedures and include in site induction. Contractor to issue ID badges to all operatives.
2.0	Proposed design/ construction									
2.5		Existing basements	NA							
2.6		Existing materials	Staff / Visitors / Residents / Contractors	M	H	H	See asbestos notes			
2.7		Live services	Staff / Visitors / Residents / Contractors	M	H	H	Lock out and tag procedure to be in place for isolation and de-isolation of electrical supplies.			Contractor to provide and adhere to method statement for lock off services.

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2.8		Plant access/egress	Staff / Visitors / Residents / Contractors	M	H	H	Client to provide all available existing building information. Site plan to be provided.			Contractor to segregate the working area. Contractor to undertake risk assessment and provide banksman if deemed necessary.
2.9		Plant manoeuvrability	Staff / Visitors / Residents / Contractors	M	H	H	Site plan to be provided.			Contractor to segregate the working area. Contractor to undertake risk assessment and provide banksman if deemed necessary.
2.10		Noise and vibration	Staff / Visitors / Residents / Contractors	M	M	M	Working hours to be confirmed with the contractor. Residents to be consulted			Contractor to provide notification to residents prior to undertaking noisy works. Contractor to only undertake

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2.11		Dust	Staff / Visitors / Residents / Contractors	M	M	M	by client to identify vulnerable needs. Client to provide information on vulnerable residents.			noisy works during designated hours. Contractor to produce method statements. Contract to minimise creation of dust through working methods used. Were works which create dust are deemed unavoidable the contractor will segregate these areas and fully clean them on completion. All operatives to be provided with adequate PPE.

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3.0	Alterations									
3.1		Existing structures	Staff / Visitors / Residents / Contractors	M	M	M	Internal alterations only and ceilings. Some original construction drawings located and to be provided to the contractor.			Contractor to monitor condition of the existing structure during the works.
3.2		Existing materials	Staff / Visitors / Residents / Contractors	M	H	H	Consult asbestos register And R&D Survey.			Contractor to consult asbestos survey and ensure copy is kept on site.
3.3		Live Services	Staff / Visitors / Residents / Contractors	M	H	H	Client to provide any existing service information to the contractor.			Lock out and tag procedure to be in place for isolation and de-isolation of electrical supplies.
3.4		Access	Staff / Visitors / Residents /	M	H	H	Site plans to be produced at design stage.			Access restricted to contractors during works.

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3.5		Noise	Contractors Staff / Visitors / Residents / Contractors	M	M	M	See demolition.			See demolition.
3.6		Dust	Staff / Visitors / Residents / Contractors	M	M	M	Client to provide information on vulnerable residents.			Contractor to produce method statements. Contract to minimise creation of dust through working methods used. Where works which create dust are deemed unavoidable the contractor will segregate these areas and fully clean them on completion. All operatives to be provided with adequate PPE.

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				L	S	R		By	Date	
3.7		Slips, trips and falls	Staff / Visitors / Residents / Contractors	M	M	M				<p>Assess the location to identify any potential issues such as lack of space, projections or other hazards which could result in tripping and falling.</p> <p>All hazards are to be removed, protected or clearly highlighted.</p> <p>Appropriate items of PPE, such as safety boots and hard hats are to be worn to protect the operative from any remaining hazard.</p> <p>All operatives to employ good housekeeping measures to ensure anyone in the vicinity do not sustain injury falling over objects produced by an untidy site.</p> <p>Tools and equipment are to be put away when not in use.</p>

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				L	S	R		By	Date	
		COSHH	Staff / Visitors / Residents /	M	M	M	Specification of toxic products has been			<p>Materials and waste are to be kept to a minimum, being taken to and from site on a regular basis.</p> <p>Any activity that produces a wet area should be controlled so that the liquid is drained or cleaned up before it becomes a slip issue, Some surfaces are naturally slippery, unstable or uneven. The operative should always survey where he/she is working in order to identify hazards and minimise risks .In external works footwear should be cleaned to prevent the build-up of materials. Use cordless power tools where possible. Run cables at height, keep cables clear of walkways and access ways.</p> <p>Contractor to obtain copies of all COSHH assessments</p>

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4.0	Substructures	Unstable ground	Contractors				avoided unless specifically stated.			and these are to be kept on site.
4.1			Contractor	M	M	M	Risk assessments. Visual inspection of ground undertaken. Existing building previously located on site of proposed boiler house. Ensure design complies with Building Regulations for stability. Provide all existing information to contractor.			Contractor to check ground conditions under their design portion. Contractor to assess ground conditions prior to erection of scaffold and undertake mitigation measures as necessary.
4.2		Underground services	Staff / Visitors / Residents /	M	M	M	Client to provide any existing information.			Contractor to undertake cable detection prior to

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				L	S	R		By	Date	
4.3		Underground drains	Contractors Staff / Visitors / Residents / Contractors	M	M	M	Location of existing drainage to be provided to contractor.			undertaking any excavations. Existing CCTV drainage surveys if required.
4.5		Piling/noise/vibration	Staff / Visitors / Residents / Contractors	M	M	M	None identified.			
4.7		Restricted working area	Staff / Visitors / Residents / Contractors	M	M	M	None Identified			
4.8		Others: Specify								

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7.0	Flat roof members/ covering									
7.1		Unloading materials	Contractors	M	M	M	Method statements required from contractor. Site Plan to be Provided			Contractor to provide risk assessments and method statements. Site to be segregated.
7.2		Craneage/hoisting materials	Contractors	L	L	L	Method statements required from contractor. Site Plan to be Provided			Contractor to provide risk assessments and method statements. Site to be segregated.
7.3		Fixing materials	Contractors	M	M	M	Method statements required.			Contractor to provide risk assessments and method statements. Site to be segregated.
7.4		Falling from a height	Contractors	M	H	H	Method statements required.			Contractor to provide risk assessments and method

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7.5		Falling objects	Contractors	M	H	H	Scaffold allowed for within the schedule although contractor free to submit alternative proposals. Method statements required.			statements. Site to be segregated. Contractor to provide risk assessments and method statements.
7.6		Others: Specify					Scaffold allowed for within the schedule although contractor free to submit alternative proposals.			Site to be segregated.
12.0	Engineering services									
12.1		Unloading materials	Contractors	M	H	H	Method statement required.			Risk Assessments and Method Statements

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12.2		Hoisting materials	Contractors	M	H	H	Site Plan to be Provided Method statement required			Risk Assessments and Method Statements Site to be segregated
12.3		Fixing materials	Contractor	M	H	H	Method statement required			Risk Assessments and Method Statements
12.4		Restricted working area	Contractors	L	L	L	None identified at design stage.			Risk Assessments and Method Statements
12.5		Safe access	Contractors	L	L	L	Safe access provided to roof. Safe work permits system in place. Edge protection seen on			Risk Assessments and Method Statements

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12.6		Falling from a height	Contractors	M	H	H	roof at site investigation stage. All ladders over 2 metres in height must be tied off, or footed to a maximum height of 5 metres by a second person. Three points of contact with the ladder will be maintained at all times Ladders can only be used by one person at a time. The ladder must always extend at least 1 metre above the work position, and make sure that the base is a quarter of the height away from the feature to be climbed i.e. 1 in 4 angle. All ladders must not be kept over-night, or un-attended for long periods, in a manner that would allow unauthorised			

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							climbing. Make sure that appropriate and suitable safety boots or shoes are worn, and are in a serviceable condition. Make sure that soles and ladders rungs are free from mud, snow/ice, grease/oil or any other agent which reduces the effectiveness of the sole grips. Where tools or materials are required to be used at the working height they should be carried in a tool belt, or passed by hand. The safe working zone is within the extended arms reach, whilst in a vertical standing position on the ladder. External ladder works will be suspended where weather conditions are			

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12.7		Confined spaces	NA				considered to be severe, i.e. thunder and lightning, high winds, heavy rain, snow and ice. Steps. Do not work with belt buckle area above top o steps. Check steps daily for stability and damage. Podium steps to be used as preferred option			
12.8		Slips, trips and falls	Staff / Visitors / Residents / Contractors	H	M	H	No confined spaces were identified. Assess the location to identify any potential issues such as lack of space, projections or other hazards which could result in tripping and falling. All hazards are to be			Risk Assessments and Method Statements

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							<p>removed, protected or clearly highlighted.</p> <p>Appropriate items of PPE, such as safety boots and hard hats are to be worn to protect the operative from any remaining hazard.</p> <p>All operatives to employ good housekeeping measures to ensure anyone in the vicinity does not sustain injury falling over objects produced by an untidy site.</p> <p>Tools and equipment are to be put away when not in use.</p> <p>Materials and waste are to be kept to a minimum, being taken to and from site on a regular basis.</p> <p>Any activity that produces a wet area should be controlled so that the liquid is drained or</p>			

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12.9		Hot works	Staff / Visitors / Residents / Contractors	M	H	H	<p>cleaned up before it becomes a slip issue, Some surfaces are naturally slippery, unstable or uneven. The operative should always survey where he/she is working in order to identify hazards and minimise risks .In external works footwear should be cleaned to prevent the build-up of materials. Use cordless power tools where possible. Run cables at height, keep cables clear of walkways and access ways.</p> <p>Ensure any flammable materials are removed from the area. Shut off any fuel supplies in the vicinity. Have an appropriate fire</p>			<p>Contractor to use Hot Work permits.</p> <p>Segregate Site.</p>

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				L	S	R		By	Date	
12.10		COSHH					extinguisher available. Ensure the area is adequately ventilated. Place anti u/v screens where necessary to prevent other contractors being exposed to u/v On completion of the work: Ensure no hot spots or slag deposits are left. Return to the area after 15 and 30 minutes to check for fire. Issue resident information to contractors working in properties. Risk assessments and MSDS required for materials and microbiological hazards. Legionella. All water systems to be disinfected and certificate supplied			Contractor to ensure COSHH assessments are on site. Contractor to ensure they follow all recommendations of the COSHH assessments.

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 R = Risk (Likelihood x Severity)

At Risk:

Contractors / Staff / = C General Public = G
 Building Users = B
 Visitors = V

DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
							before handing over. No toxic materials have been specified unless otherwise stated.			
13.0	Finishes/ decorations									
13.2		Fixing/applying materials COSHH	Contractor	M	H	H	Method statement required. MSDS for paints, epoxies and adhesives etc. Manufacturer attended site to ensure correct application of materials.			Ensure working area is well ventilated throughout. Provide risk assessments and method statements. Ensure signage is in place.
13.3		Falling from ladders/towers/ scaffolding	Contractor	M	H	H	All ladders over 2 metres in height must be tied off, or footed to a maximum height of 5 metres by a second person.			

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Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
							<p>Three points of contact with the ladder will be maintained at all times Ladders can only be used by one person at a time. The ladder must always extend at least 1 metre above the work position, and make sure that the base is a quarter of the height away from the feature to be climbed i.e. 1 in 4 angle. All ladders must not be kept over-night, or un-attended for long periods, in a manner that would allow unauthorised climbing. Make sure that appropriate and suitable safety boots or shoes are worn, and are in a serviceable condition. Make sure that soles and ladders rungs are free</p>			

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Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
							from mud, snow/ice, grease/oil or any other agent which reduces the effectiveness of the sole grips. Where tools or materials are required to be used at the working height they should be carried in a tool belt, or passed by hand. The safe working zone is within the extended arms reach, whilst in a vertical standing position on the ladder. External ladder works will be suspended where weather conditions are considered to be severe, i.e. thunder and lightning, high winds, heavy rain, snow and ice. Steps. Do not work with belt buckle area above top o steps. Check steps daily for stability and damage.			

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Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
13.4		Inadequate ventilation	NA				Podium steps to be used as preferred option			Contractor to provide risk assessments and method statements. Ensure working area is well ventilated. All operatives to wear correct PPE. Segregate working area.
13.5		Noise/dust from chasing	Staff / Visitors / Residents / Contractors	M	H	H	Suitable RPE required			
13.6		Slips, trips and falls	Staff / Visitors / Residents / Contractors	M	M	M	Assess the location to identify any potential issues such as lack of space, projections or other hazards which could result in tripping and			

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Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
							falling. All hazards are to be removed, protected or clearly highlighted. Appropriate items of PPE, such as safety boots and hard hats are to be worn to protect the operative from any remaining hazard. All operatives to employ good housekeeping measures to ensure anyone in the vicinity do not sustain injury falling over objects produced by an untidy site. Tools and equipment are to be put away when not in use. Materials and waste are to be kept to a minimum, being taken to and from site on a regular basis. Any activity that produces a wet area should be			

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DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
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				L	S	R		By	Date	
							controlled so that the liquid is drained or cleaned up before it becomes a slip issue, Some surfaces are naturally slippery, unstable or uneven. The operative should always survey where he/she is working in order to identify hazards and minimise risks .In external works footwear should be cleaned to prevent the build-up of materials. Use cordless power tools where possible. Run cables at height, keep cables clear of walkways and access ways.			

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DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
14.0	Site works									
14.1		On site pedestrian access	Staff / Visitors / Residents / Contractors	M	H	H	Access from main street and via main entrance doors into the building. Site plan to be provided.			Contractor to provide site set up plan.
14.2		On site vehicular access	Staff / Visitors / Residents / Contractors	M	H	H	Method statements and risk assessment to address these issues. Site plan to be provided.			Contractor to provide site set up plan.
14.5		Confined spaces	NA				None Identified.			
14.6		Sewer connection(s)	Contractors	H	H	H	Method statements required.			
14.7		Service connections	Contractors	H	H	H	Method statements required.			
14.8		Service connections	NA				Method statements			

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Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
14.9	Fire	beyond site boundary	Staff / Visitors / Residents / Contractors	H	H	H	required. Method statements required.			
14.11		Site boundary walling/fencing								
		Others: Specify								
15.1		Fire.	Staff/ Visitors/ Residents/ Contractors	M	H	H	Doors have been specified as 30 minute fire rated with suitable door furniture throughout. No travel or escape distances have been altered by works.			Contractor to maintain all escape routes within the building throughout. Contractor to provide certification for fire door sets. Contractor to ensure all

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DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
16.0	Future maintenance						All service penetrations specified to be fire stopped as part of works. Fire breaks to be installed in new wall lining. Client fire risk assessment and fire management plan to be issued to contractor prior to works commencing. Certification of fire doors specified.			service penetrations are fire stopped. Contractor to follow recommendation of client fire risk assessment and fire management plan. Contractor to certify all fire doors.

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DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
16.1	proposals	Access to and on roofs	Staff/ Contractors	M	H	H	External Safe work platform to be used. Internal. Steps. Do not work with belt buckle area above top o steps. Check steps daily for stability and damage. Podium steps to be used as preferred option. Joists sized to flat roof to allow safe working load of 1.5KNm2 as per Trada tables.			
16.2		Painting	Staff/	M	H	H	External			

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DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
16.3		Cleaning	Contractors				Safe work platform to be used. Internal. Steps. Do not work with belt buckle area above top o steps. Check steps daily for stability and damage. Podium steps to be used as preferred option Scaffold require to high level areas.			
			Staff/ Contractors	M	H	H	High level windows and gutters. No addition precautions required following works. Internal – follow flooring manufacturer's instructions. No hazardous products required for cleaning finishes works.			

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DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
16.4		Replacing Windows					No hazards identified other than precautions taken under this contract.			
16.6		Servicing/ Maintaining	Staff/ Contractors	M	H	H	Hazards identified – High level windows, roofs.			
16.7		Maintenance of existing guttering and flat roof behind the canopy to the front elevation.	Operatives				It has been confirmed with the canopy manufacturer that as per their instructions the top sheet of the canopy can be removed for maintenance purposes. This will then permit high level access to the roof and guttering behind via existing access methods.			
16.8		Maintenance of Communal Heating System	NA				All works must be undertaken by suitably qualified GasSafe registered engineers.			

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DESIGNERS RISK ASSESSMENT

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				L	S	R		By	Date	
16.9		New Electrical Appliances					Annual servicing of all gas appliances must be undertaken.			
16.10		Maintenance of finished project – general.					<p>Servicing must be undertaken for all unvented cylinders.</p> <p>New appliances to be included in the clients existing fixed wire testing regime.</p> <p>Health and safety file to be left on site with maintenance and cleaning instructions.</p>			
		HAZARDOUS MATERIALS								

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DESIGNERS RISK ASSESSMENT

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				L	S	R		By	Date	
17.0	The designer should specify the type of material and the category of risk									
17.1		Heavy materials requiring manhandling	Contractor	M	M	M	Method statements and risk assessment to address these issues. No known exceptional manual handling problems. Large loads e.g. brick or heating pipework to be broken into manageable sections.			
17.2		Heavy or large materials for craneage/hoisting	NA							

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DESIGNERS RISK ASSESSMENT

Designer: Gleeds					Project: Granby House Communal Refurbishment					
Job No.: NTBS 2365					Date: September 2015					
Ref No.	Activity / Element	Potential Hazards	Population At Risk	Risk Rating			Action At Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
17.3	Combustible materials	NA	NA							
17.4		Sharp materials								
17.5		Chemical paint removers								
17.6		Sprayed finishes								
17.7		Dusty materials								
17.8		High maintenance materials/pesticides								
17.9		Microbiological hazards	Contractors							Weill's disease, aspergillus, legionella To be Addressed on Method Statements.

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NHS PS Hunter Street Health Centre - Replacement Heating and Hot Water Boilers

Pre-Construction Information

ISSUE DATE: AUGUST 2019

GLEEDS CLIENT:
NHS PS

PROJECT NUMBER:
NTBS3223

VERSION NUMBER:
1

GLEEDS ISSUING COMPANY:
GLEEDS BUILDING SURVEYING

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- 1.0 INTRODUCTION
- 2.0 DUTY HOLDERS ROLES AND RESPONSIBILITIES
- 3.0 PROJECT DESCRIPTION
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- 5.0 CLIENTS CONSIDERATIONS AND MANAGEMENT ARRANGEMENTS
- 6.0 HEALTH AND SAFETY OF CLIENT END USERS AND EMPLOYEES
- 7.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE RISKS
- 8.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS
- 9.0 CONSTRUCTION PHASE PLANE
- 10.0 THE HEALTH AND SAFETY FILE

1.0 INTRODUCTION

- 1.1 Under the Construction (Design and Management) Regulations 2015 ('CDM 2015'), it is a requirement that clients provide Pre-construction Information ('PCI') as soon as is practicable to every Designer or Contractor appointed, or being considered for appointment, to the project.
- 1.2 Where there is more than one contractor, the Principal Designer should provide advice and help compile this PCI and provide it to the designers and contractors.
- 1.3 The CDM 2015 define PCI as information in the client's possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including information about:
- The project;
 - Planning and management of the project;
 - Health and safety hazards, including design and construction hazards and how they will be addressed; and
 - Information in any existing health and safety file.
- 1.4 This PCI has been developed from the pre-construction information provided by the Client, Designers and other parties involved with the project, and will be further developed throughout the pre-construction phase. All persons involved with the project will be made aware of the availability of this plan and its contents.

2.0 DUTY HOLDERS AND ROLES AND RESPONSIBILITIES

2.1 Duty Holders

2.1.1 The following are identified as duty holders under CDM 2015:

- Client;
- Principal Designers;
- Designers;
- Principal Contractors; and
- Contractors.

2.2 Client's Role and Responsibilities

2.2.1 The client is required to:

- Ensure that suitable arrangements are made by them for managing a project, including the allocation of sufficient time and other resources.
- Confirm that people and organisations appointed by them have the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.
- Ensure that the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project.
- Ensure that suitable welfare facilities are provided.
- Provide pre-construction information to every designer and contractor appointed or being considered for appointment.
- Ensure that the contractor or Principal Contractor prepares a Construction Phase Plan before construction begins.
- Where applicable, appoint in writing a Principal Designer and a Principal Contractor as soon as is practicable and before the construction phase begins. (Note that these roles default to the client if no appointments are made).
- Ensure that the Principal Designer prepares a Health and Safety File (for projects involving more than one contractor).

2.3 Principal Contractor's Role and Responsibilities

2.3.1 A Principal Contractor must be appointed where there is more than one contractor working on a project or where the project is notifiable. The Principle Contractor's duties are as follows:

- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- Organise cooperation and coordination between contractors.
- Ensure that site inductions are provided.
- Prepare the Construction Phase Plan.
- Ensure that necessary steps have been taken to prevent access by unauthorised persons to the construction site.
- Ensure that suitable welfare facilities are provided throughout the construction phase.

- Liaise with the Principal Designer for the duration of the Principal Designer's appointment and share with them relevant information.
- Where the Principal Designer's appointment does not extend to the end of the project, hand over the Health and Safety File to the client.

2.4 Contractor's Role and Responsibilities

2.4.1 Contractors are required to:

- Confirm that the client is aware of the client's duties under CDM 2015.
- Plan, manage and monitor their own work and that of their workers.
- Comply with directions given by the Principal Designer and the Principal Contractor (when such appointments apply).
- Prepare the Construction Phase Plan (where there is no Principal Contractor).
- Check that any appointee has, or is in the process of obtaining, the necessary skills, knowledge, training and experience.
- Provide each worker under their control with appropriate supervision, instructions and information.
- Not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- Ensure that suitable welfare facilities are provided.

2.5 All Parties

2.5.1 More generally, CDM 2015 imposes duties as follows on everyone involved in the project to:

- Be able to demonstrate they have the necessary health and safety skills, knowledge and experience to carry out the work.
- Co-operate with others involved with the project or any project on an adjoining site.
- Report instances where they or others are working in a way that puts them or anyone else in danger.
- Where they are required to provide health and safety information or instructions to anyone else, to ensure that this is easy to understand and is provided in a timely manner.

3.0 PROJECT DESCRIPTION

3.1 Location of the site(s) / Description of the Building(s)

3.1.1 Hunter Street Health Centre
8 Hunter Street
Kings Cross
London
WC1N 1BN

Hunter Street Health Centre is a four-storey health centre constructed in circa 1895. The property consists of brickwork external walls, pitched rooves and six over six timber sliding sash windows. The roads of Hunter Street and Handel Street run on the south and west sides of the property whilst a greenspace courtyard is located to the rear of the property. Works under this contract are concentrated within all floors of the internal building.

The site is located on a high-rise residential area consisting of low and high rise properties.

The works are as indicated within the specification and schedule of works and associated drawings within the tender documents. The site will remain fully occupied during the course of the works.

3.2 Nature of construction work to be carried out

3.2.1 The works consist of the replacement of the heating and hot water boilers.

3.3 Timescale for completion of the construction work

3.3.1 We have set out below an approximate timescale for the completion of the construction work. It should be noted that the contractor has been requested to submit with their tender an outline programme, including their lead-in time from instruction / contract award:

Moorfield Health Centre roof repairs

- Contract Award: 5 weeks
- Lead-in Period: 6 weeks
- Contract Period: 5 weeks

3.4 Use of the structure as a workplace

3.4.1 The structure will be used as a workplace under the Workplace (Health, Safety and Welfare) Regulations 1992.

3.5 Project Directory

3.5.1 Employer (Client):

Name: NHS Property Services Ltd

Address: 99 Gresham Street

London

EC2V 7NG

Contact: Lorna Phillips

Tel: 0121 7138860

Email: Lorna.Phillips@property.nhs.uk

3.5.2 Contract Administrator / Principal Designer

Name: Gleeds Building Surveying Ltd

Address: Apex Business Park

Ruddington Lane

Nottingham

NG11 7DD

Contact: John Owen

Tel: 01159 977 8000

Mob: 07718 804230

Email: john.owen@gleeds.co.uk

3.5.6 Further information about the project team is contained in Section A10 – Project Particulars of the preliminaries within section 1 of the specification

4.0 EXISTING RECORDS

4.1 List of Existing Documents

4.1.1 We have been provided with a limited quantity of existing documents for this site. However, where present, these have been provided within the tender documentation. Due to the nature of the works, this is not deemed to be detrimental.

4.1.2 The contractor should note no buried service record drawings are available for this site.

5.0 CLIENT'S CONSIDERATIONS AND MANAGEMENT ARRANGEMENTS

5.1 Arrangements for planning and managing construction work

5.1.1 The arrangements for planning and managing the refurbishment work, and the effort devoted to planning and managing health and safety should be in proportion to the risks and complexity associated with the project i.e. working in occupied premises and working in secure areas, working at night and any noisy demolition works.

5.1.2 The Clients health and safety goals for the project are:

- 1) No reportable accidents or incidents;
- 2) Managing construction safely especially with regard to protecting the building users from exposure to dust / deleterious materials and any other hazards / dangers etc.
- 3) Continued safe use of the existing clinic facilities by staff and members of the public.

5.1.3 The Principal Contractor will be responsible for developing the Construction Phase Plan ('CPP'). The CPP will provide details of the arrangements for communication, coordination and the dissemination of health and safety information within the construction site. These arrangements will include appropriate site inductions for new personnel on site and visitors to the site.

5.1.4 Further information on the CPP is contained in Section 9 of this PCI.

5.2 Communication and liaison between client and others

5.2.1 Communications throughout the project team are to be direct. The Contract Administrator is to be kept advised of all communications exchanged and information needed by the Project Team and is to be copied in all correspondence. The Principal Contractor is to advise via the construction phase plan, on the following communications for the duration of the works:

- Consultation with the workforce
- Liaison between parties on site
- Exchange of design information between designers, client and contractors.

5.3 Security of the Site

5.3.1 The works are within an operational building(s). Overall building security is to be maintained, and liaison with Building Management to ascertain protocols for contractor entry, deliveries and traffic management.

5.3.2 The work areas will need to be secured to prevent unauthorised access. The Principal Contractor must put in place procedures for signing in all personnel on the site.

5.3.3 The Principal Contractor will be required to communicate robust procedures for the security of the site. The health centre staff, contractors and other personnel will be in close proximity to the working areas. Shared corridors and circulation areas will require the workforce to be among the staff.

5.4 Welfare provisions

5.4.1 The Principal Contractor is responsible for ensuring that suitable welfare facilities are provided on the site in accordance with the 13(4)(c) of the Construction (Design & Management) Regulations 2015. The welfare facilities should be sufficient enough to comply with the requirements of Schedule 2 and are to be provided throughout the construction phase, and these include provisions for:

- Sanitary conveniences (male and female).
- Washing facilities (hot and cold running water, soap, towels).
- Drinking water (and cups).
- Changing rooms and lockers (where special clothing or changing facilities are needed).
- Facilities for rest (tables, seating, kettle, meal preparation and eating area).

5.4.2 The principal contractor's proposals for welfare facilities should be detailed in their CPP and locations set out on a site layout plan.

5.5 Monitoring and review of health and safety performance

5.5.1 There should be regular progress meetings throughout the duration of the project, which shall include evidence to demonstrate to the Client that suitable monitoring, and reviewing of health and safety performance is being implemented, in accordance with the Principal Contractor's CPP.

6.0 HEALTH AND SAFETY OF CLIENT END USERS AND EMPLOYEES

6.1 Site Hoarding Requirements

6.1.1 Some work areas may need to be segregated from operational areas to ensure the safety of the occupants.

6.1.2 These arrangements are to be specified in the Construction Phase Plan.

6.2 Site transport arrangements of vehicle movement restrictions

- 6.2.1 The Principal Contractor will put into place procedures for managing the delivery and removal of materials from the site. To be confirmed at the pre-start meeting if adequate space can be made available for a skip(s) to facilitate the strip out and enabling works.
- 6.2.2 Roads, car parks, footpaths to be kept clean at all times.
- 6.2.3 Banksman to be used for all reversing of vehicles.
- 6.2.4 The Principal Contractor must put systems in place to ensure the safety of all vehicles and pedestrians using the building and surrounding area.

6.3 Client's Permit-to-Work Systems

- 6.3.1 An agreement on issue of permit to work will be decided at site set up meeting.

6.4 Existing Fire Precautions and Emergency Procedures

- 6.4.1 The Principal Contractor will comply with the requirements of Regulation 32 (Fire detection and fire-fighting) of The Construction (Design and Management) Regulations 2015.
- 6.4.2 The Principal Contractor will comply with the requirements of Regulation 30 (Emergency Procedures) and Regulation 40 (Emergency routes and exits) of The Construction (Design and Management) Regulations 2015.
- 6.4.3 Existing fire and emergency precautions must be taken into account where the Contractor's working areas affects current egress routes. All undertaking on site should not affect current fire and emergency strategies.
- 6.4.4 The Principal Contractor is to plan and maintain fire access routes at all times for emergency vehicles.
- 6.4.5 The Principal Contractor must ensure that any necessary contacts with external services are arranged, particularly with regards to first aid, emergency medical care and rescue work.

6.4.6 The nearest accident and emergency hospital to the sites are;

The Royal London Hospital,

Whitechapel Rd,

Whitechapel,

London E1 1FR

6.5 “No-go” Areas or Other Authorised Requirements

6.5.1 The Principal Contractor is to ensure that access within the building is only within the areas designated for the repair works. The Principal Contractor will be responsible for their personnel and the subsequent sub-contractors appointed.

6.6 Confined Spaces

6.6.1 No confined spaces should be encountered during the works however the principal contractor must assess any confined spaces before works take place.

6.7 Smoking Restrictions

6.7.1 No smoking is permitted on-site.

6.8 Parking Restrictions

6.8.1 Consideration should be given to ambulance access/egress. Main access/egress routes should be maintained for the use of emergency services at all times during the sites normal working hours.

6.8.2 Obstructing disabled parking bays is not permitted at any time during practice operating hours.

6.8.2 Existing local parking restrictions apply if vehicles are parked off away from the sites.

6.9 Client's rules for contractors

6.9.1 In addition to the restrictions specified in the ITT document the following Client rules will apply:

1. Site works will not commence until the emergency, fire and first aid arrangements have been put in place.
2. Site works will not commence until the appropriate welfare arrangements have been put in place.
3. Construction activities will not be carried out without a documented safe system of working.
4. A documented lifting plan will be in place prior to any lifting activities; this will include arrangements for ensuring that lifting activities will not export any hazards to the areas adjacent to the site.
5. Flammable materials stored on site will be secured in appropriate containers at all times. Stored flammable materials will not be permitted to export any risks into the residential areas adjacent to the site.
6. A high standard of housekeeping will be maintained at all times. Waste will not be permitted to accumulate and will be removed from site at regular intervals. Waste will not be permitted to contaminate the public highway or the residential areas adjacent to the site. The burning of waste and rubbish on site is prohibited. If necessary housekeeping arrangements will include measures to discourage vermin on site.
7. The Principal Contractor will put in place suitable arrangements to brief site personnel and visitors to the site about the hazards, safety precautions to be taken and the emergency procedures.
8. A high standard of conduct is required at all times; specifically
 - no horse-play;
 - no cat-calling; and
 - no use of inappropriate or coarse language in presence of members of the public.
9. Construction personnel will be properly dressed at all times.
10. Illegal drugs and alcohol are not permitted on site, anyone caught bringing these to site will be banned from the site.

7.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

7.1 Boundaries and access including temporary access

7.1.1 Entrance to the site is via Hunter Street.

7.2 Restrictions on Deliveries, Waste Collection or Storage

7.2.1 Principal Contractor to refer to the Building Management regarding restrictions on deliveries, waste collection and storage.

7.2.2 Deliveries and waste disposal must not impede the operations of staff or the Health Centre. Please liaise with the local authority. Please also note the central Bedford locations and busy main road to entrances.

7.3 Current Use of the Site

7.3.1 Live, operational health centre.

7.4 Previous Use of the Site

7.4.1 Unknown.

7.5 Adjacent land uses

7.5.1 The site is located within a mixture of a low and high rise residential area.

7.6 Noisy Working Restrictions

7.6.1 The main contractor must plan for any noisy works with the building manager.

7.6.2 The main contractor must comply with local statutory restrictions on noisy works.

7.7 Existing storage of hazardous materials

7.7.1 To be confirmed at pre-start meeting.

7.8 Existing services

7.8.1 Contractors are to ensure that all relevant isolation points, fuse boards, and water stop cocks are located prior to commencement of works.

7.9 Ground conditions and contaminated land

7.9.1 The areas around the site are a mixture of hard landscaped tarmacked areas and soft landscaped garden areas. No ground investigation records or records of previous contamination are available.

7.10 Information about existing structures

7.10.1 No information has been provided to us in relation to the existing structure.

7.11 Previous Structural Modifications

7.11.1 No information has been provided to us in relation to previous structural modifications.

7.12 Fire Damage, Ground Shrinkage or Movement

7.12.1 None known.

7.13 Difficulties Relating to Plant and Equipment

7.13.1 No information has been provided to us in relation to electrical and mechanical layouts.

7.14 Asbestos

7.14.1 Please see section 4 for information available on asbestos. The Principal Contractor should note that an asbestos management surveys has been commissioned specifically for the scope of these works and this will be issued to the main contractor prior to works commencing.

Management & Refurbishment & Demolition surveys will be provided by the client to all parties prior to any works being undertaken on site. During the works, site operatives should remain vigilant for the presence of potential ACMs and should suspect materials be encountered they should be referred to a competent asbestos surveyor for appraisal.

7.15 Health risks from client's activities

7.15.1 No health risks from the client's activities have been identified.

7.16 Manual handling

7.16.1 The Contractor should ensure that manual handling training has been undertaken by site operatives. Materials being moved along busy public areas, corridors, car parks, etc, must be escorted by a trained banksman. Where possible materials and equipment must be wheeled to the rather than carried.

7.17 Working at Height

7.17.1 Working at height will not be required during this project however if encountered it should be managed in accordance with the Work at Height Regulations 2005.

7.17.2 All work at height to be risk assessed and control measures put in place to prevent falls from height.

7.17.3 All work at height to be done from safe working platforms with adequate edge protection and fall restraint harnesses as necessary.

8.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

8.1 Significant design assumptions

8.1.1 It should be noted that each building proposed for works will be fully operational for the whole period of the works. A suitable and sufficient phasing plan is to be developed and implemented, ensuring that fire escapes are not compromised and are signed accordingly.

8.2 Design co-ordination

8.2.1 Arrangements to facilitate on-going communication and liaison between all design parties will be established by the principal contractor. Progress meetings are to be held at regular intervals throughout the duration of the project. The meetings will cover developing issues and changes required during the construction phase.

8.3 Significant risks identified during design

8.3.1 The following significant risks have been identified for all sites:

- Restricted vehicular site access,

- Busy main road adjacent to entrances,
- Carrying out works in an operational building,
- Working at height,
- Increased risk of adverse weather during the winter season, which may cause delays to the programme.

8.3.2 The following potentially dangerous work sequences have been identified:

- Unloading materials,
- Lifting operations,
- Dust control,
- Working adjacent to public and private properties,
- Traffic control both on and beyond the site,
- Means of escape during construction.

8.3.4 Commonplace site hazards not identified above are considered to be within the expertise of a competent contractor and must be controlled by normal good site management practice.

8.4 Materials / Use of materials requiring particular precautions

8.4.1 The following list of materials has been identified as requiring particular attention or precautions:

- Storage of gas cylinders – fire and explosion,
- Hot works – burns,
- Working with lead, Handling and cutting of all timber and board materials – splinters, dust, irritation,
- Handling and cutting of materials producing sharp edges – cuts,
- Use of solvents – fumes,
- Use of adhesives, grouts, expanded foam etc – fire, fumes, skin irritation,
- Use of lagging and mechanical tools – shocks, noise, dust, fumes,
- Use of pneumatic tools,
- Use of percussion tools,

- Use of mortar, concrete, cement, use of powdered materials, generally – dust and skin irritation.

9.0 CONSTRUCTION PHASE PLAN

9.1 The contractor or, where there is more than one contractor, the Principal Contractor, must draw up or make arrangements for a Construction Phase Plan to be drawn up during the pre-construction phase, and before setting up a construction site. The plan must address health and safety issues as work proceeds. The plan will take into account the pre-construction information provided by the client and should include:

- A description of the project such as key dates and details of key members of the project team.
- The health and safety aims for the project.
- The site rules.
- Arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings.
- Arrangements for involving workers.
- Site induction.
- Welfare facilities.
- Fire and emergency procedures.
- Site security.
- The control of any specific high risk site matters (including those listed in Schedule 3 to CDM 2015) where they are relevant to the work involved. 9.2 The HSE draft guidance states that the plan should not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

10.0 THE HEALTH AND SAFETY FILE

- 10.1 Please note, an individual site-specific Health and Safety File must be produced for each site as detailed below.
- 10.2 Where a project involves more than one contractor, the Principal Designer must prepare a Health and Safety File and hand it over to the client at the end of the project, or to the Principal Contractor where the Principal Designer's appointment does not extend to the end of the project.
- 10.3 The Health and Safety File is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.
- 10.4 The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:
- A brief description of the work carried out.
 - Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).
 - Key structural principles (e.g. bracing, sources of substantial stored energy including pre or post-tensioned members) and safe working loads for floors and roofs.
 - Hazardous materials used (e.g. lead paints and special coatings).
 - Health and safety information about equipment provided for cleaning or maintaining the structure.
 - The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services, etc.
 - Information and as-built drawings of the building, its plant and equipment.
- 10.5 The HSE's CDM 2015 guidance says that, as the project progresses, the client must ensure that the Principal Designer regularly updates, reviews and revises the health and safety file to

take account of the work and any changes that have occurred.

- 10.6 The client must then retain the file and ensure that it is available to anyone who may need it for as long as it is relevant - normally the lifetime of the building - to enable them to comply with health and safety requirements during any subsequent project. It can be kept electronically, on paper, on film, or in any other durable form.
- 10.7 If a client disposes of their interest in the building, they must provide the file to the individual or organisation who takes on the client duties and ensure that the new client is aware of the nature and purpose of the file. If they sell part of a building, any relevant information in the file must be passed or copied to the new owner. If the client leases out all or part of the building, arrangements should be made for the file to be made available to leaseholders. If the leaseholder acts as a client for a future construction project, the leaseholder and the original client must arrange for the file to be made available to the new Principal Designer.

4

Preliminaries

NTBS3223 Hunter Street Health Centre

04 October 2019

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A
JCT 2016 Minor Works Building Contract with Contractor's
Design

A10
PROJECT PARTICULARS

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: NTBS3223 - Hunter Street Health Centre.
- Nature: Replacement heating and hot water boiler works.
- Location: Hunter Street Health Centre, 8 Hunter Street, Kings Cross, London, WC1N 1BN.
- Length of contract: Three weeks.

120 EMPLOYER (CLIENT)

- Name: NHS Property Services Ltd.
- Address: 99 Gresham Street, London.
- Contact: Lorna Phillips.
- Telephone: 0121 7138860.
- E-mail: Lorna.phillips@property.mhs.uk.

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Gleeds Building Surveying Ltd.
- Address: 95 New Cavendish Street, London, W1W 6XF.
- Contact: John Owen.
- Telephone: 0115 9778000.
- E-mail: john.owen@gleeds.co.uk.

150 PRINCIPAL DESIGNER

- Name: Gleeds Building Surveying Ltd.
- Address: 95 New Cavendish Street, London, W1W 6XF.
- Contact: John Owen.
- Telephone: 0115 9778000.
- E-mail: john.owen@gleeds.co.uk.

A11

TENDER AND CONTRACT DOCUMENTS

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: NTBS3223 - HUN - 01, NTBS3223 - HUN - 02, NTBS3223 - HUN - 03, NTBS3223 - HUN - 05, NTBS3223 - HUN - 06 and all other drawings contained in the tender pack.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

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

A12

THE SITE/ EXISTING BUILDINGS

A12 THE SITE/ EXISTING BUILDINGS

- 110 THE SITE
- Description: Four storey purpose built health care centre occupied NHS primary care centre.
- 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE
- Description: Surrounding buildings are a mixture low and high rise residential buildings.
- 180 HEALTH AND SAFETY FILE
- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: See pre-construction information.
 - Other documents: n/a.
 - Arrangements for inspection: n/a.
- 200 ACCESS TO THE SITE
- Description: Access during weekdays only be prior arrangement.
 - Limitations: Access by appointment date only.
- 210 PARKING
- Restrictions on parking of the Contractor's and employees' vehicles: Parking within contractor site compound only.
- 220 USE OF THE SITE
- General: Do not use the site for any purpose other than carrying out the Works.
 - Limitations: n/a.
- 230 SURROUNDING LAND/ BUILDING USES
- General: Adjacent or nearby uses or activities are as follows:
 - Car park directly adjoins NHS primary care centre which will remain operational for the duration of the works.
- 240 HEALTH AND SAFETY HAZARDS
- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
 - Asbestos.
 - Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
 - Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.
- 250 SITE VISIT
- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
 - Arrangements for visit: Arrange with CA.

A13

DESCRIPTION OF THE WORK

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: n/a.

120 THE WORKS

- Description: The works consist of the replacement of the heating and hot water boilers.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: n/a.

140 COMPLETION WORK BY OTHERS

- Description: n/a.

A20

JCT MINOR WORKS BUILDING CONTRACT WITH
CONTRACTOR'S DESIGN (MWD)

A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

- The Contract: JCT Minor Works Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: The works consist of the replacement of the heating and hot water boilers at Hunter Street Health Centre.
- Architect/ Contract Administrator: See clause A10/140.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - 3.0 to 15.0 of the schedule of works.

Third - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
Contract documents: The following have been prepared which show and describe the work to be done Work schedules.

Fourth - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Work schedules.

ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

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

CONTRACT PARTICULARS

Fifth Recital and Schedule 2 - BASE DATE

- Base date: 18th October 2019.

Fifth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at base date is not a 'contractor' for the purposes of the CIS.

Sixth Recital - CDM REGULATIONS

- The project is not notifiable.

Eighth Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
 - Health and safety: Supplemental Provision 2 applies.
 - Cost savings and value improvements: Supplemental Provision 3 applies.
 - Sustainable development and environmental considerations: Supplemental Provision 4 applies.
 - Performance indicators and monitoring: Supplemental Provision 5 applies.
 - Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies, the respective nominees of the parties are:
- Employer's nominee: Contract Administrator
 - Contractor's nominee: _____
- Or such replacement as each party may notify to the other from time to time.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 do not apply.

Clause 2.3 - COMMENCEMENT AND COMPLETION

- Works commencement date: 06/01/2020.
- Date for Completion: 10/02/2020.

Clause 2.9 - LIQUIDATED DAMAGES

- At the rate of £500 per calendar week or pro-rata thereto.

Clause 2.11 - RECTIFICATION PERIOD

- Period: Twelve months from the date of practical completion.

Clause 4.3 - INTERIM PAYMENTS

- Interim Valuation Dates:
 - The first Interim Valuation Date is: 28 days following commencement.
 - Thereafter at intervals of: 28 days.
- Payments due prior to practical completion:
 - Percentage of total value of the work etc.: 95 per cent.
- Payments becoming due on or after practical completion:
 - Percentage of the total amount to be paid: 97.5 per cent.

Clause 4.3 and 4.8 - FLUCTUATIONS PROVISION

- The following fluctuations provision applies: No fluctuations provision applies.
- Where Schedule 2 applies, the percentage addition (paragraph 13) is n/a.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: Three months from the date of practical completion.

Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
 - Not less than: £5 Million.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS, ETC. - ALTERNATIVE PROVISIONS

- Clause 5.4B applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: 15 per cent.
- Where clause 5.4C applies, insurance arrangements - details of the required policy or policies: Contractor insures works, client insures the building.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: TBC.
- Nominating body: Royal Institution of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed under hand.

JCT PUBLIC SECTOR SUPPLEMENT

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions Do not apply.

A30

TENDERING/ SUBLETTING/ SUPPLY

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

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

145 TENDERING PROCEDURE

- General: In accordance with the principles of: JCT Tendering Practice Note 2017.
- Arithmetical errors: Overall price is dominant.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 13 weeks.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

510 ALTERNATIVE METHOD TENDERS

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

515 ALTERNATIVE TIME TENDERS

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
 - Design drawings: All work sections.
 - Technical information: All work sections.
- Submit: With tender.

530 SUBSTITUTE PRODUCTS

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

550 HEALTH AND SAFETY INFORMATION

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

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

645 'LISTED' DOMESTIC SUBCONTRACTORS

- General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.
- The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.
- Additions to lists:
 - The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
 - The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
- Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.
- Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

PROVISION, CONTENT AND USE OF DOCUMENTS

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

140 DRAWINGS

- Definitions: To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.
- CAD data: In accordance with ISO 19650.

145 CONTRACTOR'S CHOICE

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

150 CONTRACTOR'S DESIGN

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

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

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

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

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

210 CROSS REFERENCES

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

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

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

250 CURRENCY OF DOCUMENTS AND INFORMATION

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

260 SIZES

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

DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

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

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

- 600 CONTRACTOR'S DESIGN INFORMATION
- General: Complete the design and detailing of parts of the Works as specified.
 - Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
 - Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
 - Information required: All contractors designs.
 - Format: Hardcopy and electronic.
 - Number of copies: Two.
 - Submit: Within one week of request.
- 620 AS-BUILT DRAWINGS AND INFORMATION
- Contractor designed work: Provide drawings/ information:
 - Of work sections.
 - Submit: At least two weeks before date for completion.
- 630 TECHNICAL LITERATURE
- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British, EN or ISO Standards.
- 640 MAINTENANCE INSTRUCTIONS AND GUARANTEES
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
 - Information location: In Building Manual.
 - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: twenty four hours week days only.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

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

120 INSURANCE

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

125 PROFESSIONAL INDEMNITY INSURANCE

- Provide and maintain insurance in respect of Contractor Designed Works:
 - Level of cover: Relates to claims or series of claims arising out of one event.
 - Period of insurance for these purposes: TBC.
- Amount of indemnity required: £ TBC.
- Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): £ TBC.
- Expiry of required period of CDP Professional Indemnity insurance: six years (If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works).
- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required.
 - Format: Electronic.

130 INSURANCE CLAIMS

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

140 CLIMATIC CONDITIONS

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

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work.
 - 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.
 - Work by others concurrent with the Contract.
- Submit one copy.

245 START OF WORK ON SITE

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

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: On site__.
- 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): Contract Administrator.

290 NOTICE OF COMPLETION

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

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
 - 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.

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

440 MEASUREMENT

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

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery each voucher must be:
 - Referenced to the instruction under which the work is authorised.
 - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

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

120 WORKMANSHIP SKILLS

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

130 QUALITY OF PRODUCTS

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

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 EVIDENCE OF COMPLIANCE

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

150 INSPECTIONS

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

160 RELATED WORK

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

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

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

SAMPLES/ APPROVALS

210 SAMPLES

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

220 APPROVAL OF PRODUCTS

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

230 APPROVAL OF EXECUTION

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

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

330 APPEARANCE AND FIT

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

360 RECORD DRAWINGS

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

SERVICES GENERALLY

410 SERVICES REGULATIONS

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

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Contract Administrator.

530 OVERTIME WORKING

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

540 DEFECTS IN EXISTING WORK

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

560 TESTS AND INSPECTIONS

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

610 DEFECTIVE PRODUCTS/ EXECUTIONS

- 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.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

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

720 SECURITY AT COMPLETION

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

730 MAKING GOOD DEFECTS

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

A34

SECURITY/ SAFETY/ PROTECTION

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

- 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Submission: Present to the Employer/ Client no later than one week before commencement of work on site.
 - Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
 - Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.
- 150 SECURITY
- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
 - Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
 - Special requirements: n/a.
- 160 STABILITY
- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
 - Design loads: Obtain details, support as necessary and prevent overloading.
- 170 OCCUPIED PREMISES
- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Medical practice will be in full use during the contract works.
 - Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
 - Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.
- 200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT
- Restrictions on use:
 - Not to be used in patient areas during open hours.
- 210 SAFETY PROVISIONS FOR SITE VISITS
- Safety: Submit details in advance 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 visitors to the site.

PROTECT AGAINST THE FOLLOWING

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

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

430 WASTE

- Includes: Rubbish, debris, spoil, 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:
 - 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.

440 ELECTROMAGNETIC INTERFERENCE

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

460 POWDER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

470 INVASIVE SPECIES

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

PROTECT THE FOLLOWING

510 EXISTING SERVICES

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

- 520 ROADS AND FOOTPATHS
- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
 - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.
- 570 EXISTING WORK
- Protection: Prevent damage to existing work, structures or other property during the course of the work.
 - Removal: Minimum amount necessary.
 - Replacement work: To match existing.
- 580 BUILDING INTERIORS
- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT
- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
 - Extent: Before work in each room starts, the following will be removed:
 - n/a.
- 620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
- 625 ADJOINING PROPERTY RESTRICTIONS
- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
 - Damage: Bear cost of repairing damage arising from execution of the Works.
- 630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
 - Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
 - Adjacent structures: Monitor and immediately report excessive movement.
 - Standard: Comply with BS 5975 and BS EN 12812.
- 640 MATERIALS FOR RECYCLING/ REUSE
- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
 - Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/
TIMING

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
- n/a.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: time limitations due to space being in operation.

170 WORKING HOURS

- Specific limitations: as per schedule of works.

FACILITIES/ TEMPORARY WORK/ SERVICES

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

ACCOMMODATION

230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

410 LIGHTING

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

520 USE OF PERMANENT HEATING SYSTEM

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

A37
OPERATION/ MAINTENANCE OF THE FINISHED
WORKS

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- Responsibility: The Contractor
- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Specific requirements: Technical, warranty and H&S information.
- Format: Hardcopy and electric copy.
- Number of copies: 1.
- Delivery to: CA. by (date) Before PC.

155 CONTENT OF THE BUILDING MANUAL

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

160 PRESENTATION OF BUILDING MANUAL

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

5

Preambles

NTBS3223 - Hunter Street Health Centre preambles

04 October 2019

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M60 Painting/ clear finishing	3

M60 Painting/ clear finishing

- 10 EMULSION PAINT Yes
- Manufacturer: Johnstones.
 - Product reference: To match existing.
 - Surfaces: Walls and ceiling.
 - Preparation: Ensure surfaces are clean and dry.
 - Initial coats: As recommended by manufacturer.
 - Number of coats: As recommended.
 - Undercoats: As recommended.
 - Number of coats: As recommended.
 - Finishing coats: TBC.
 - Number of coats: As recommended.
- 30 PREPARATION GENERALLY
- Standard: In accordance with BS 6150.
 - Refer to any pre-existing CDM Health and Safety File and CDM Construction Phase Plan where applicable.
 - Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
 - Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
 - Substrates: Sufficiently dry in depth to suit coating.
 - Efflorescence salts, dirt, grease and oil: Remove.
 - Surface irregularities: Provide smooth finish.
 - Organic growths and infected coatings:
 - Remove with assistance of biocidal solution.
 - Apply residual effect biocidal solution to inhibit regrowth.
 - Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
 - Dust, particles and residues from preparation: Remove and dispose of safely.
 - Doors, opening windows and other moving parts:
 - Ease, if necessary, before coating.
 - Prime resulting bare areas.
- 32 PREVIOUSLY COATED SURFACES GENERALLY
- Preparation: In accordance with BS 6150, clause 11.5.
 - Contaminated or hazardous surfaces: Give notice of:
 - Coatings suspected of containing lead.
 - Substrates suspected of containing asbestos or other hazardous materials.
 - Significant rot, corrosion or other degradation of substrates.
 - Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
 - Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
 - Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
 - Alkali affected coatings: Completely remove.
 - Retained coatings:
 - Thoroughly clean.
 - Gloss coated surfaces: Provide key.
 - Partly removed coatings: Apply additional preparatory coats.
 - Completely stripped surfaces: Prepare as for uncoated surfaces.

6

Schedule of Works

**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**



Hunter Street Health Centre
8 Hunter Street
Kings Cross
WC1N 1BN

Contract Administrator: John Owen, Gleeds Building Surveying Ltd
Tel: 07718804230

Note:

Contractor to visit site prior to submitting their contract sum to ascertain the nature of all works required and raise any queries with the CA during the tender period.

Contractor to price for carrying out all works during the hours agreed with the site contact and within the contract dates as detailed below.

The Contractor is responsible for checking all details and dimensions on site and using his site measurements within the tender submission and any subsequent works on site. Dimensions on drawings and quantities within the specification are for guidance purposes only unless stated as CRITICAL.

Schedule to be read in conjunction with the following contract drawings and specification produced by;

Gleeds Building Surveying Ltd:

- **NTBS3223/HUN/01 – Plant Room Indicative Layout, Existing**
- **NTBS3223/HUN/02 – Plant Room Indicative Layout, Proposed**
- **NTBS3223/HUN/03 – Existing Elevation**
- **NTBS3223/HUN/04 – Indicative Flue Penetration Through Wall**
- **NTBS3223/HUN/05 – Heating Schematic**
- **NTBS3223/HUN/06 – Building Management System Proposal**

All works shown on these drawings are deemed to be included in the contract works and should be priced accordingly. Conversely all works in this schedule of works but not on the drawings are deemed to be included in the contract works and should be priced accordingly.

**SCHEDULE OF WORKS
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Access is restricted to the immediate vicinity of the works. Parking is as detailed within the prelims and is to be confirmed at the pre-contract meeting.

The site is to be kept in a manner to meet all current regulations and to consider the uses of and occupancy of adjoining properties.

Any discrepancies between elements of information should be brought to the attention of the Contract Administrator during the tender period. Claims for extras will not be accepted where it can be shown information was available for pricing. Information included within documents and drawings but not in the schedule will be deemed to have been included.

The contractor shall provide a site set up within the site boundaries for the duration of the project. Any temporary facilities/materials are to be provided at the expense of the contractor.

Under no circumstances is anyone to enter any other part of the Surgery without prior approval of the Contract Administrator.

The contractor shall allow here or in his tender all multiple handling, barrowing in or out of material, debris and plant etc necessary to carry out the works satisfactorily and for keeping all public and private pavements and access ways clear and clean of all obstructions.

The employer does not bind himself to accept the lowest or any tender and he shall not be responsible for any costs incurred by any tenderer in the process of his tender.

The Contractor shall be deemed to have carefully examined all the drawings and the specification and to have ascertained the full extent and character of the works and such methods appropriate for its execution.

Allow for serving all notices and paying all fees and charges in connection with the works and any temporary structures.

Provide and maintain all necessary fencing, hoardings, fans, planked footways, guardrails, gantries, scaffolding, hoists and the like for the proper execution of the work, for the protection of the public and the occupants of the adjoining premises and for meeting the requirements of any local or any other authority and alter and adapt as necessary.

Provide all artificial lighting for use of the works, ensuring adequate light within the building during the alterations. Provide all temporary connections, fuses, switchgear, distribution boards, leads, fittings etc, including the provision of all necessary low voltage equipment, transformers, rectifiers etc, for the use of hand tools, clear away and make good on completion.

Allow for any attendance, overtime or weekend working as necessary during the duration of the contract in order to maintain and meet the agreed programme, including the liaison with the occupiers or work which may involve some disruption or disturbance during normal office hours.

Allow for clearing away all debris as it accumulates during the works and leave the site on completion in a clean state and good order.

The contractor is advised that the works will be carried out under the Construction (Design and Management) Regulations 2015 and shall make all necessary allowances as required under the said regulations, to carry out duties of Principal Contractor for the works.

Contractor to provide a breakdown of their preliminary costs with their tender submission.

**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

Programme

Contractor to provide with tender, outline proposals for completion of the works within the contract dates as below;

Start on site – 6th January 2019
Completion date – 7th February 2019

There will be times during the works that due to the nature of the building noisy / disruptive works are not to be completed in certain areas. Works to these areas are to be undertaken of hours, there are also areas that will need prior arrangement with NHS PS staff. Contractor is to allow to undertake disruptive works outside of normal working hours as required.

**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

<p>1.0</p> <p>1.1</p> <p>.1</p> <p>.2</p> <p>.2</p> <p>.3</p> <p>.4</p> <p>.5</p>	<p>Temporary Heating</p> <p>The contractor will allow to undertake the following to provide temporary heating to the building:</p> <p>Prior to commencement the contractor is to undertake a load test of the existing distribution board and incoming supply cable and is to provide test results to the Contractor Administrator.</p> <p>Temporary heating is to be operational before the existing boilers are disconnected.</p> <p>To each room within the clinic allow to provide for the duration of the contract a Dimplex or equal approved 1.0kw oil filled radiator with thermostatic control. Indicatively allow to supply 20no heaters.</p> <p>The contractor will allow to ensure that all trailing cables are protected and covered within the clinic to prevent any trip or other hazards.</p> <p>The contractor will remove the temporary heating on completion of the works only when the newly installed boiler is fully operational.</p> <p>Allow a provisional sum of £2,000.00 (two thousand pounds) for additional temporary heating or associated electrical upgrade works.</p>			
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**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

<p>2.0</p>	<p>Site Set-up</p> <p><u>General</u></p> <p>.1 Allow for providing all Heras fencing and suitable signage to securely segregate the areas of proposed compound location, a clear and safe perimeter must be maintained by the contractor beneath any high-level works. The site is a health centre and as such care must be taken to consider the safety of staff and members of the public.</p> <p>.2 Allow for providing all scaffold & aerial platforms to complete the works. The contractor shall visit site at tender stage to determine the type and amount of scaffold required to execute the works.</p> <p>.3 The contractor must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.</p> <p>.4 The contractor must follow the mandatory requirements under the construction (Health, Safety and Welfare) Regulation 1996 and the Work at Height Regulations 2005. The contractor will provide the following:</p> <ul style="list-style-type: none"> • Details of their health and safety policy. • Any risk assessments and safe systems of work • Appropriate qualifications or accreditations • Details of their public liability insurance cover; and whether they have been the subject of any formal health and safety enforcement action. <p>.5 Prior to commencement of works the contractor shall undertake a full system test on the existing heating system. Any residual issues such as faulty radiators, leaks etc shall be identified and made aware to the Contractor Administrator.</p> <p>.6 The contractor will ensure they maintain all fire escape routes for the duration of the project. Where it is necessary to temporarily close a fire escape route the contractor will liaise with the centre prior to this and will provide an agreed temporary alternative.</p> <p>.7 It will be necessary to bring materials in and out of the building via the public reception area. Allow to bring all materials into the plant room and remove all waste from the plantroom outside of clinic opening hours.</p> <p>The works in the following sections form the Contractors Design Portion</p>			
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**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

<p>3.0</p> <p>3.1</p> <p>3.0</p>	<p>Strip Out and Removal of Existing Redundant Items</p> <p>The contractor shall isolate, make safe, drain down and remove from site all redundant items including 2 no. gas fired boilers and associated flues, pipework and gas connection vessel and existing main circulation twin head pump, two number calorifiers and control panel and its sections etc. Contractor to include allowance for scrap value. Leave all ready to receive new.</p> <p>Installation of New Boiler System</p> <p>3.1 Boiler Plant</p> <p>The contractor shall supply, install and test and commission a completely new package boiler plant comprising:</p> <ul style="list-style-type: none"> • 3 no. wall mounted max input 70kW gas fired condensing boilers • Boiler circulation pumps • Condensate pipework and fittings • Combined low loss header and air dirt separator complete with automatic air vent and drain cock • All associated pipework, valves and fittings • Manufacture supplied frame mounting kit 'Cascade' System <p>New boilers shall be as Remeha Ace Pro or equal and approved.</p> <p>3.2 Flue</p> <p>The contractor shall employ a specialist sub-contractor to design, supply, install, test and validate a new flue system to serve the new gas fired boiler plant. The flue system shall be as minimum twin wall stainless steel and shall be fully compliant with BS EN 1856. New flue system shall be complete with all necessary support steel and access.</p> <p>The new flue(s) shall terminate through the external wall of plant room adjacent to the light-well at suitable location complete with wall plate and making good to wall penetrations for fully waterproof installation.</p> <p>Due allowance shall be made to the flues' sections during manufacture for the installation of the drain cocks. Under no circumstances shall the flues be drilled on site for the fixing of these items.</p> <p>In the boiler room, the drain cocks shall be piped to adjacent gullies. Elsewhere they shall be complete with a hose union connector complete with cap and chain.</p> <p>Horizontal flues shall drain back to the boilers.</p> <p>The Sub-Contractor shall ensure that each joint is earth bonded and shall provide a final earth bonding point for others to connect to.</p> <p>The contractor shall submit a proposed drawing to the contract administrator for comment prior to installation of the flue.</p>			
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**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

4.0 Pipework

The contractor shall size, supply, install, test and commission all pipework as required to facilitate the full and correct operation of the new boiler system. Pipework shall be carried out in medium grade mild steel BS EN 10255. All pipework shall be rigidly supported from the building structure.

All piping shall be grouped wherever practicable and erected to present a neat appearance. Pipes shall be installed parallel to each other and parallel or at right angle to structural members. Where two or more pipes change direction together, bends shall be struck from a common radial point in order that the pipes remain parallel throughout the turn.

All pipework shall be insulated to BS 5422 an in keeping with the following table:

Minimum Rockwool Insulation Thickness for Hot Water Pipes at Stated Temperature (mm)				
Pipe Size – Nominal bore (mm)	Hot Face Temperatures			
	>6°C	>80°C	>150°C	>250°C
15	25	25	25	40
20	25	30	30	50
25	25	35	40	50
32	25	35	45	50
40	35	35	50	70
50	35	40	60	70
65	40	40	60	80
80	40	45	70	80
100	50	50	70	90
150	50	50	70	100
200	50	50	80	100
250	60	60	80	100
300	60	60	80	100

Plantroom insulation shall be protected with 24 gauge hammerclad sheeting or isogenopak to match the existing installation. All insulation work shall be carried out by a specialist firm of repute which is a member of the TICA (Thermal Insulation Contractors' Association).

During constructional works care shall be taken to prevent any foreign matter entering pipes. All open ends shall be temporarily capped.

Carbon steel pipework is strictly not permitted.

5.0 Pumps

The new flow connections shall be complete with wall mounted twin head system circulator pump with duty/standby auto-changeover for each existing pumped circuit. Pumps shall be Grundfos Magna1 D50-120F or equal and approved.

Pumps shall be installed complete with test points, pressure and temperature gauges, isolation valves and flexible connections.

A new Fabricated Products 15l Stainless Steel dosing pot 10bar complete with tundish, inlet and outlet valves, drain, vent and non-return valve shall be installed across the new pump system.

6.0 New Control System

**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

6.1 Description of works

The contractor shall employ a controls specialist to supply, install, test and commission a new complete controls system to undertake all the automatic control requirements for the new boiler plant. The new controls system shall provide all controls functions as detailed below, any existing additional requirements and provide or connect to any control systems/requirements for other existing plant currently provided by heating control system.

The Contractor is wholly responsible for the installation, testing, commissioning, setting to work and demonstration of Trend system as identified within this specification to provide a fully working and integrated system(s) and should allow within the tender the necessary design / costs in accordance with all Statutory requirements and manufacturers requirements to put into operation. The contractor shall be responsible for installation of all mechanical control items such as valves, pockets for sensors, meters etc as required for the complete controls' installation. These items shall be provided free issue by the controls' specialist where necessary.

Note, if deemed suitable and confirmed with the Engineer prior to commencement, the existing heating control panel and equipment can be re-used when in a suitable condition and currently providing all necessary functions without fault or issue as confirmed by the relevant site maintenance contract.

The new controls shall be Trend or equal and approved.

The new control panels shall undertake as a minimum:

- Boiler power and sequencing
- Adaptive optimisation
- Weather compensation (where necessary)
- Variable temperature 3-port valve control (where necessary)
- Timeclock control for each control zone and pumped circuit
- Frost protection
- Fire alarm interlock
- Circuit pump power and control
- External Temperature Sensor
- Zonal Temperature sensors
- Lamp test
- Gas Valve interlock
- Pressurisation unit power and monitoring

The new control system shall have the capacity for remote access and control functions via a web-based interface. The contractor shall include for all necessary equipment to undertake this.

The contractor shall allow for all necessary work to the existing fire alarm system including new wiring, interface units, commissioning etc as required to provide the system interlock.

Pipework mounted temperature sensors shall be provided as necessary to perform all the above functions.

The new control panels shall comprise hand/off/auto selector switch for all items of plant. Duty/standby pump heads shall have a head 1/head, 2/auto selector switch. Each item shall have run and trip lamps. A 'control circuit live' lamp shall be located on the panel.

The control panel shall comprise of two sections. The first housing the motor control gear, MCB's, relays etc. and the second housing BMS. Equipment e.g. controller. The controller should be fed from the live side of the panel main isolator, terminals supplying the controller must have a protective barrier and both terminals and controller must be labelled LIVE WHEN PANEL IS OFF.

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A 13A RCD socket will be incorporated in the design of the control panel.

A 'Plant Reset' facility will be provided either via touch screen or panel mounted switch.

The contractor will provide the Contract Administrator with a proposed description of operations for the BMS system prior to install.

6.2 Heating Plant

The gas fired boilers plant will be provided with suitable controls for correct operation from the manufacturer. The controls specialist shall ensure all items are connected correctly and shall link to the heating controller for remote monitoring of run & fault for all items of equipment.

New flow and return temperature sensors shall be provided.

In addition to sensors supplied and installed as part of the heating plant, the controls specialist shall also provide flow and return temperature sensors to be located on the CT circuit and flow and return off the low loss header.

The new main heating twin head pump shall be operated on a duty/standby basis, with the lead pump head rotated on a weekly basis. Duty pump shall be enabled as per existing demand operation. The pumps will have integral speed control and pressure sensing for commissioning purposes but shall operate on a constant volume basis.

The VT heating twin head pumps shall be operated on duty/standby basis, with the lead pump head rotated on a weekly basis. Duty pump shall be enabled upon demand from any of the low temperature inside, low outside temperature or low return temperature. The pumps will have variable integral speed control and pressure sensing for commissioning purpose but shall operate on a variable volume basis.

The contractor shall supply and install an external temperature to be located on a north facing wall.

6.3 Frost Control

Two stage frost protection shall be provided as to the heating system. Ambient temperature shall be measured as the lowest reading from the room temperature sensors.

First stage shall be enabled when ambient temperature falls below set point, in which case: -

- a) The pumps shall be enabled to operate.
- b) All secondary control valves on heating circuits (unless they are currently operating to provide heat) shall be opened to ensure flow throughout the system.
- c) The system shall remain in this condition until ambient temperature rises to set point plus dead band or related system enters day mode.

Second stage frost protection shall be enabled when boiler low return temperature is reached, in which case: -

- a) First stage frost protection shall be enabled, if after the delay period the temperature still remains below set point then the boilers shall be enabled.
- b) The heating plant shall continue to operate until the upper return temperature is reached when the system will return to first stage frost protection.

Set Points are as follows:

- Ambient set point +3°C

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- Dead band 2°C
- Low return temp +8°C
- Delay before 2nd stage 30 minutes
- Upper return temp 35°C

The building fabric and contents shall be protected against condensation using the following method:

- 1) Monitor internal temperature sensors that shall monitor the room most likely to experience low temperatures.
- 2) Should the internal temperature fall below the minimum temperature set point the heating system shall be enabled at full output until the upper internal temperature is reached.
- 3) The fabric protection routine shall override the frost protection for its corresponding zone.

Set Points are as follows:

- Minimum internal temperature +10°C
- Upper internal Temperature +14°C

6.4 Optimum Start Heating

Control routines shall be provided for optimum start heating for optimization of the heating start up time to suit the regular occupation profile. The optimum start heating operation shall utilize an adaptive self-learning control algorithm to achieve the set point temperature, 20°C (adjustable), at the start of the occupied period within the shortest possible time.

The BMS optimum start heating signal shall be activated prior to normal plant operation when initiated via the adaptive control algorithm. The self-adaptive control algorithm shall calculate the latest possible time prior to normal operation when the plant should be activated in order obtain the set point temperature at the beginning of normal operation.

To calculate the optimum start time, the control algorithm shall take into account the outside and internal air temperature. The internal air temperature may be averaged for this purpose.

The algorithm is to be self-adaptive using an iterative process after each period of operation to improve its performance. The iterative process shall use knowledge of the time when the set point was reached prior to normal operation and the actual temperature prior to operation of the optimum start routine.

A maximum preheat time of 4 hours is to be incorporated to prevent excessive preheat periods. The control routine shall take into account the day of the week, and after the initial learning period, shall achieve the temperature set point within 15 minutes of the start of occupancy.

On initiation of a heating demand from an optimum start signal, the heating demand shall operate at maximum output.

6.5 Gas Safety

The control panel shall be interlocked to the fire alarm system to allow shutdown of plant in the event of fire.

Upon activation of fire alarm, release of boiler thermal link, or pressing the boiler room emergency shutoff switch, the gas solenoid valve shall be released to close via hard wired

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interlock. The 'closed' end switch from the solenoid valve shall be monitored by the BMS and operate a red 'closed' lamp on the fascia of the panel.

Solenoid valve shall be automatic reset.

3.6 Sub Meters

Sub-meters shall be provided to the plant room gas supply. The Controls system shall be capable of converting automatically the readings from the 1 no. gas meters into:

- Heating Consumption
- Boiler Consumption (calculated as difference between two meters).

The meters shall be provided with M Bus communications back to the BMS system.

All meters shall be automatically converted into kWh, kgCO2 and a further output to be dictated by the client.

3.7 Hot Water Services

The contractor shall supply, install, test and commission all necessary items for the HWS system as follows:

- LPHW coil 3 port valves
- Cylinder HWS sensors
- HWS flow temperature sensors
- HWS return temperature sensors
- Control of existing HWS secondary pumps
- Control of 2 no. 12 kW immersion heaters.

HWS cylinder shall be maintained at 60°C. A weekly sterilisation routine shall be undertaken out of hours whereby the temperature is raised to 70°C for 10mins and secondary pump enabled. Time to be agreed with client.

7.0 Expansion and Pressurisation

The contractor shall size, supply, install, test and commission a new LPHW expansion vessel and packaged pressurisation unit as required to serve the LPHW system in full compliance with the requirements of BS7074.

Pressurisation unit shall be fully automatic in operation and comprise duplicate make-up pumps, break feed tank, membrane tank and all necessary controls, control panel to IP55 enclosure, micro-processor/pressure transducer or contactor switching/pressure switch control and to include shut down facilities to the boiler plant, hour run meters for each pump and all interconnecting pipework, valves, etc.

High- and low-pressure switching sensors shall be arranged to shut down the Boiler plant and give an indication of an alarm condition at the main panel and the BMS in the event of either condition being reached.

A water meter shall be fitted on the inlet to the feed tank.

The main expansion tanks shall be of steel construction with removable rubber diaphragm and charged with either air or an inlet gas. The tanks shall be in accordance with the requirements of BS 4814.

The vessels shall be sized by their manufacturer to be able to accommodate the expansion/contraction of the systems within which they are installed without exceeding the maximum pressures stated below and shall be fitted with a pressure gauge reading in bar.

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<p>8.0</p>	<p>New expansion & pressurisation shall be Flamco or equal and approved.</p> <p>HWS Indirect Cylinder</p> <p>The contractor shall supply, install, test and commission 2 no. new indirect stainless-steel hot water storage cylinder complete with all necessary ancillaries and accessories as detailed on the drawings.</p> <p>New hot water storage cylinder shall be connected to the existing hot flow and return and colds feed pipework. The contractor shall supply and install a new WRAS compliant portable water expansion kit including expansion vessel, safety pressure/temperature valve and tundish, double check valve and pressure reducing valve.</p> <p>Each new cylinder shall be complete with 2 no. immersion heaters for backup, connected to the control panel. Immersion heater shall be 12kW 230V (2x12kW 230V).</p> <p>New indirect shall be Megaflo or equal and approved.</p>			
<p>9.0</p>	<p>Valves, Fittings and Accessories</p> <p>The contractor shall size, supply, install, test and commission all valves, fittings and accessories as necessary to ensure a complete installation.</p> <p>A new line size basket strainer complete with location isolation shall be installed in the return to the boiler plant.</p> <p>New commissioning valves shall be installed as a minimum on all circuit return branches and anywhere else as required to ensure correct balance and operation of the system. Commissioning valves shall be the fixed orifice double regulation type.</p> <p>New isolation valves shall be provided before and after all serviceable items such as but not limited to boilers, pumps, strainers, air/dirt, control valve, meters etc.</p> <p>The contractor shall be responsible for installation of all control valves including necessary reducers. The contractor shall also allow for installation of all pockets for temperature sensors as required by controls specialist.</p> <p>The Mechanical Sub-Contractor must allow adequate time to ensure that air is removed from the systems. Return visits will be required, after heat is available, to check and re-vent after the system has settled down.</p> <p>Binder test points must be installed as required across the flanges of all pumps, flow/return connections to the boilers, strainers, heating coils and control valves. Test points shall be of the extended stem type.</p>			
<p>10.0</p>	<p>Natural Gas</p> <p>The contractor shall extend the existing natural gas service to the new boiler plant gas header complete with existing gas solenoid shut off valve, knock off button and new boiler thermal cut-offs to be interlocked with boiler controller. All gas pipework to be medium gauge mild steel with yellow ochre finish to match existing, complete with all purge points as necessary.</p>			
<p>11.0</p>	<p>Connection to Existing</p> <p>The contractor shall connect the system side flow and return from the new low loss header to the existing system flow and return at a suitable location.</p>			

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	<p>Pipework shall be sized to match existing circuits generally, unless identified that the existing pipework size is inadequate. Each connection to existing circuits shall have isolation to flow and return.</p> <p>12.0 Flushing, filling and Venting</p> <p>Upon completion of pipework installation, the contractor shall flush clean, fill and vent the system, and ensure that a suitable amount of inhibitor is added to the system.</p> <p>12.0 Plant Room Ventilation</p> <p>The contractor shall ensure as part of his site inspection that the plant room has sufficient ventilation for the proposed new boiler installation. Ventilation shall meet the requirements of BS5440/BS6644 and institute of Gas Engineers document UP/10 for the selected system.</p> <p>If additional requirements are necessary for compliance, the contractor shall include due allowance within his tender.</p> <p>The existing fresh intake and exhaust hole retained with louvers completed with bird mesh screen.</p> <p>13.0 Builders Work in Connection</p> <p>13.1 the contractor shall be responsible for undertaking all builders work in connection with the installation. Builders work shall include but not be limited to the following:</p> <ul style="list-style-type: none"> • Forming Holes • Making good penetrations • Fire stopping • Making good including decorations <p>The contractor shall be responsible for employing all necessary trades to undertake the above as required. All works that comprises fire compartmentation must be sealed, repaired and/or have suitable collars installed by an accredited third party such as BM TRADE, LPCB, IFC Certification Ltd etc.</p> <p>13.2 Allow a provisional sum of £1,500.00 (One thousand five hundred pounds) to undertake further fabric upgrades</p> <p>14.0 Electrical Systems</p> <p>The contractor shall include for all electrical works for the new installation including interconnecting wiring for control items and new power supplies for boiler plant, control, pressurisation and system circulator pump set. Power supplies to existing redundant plant shall be re-used for new items where possible. New power supplies shall be taken from plant room distribution board compete with suitable size MCCB and local isolator. All electrical systems shall be fully tested and certificates provided.</p> <p>15.0 Record Information and Handover</p> <p>The contractor shall provide operating and maintenance manuals for the new installation including as follows prior to practical completion of the scheme:</p> <ul style="list-style-type: none"> • Index 			
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<ul style="list-style-type: none"> • General description of the installation, equipment used and method of operation of the installation • Handbooks, maintenance instructions, drawings and spare parts list for all components, plant and equipment used in the Services contract works. • Line diagrams indicating the main features of the plant, drawing attention to the method of setting the controls, switchgear, safety precautions etc. • Schedule of routing maintenance, complete with list of normal consumables, routine oil and grease points and recommended lubricants. • Schedule of periodic and preventative maintenance for specialised equipment. • Schedules of methods of adjustments, typical fault-finding routines. • Schedule of operation and maintenance risk assessment sheets in accordance with the Construction (Design and Management) Regulations 1994. • Wiring diagrams of plant etc. • Service manual for all specialised plant, giving all details as listed above. • Schedule for obtaining and ordering replacement parts. • Schedules of equipment valves and motors related to the "As Installed" drawings and giving names, addresses, telephone and facsimile numbers of manufacturer, serial number of plant, kilowatt-power electrical supply, performance duties and location within the building. • Description of emergency action which should be taken in the event of a breakdown of equipment. Telephone numbers of essential contacts shall be included. • Outline design data of plant. • Test and performance data. • Test Certificates. • Schedule of "As Installed" Drawings. 			
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**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

<p>16.0</p>	<p>O&M's and Completion</p> <p>.1 The main contractor is to collate all information and provide 2nr electronic copy on a CD of the O&M Manual for the scheme, to be included within the Health and Safety File for handing over to the client. This will be required before Practical Completion can be achieved.</p> <p>.2 Allow to undertake a full sparkle clean of the working area on completion of the works.</p> <p>.3 Allow to provide the clients staff with half a day of training on the operation of the new system.</p>			
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**SCHEDULE OF WORKS
NHS PROPERTY SERVICES**

Carried to Collection

- 3/1.....
- 3/2.....
- 3/3.....
- 3/4.....
- 3/5.....
- 3/6.....
- 3/7.....
- 3/8.....
- 3/9.....
- 3/10.....
- 3/11.....
- 3/12.....
- 3/13.....
- 3/14.....
- 3/15.....

Total

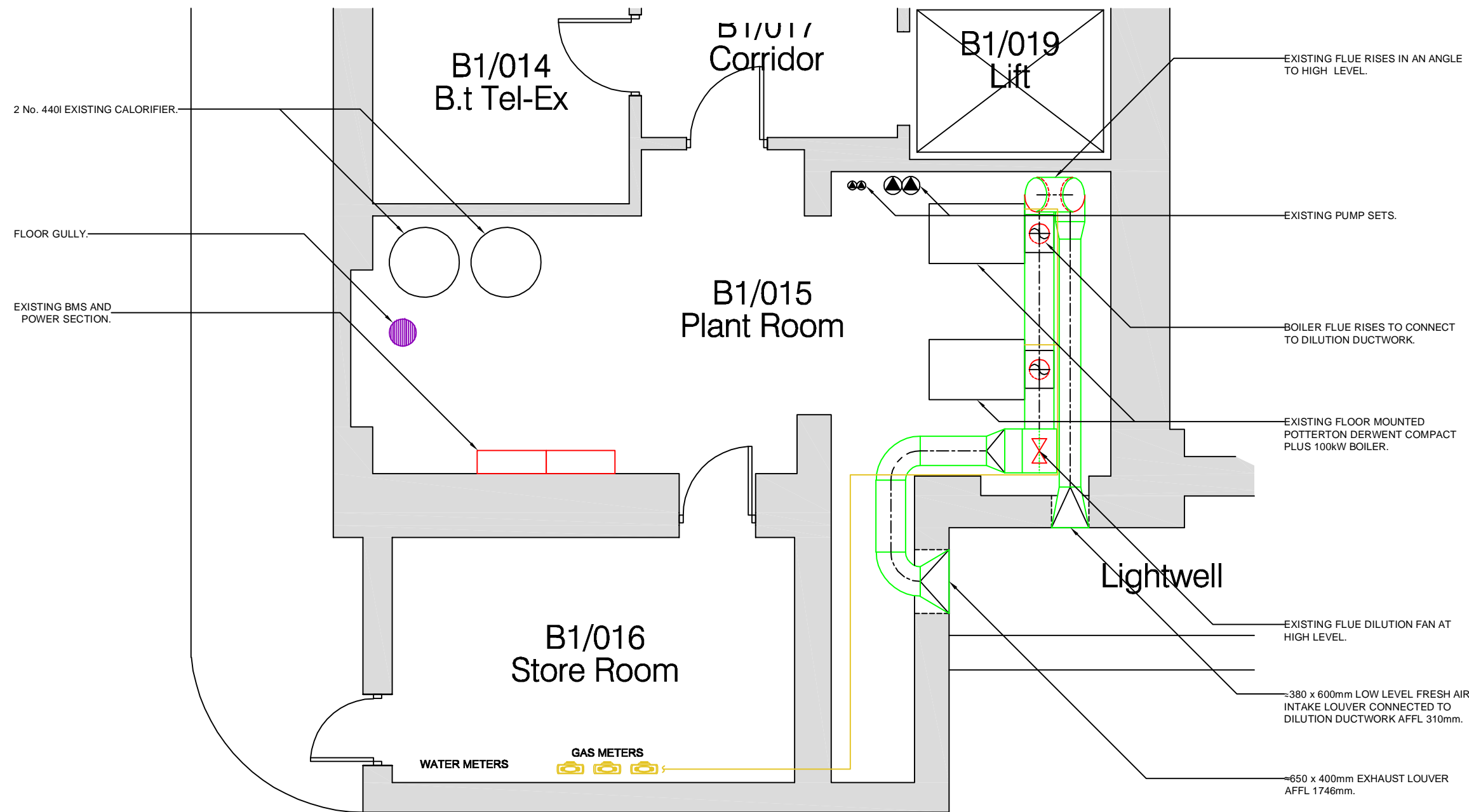
TENDER TOTAL

Signed for Tender.....

Date.....

7

Drawings



BASEMENT PLAN

Rev.	Description	By	Date
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Client



Property Services

Project

**Hunter Street Health Centre
BOILER REPLACEMENT**

Drawing Title

**PLANT ROOM INDICATIVE
LAYOUT, EXISTING**

Drawing No. **NTBS3223 / HUN / 01**

Scale **1:50** Original Sheet Size A3

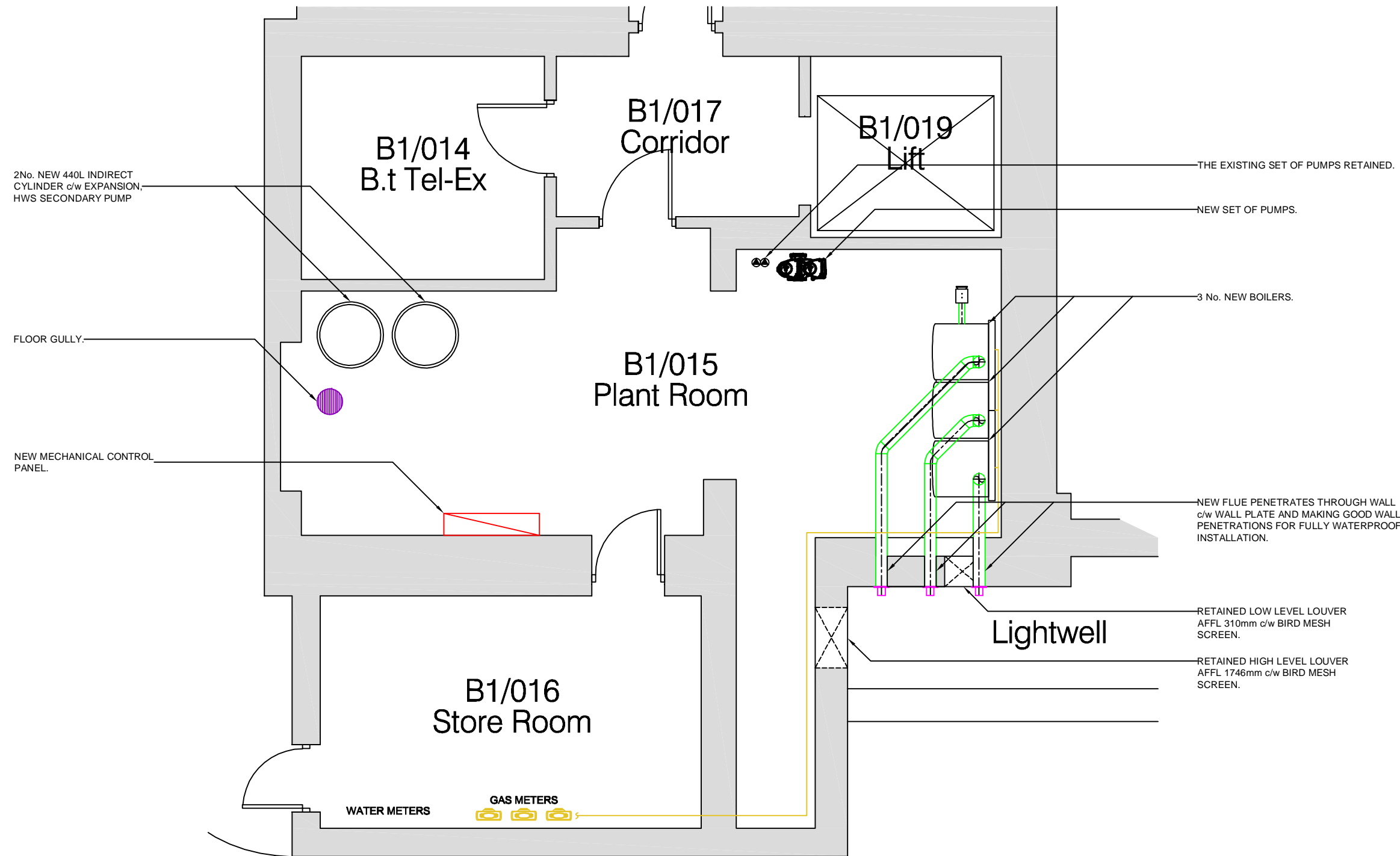
Drawing Status

gleeds

Drawn S.A	Checked MK
Date 10 / 2019	Rev. T01

Gleeds Building Surveying
T: +44 (0)115 977 8000

gleeds.com



BASEMENT PLAN

Rev.	Description	By	Date
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Client



Property Services

Project

**Hunter Street Health Centre
BOILER REPLACEMENT**

Drawing Title

**PLANT ROOM INDICATIVE
LAYOUT, PROPOSED**

Drawing No. **NTBS3223 / HUN / 02**

Scale **1:50** Original Sheet Size A3

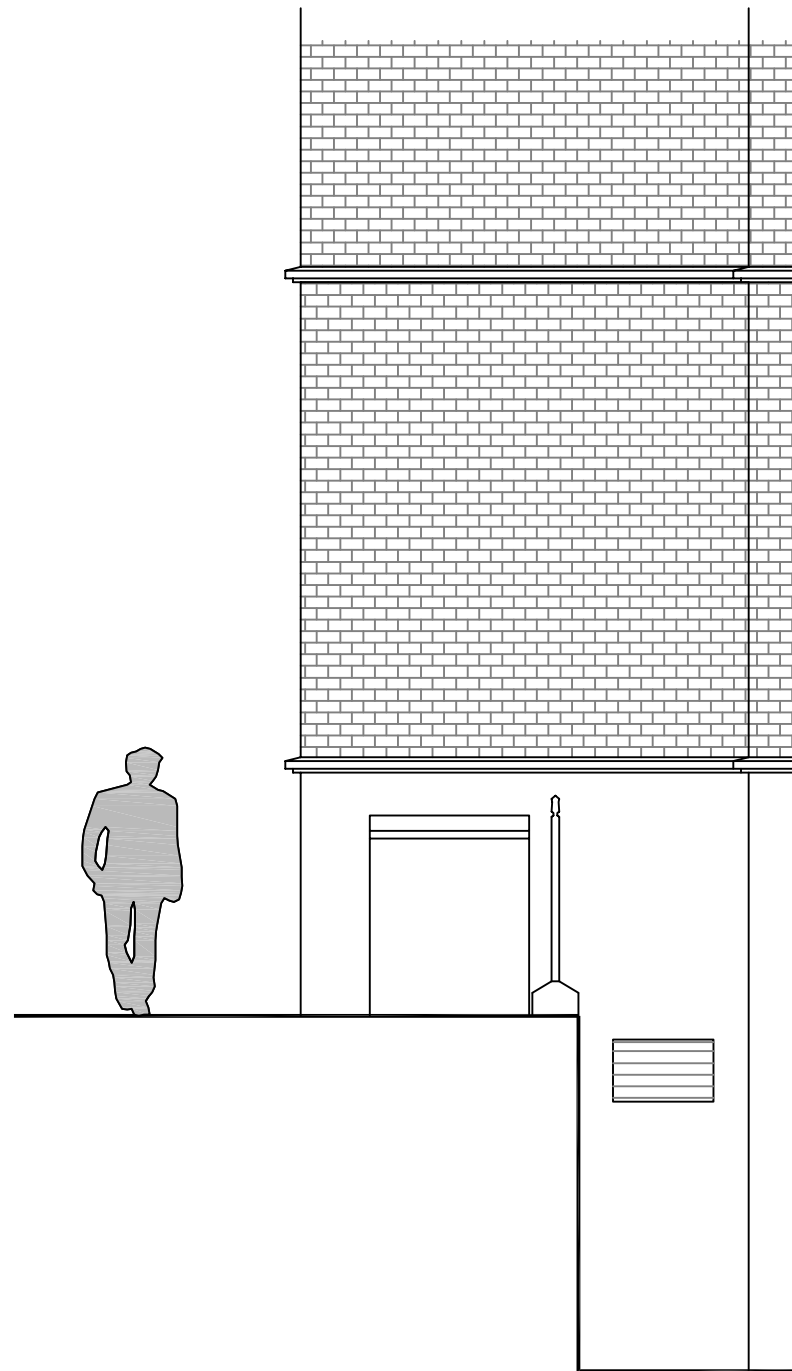
Drawing Status

gleeds

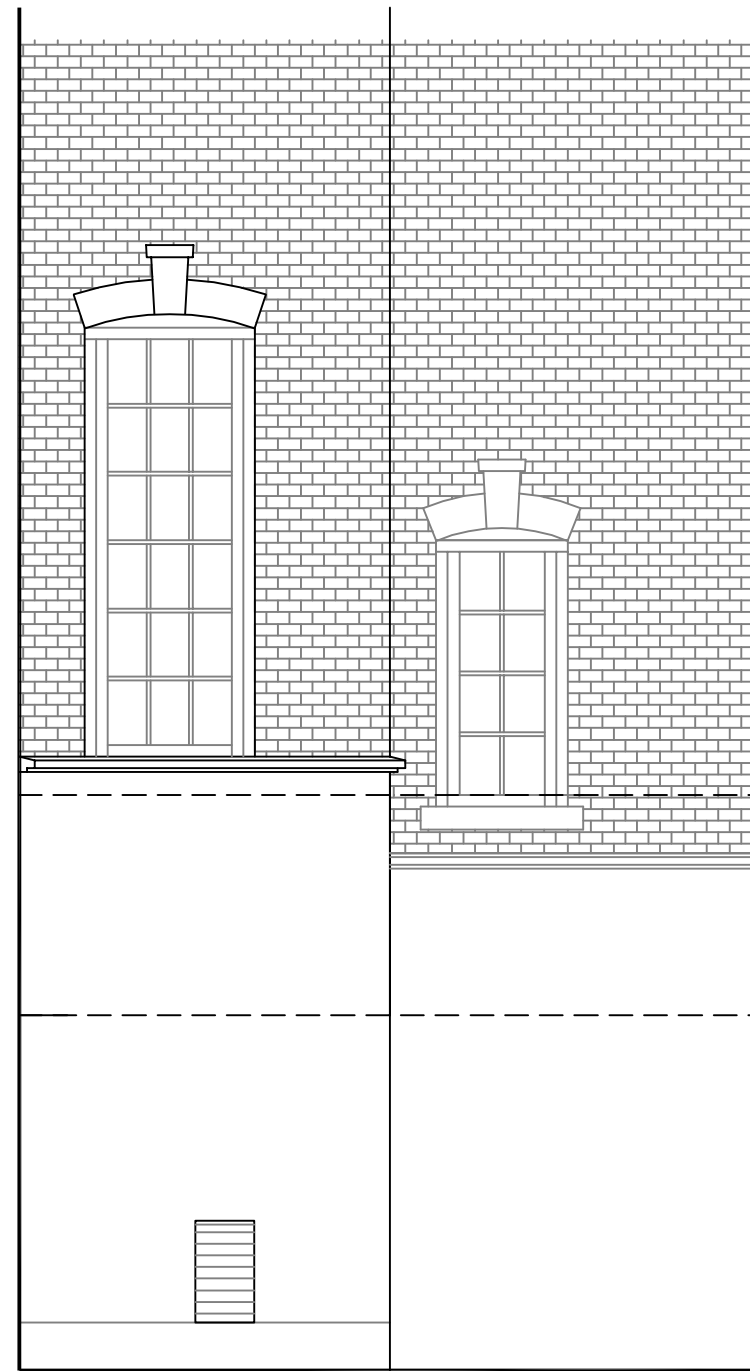
Drawn S.A	Checked MK
Date 10 / 2019	Rev. T01

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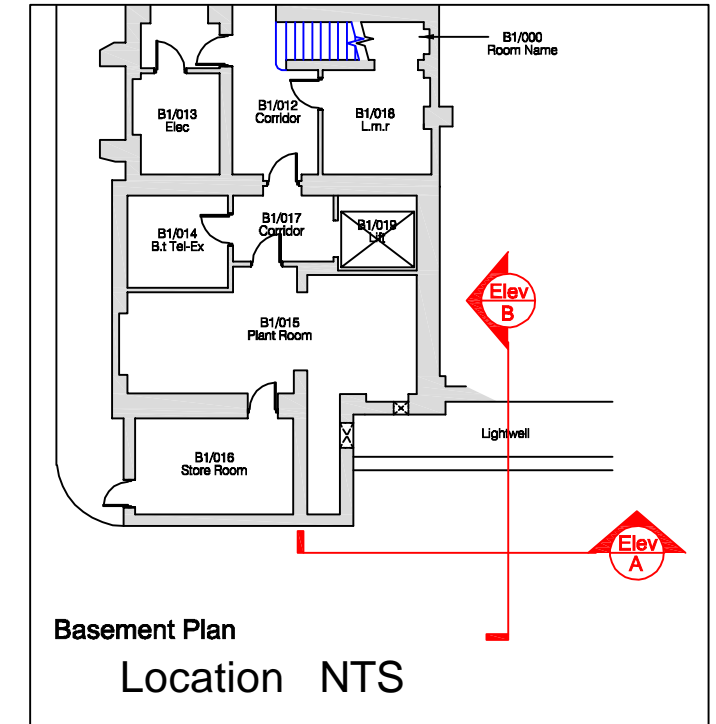
gleeds.com



EXISTING ELEVATION A



EXISTING ELEVATION B



Rev.	Description	By	Date
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Client



Property Services

Project

Hunter Street Health Centre
BOILER REPLACEMENT

Drawing Title

EXISTING ELEVATION

Drawing No. NTBS3223 / HUN / 03

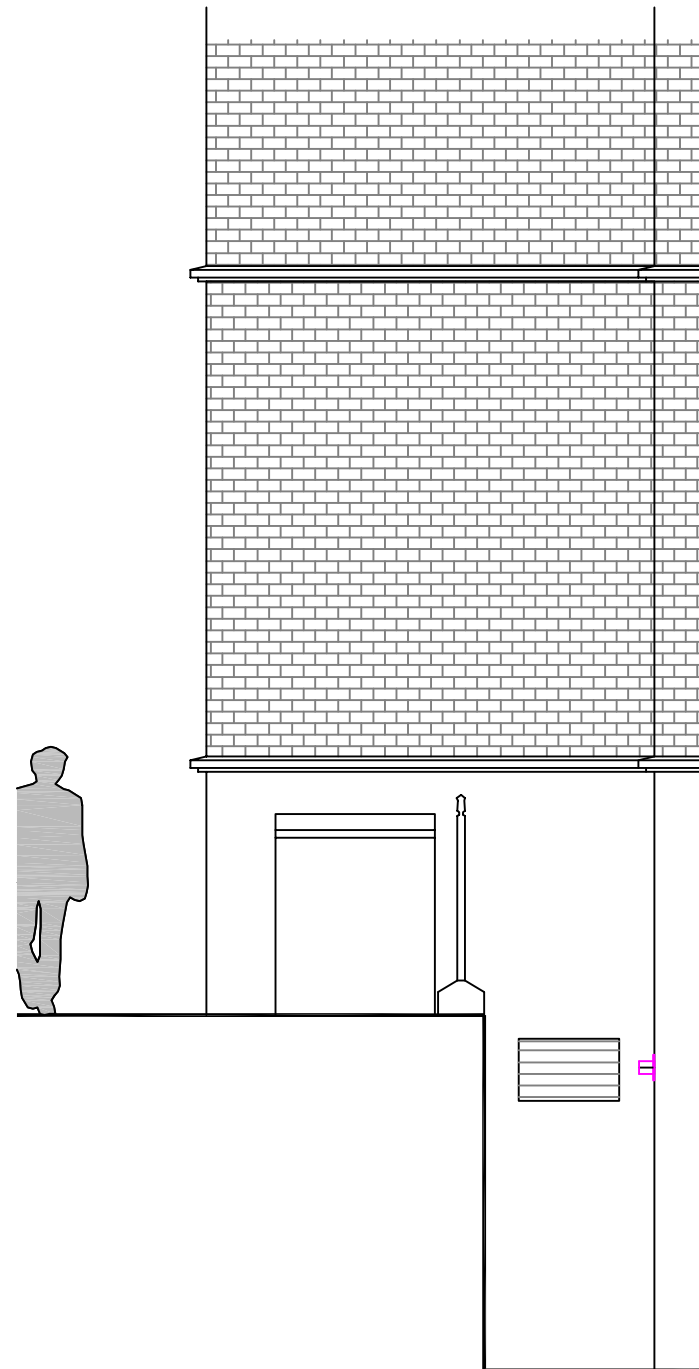
Scale 1:50 Original Sheet Size A3

Drawing Status

gleeds

Drawn S.A	Checked MK
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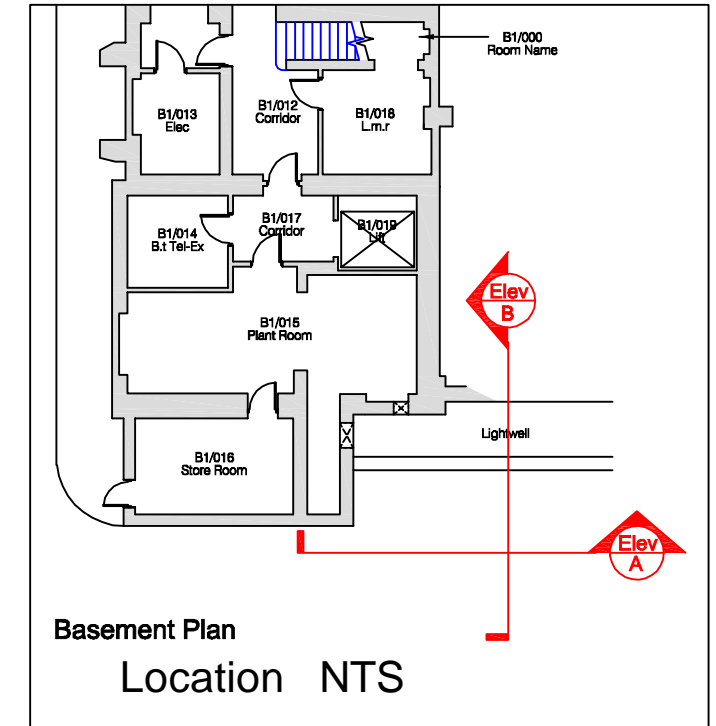
Date 10 / 2019	Rev. T01
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FLUE ELEVATION A



FLUE ELEVATION B



Rev.	Description	By	Date
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Client



Property Services

Project

Hunter Street Health Centre
BOILER REPLACEMENT

Drawing Title

INDICATIVE FLUE ELEVATION
PENETRATION THROUGH
WALL

Drawing No. **NTBS3223 / HUN / 04**

Scale **1:50** Original Sheet Size A3

Drawing Status

gleeds

Drawn S.A	Checked MK
Date 10 / 2019	Rev. T01

NOTES

THIS DRAWING IS PROVIDED TO DEMONSTRATE DESIGN INTENT FOR TENDER PURPOSES.

THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE MECHANICAL SPECIFICATION & ALL OTHER RELEVANT DRAWINGS.

ALTHOUGH NOT SHOWN, ALL PIPEWORK SHALL BE INSTALLED WITH AIR VENTS AT ALL HIGH POINTS AND DRAIN COCKS AT ALL LOW POINTS.

DETAILED INSTALLATION DRAWINGS MUST BE PROVIDED BY THE MECHANICAL SUB-CONTRACTOR IN ACCORDANCE WITH THE SPECIFICATION.

ALL GAS SUB-METERS TO COMPRISE MAX 0.3mbar PD AT DESIGN FLOW.

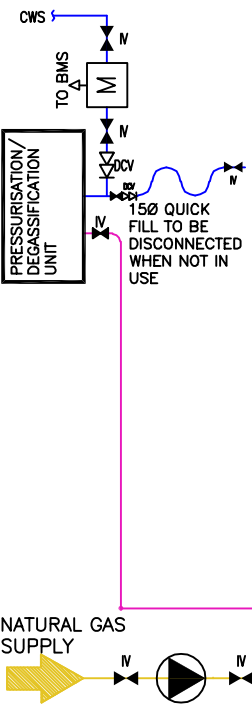
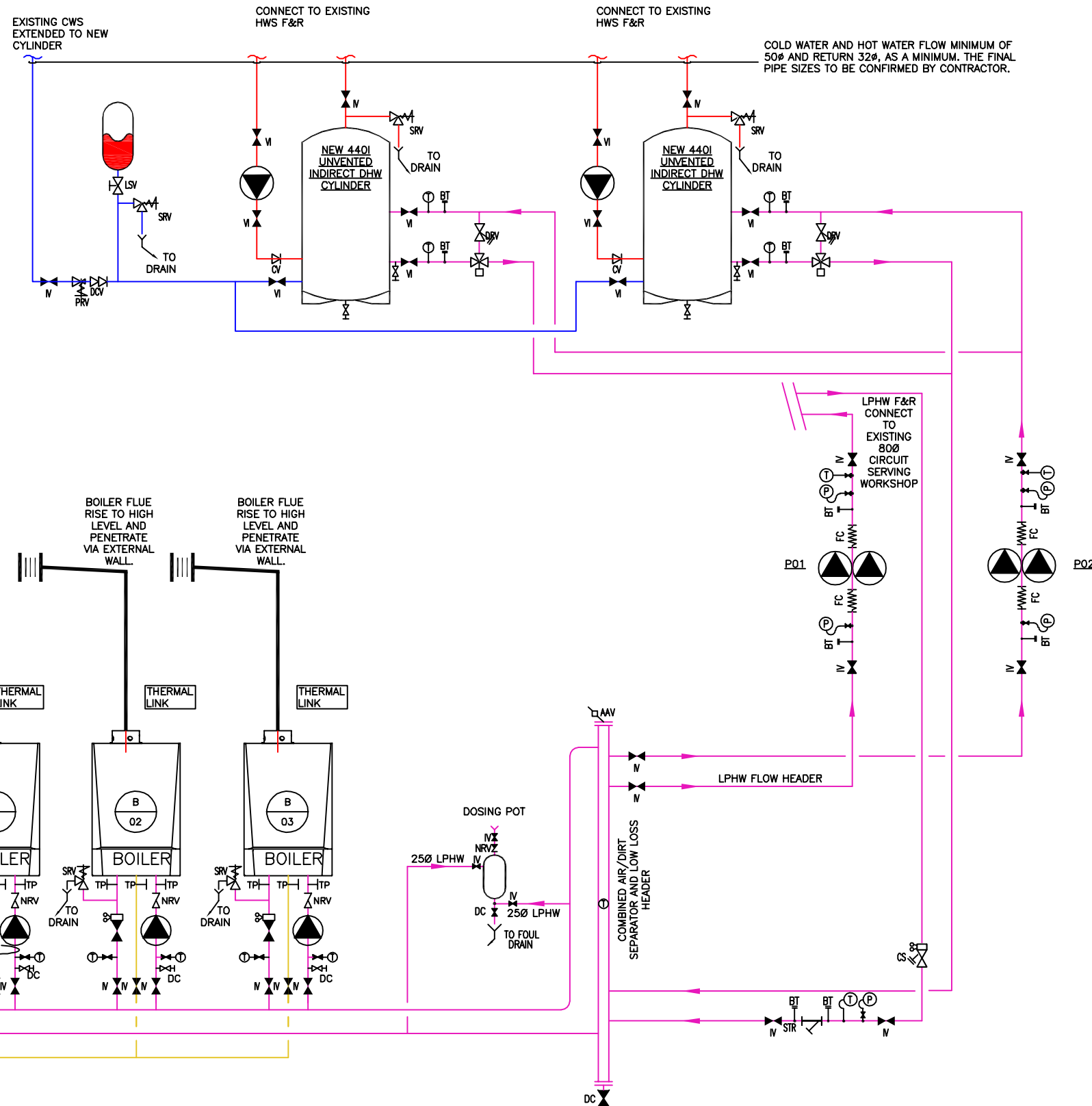
ALL AUTOMATIC GAS SOLENOID/SAFETY VALVES TO COMPRISE AUTO RESET WITH BATTERY BACK-UP.

DIFFERENTIAL PRESSURE CONTROL VALVES SHALL ALLOW ADJUSTABLE SETTING, MAXIMUM OPEN P4 - 12kPa.

DIFFERENTIAL PRESSURE CONTROL VALVES SHALL BE SUPPLIED CW Ø6mm IMPULSE TUBE FOR CONNECTION BETWEEN FLOW & RETURN PIPEWORK.

THE MECHANICAL SUB - CONTRACTOR SHALL COMMISSION DIFFERENTIAL PRESSURE CONTROL VALVES TO CONTROL ACCORDING TO PRESSURE MONITORED AT 100% BALANCED LOAD.

THE CONTRACTOR SHALL CO-ORDINATE WORKS WITH ALL OTHER TRADES. ALL COSTS ASSOCIATED WITH CO-ORDINATION OF THE SERVICES SHALL BE DEEMED TO BE INCLUDED WITHIN THE TENDER. NO CLAIMS FOR LACK OF KNOWLEDGE WILL BE ENTERTAINED.



- IV- ISOLATING VALVE
- DC- DRAIN COCK
- SC- STOP COCK
- AAV- AUTOMATIC AIR VENT
- LSV- LOCKSHIELD VALVE
- NRV- NON RETURN VALVE
- PRV- PRESSURE REDUCING VALVE
- DCV- DOUBLE CHECK VALVE
- CWSS- MAINS COLD WATER SERVICE
- GC- GAS COCK
- GSV- GAS SAFETY VALVE
- LPHW- LOW PRESSURE HOT WATER
- BT- BINDER TEST POINT
- CVM- MODULATING CONTROL VALVE SIGNAL
- CS- COMMISSIONING STATION
- SV- SAFETY VALVE
- P - PRESSURE GAUGE
- T - TEMPERATURE GAUGE
- FC- FLEXIBLE CONNECTION
- M - METER WITH PULSE OUTPUT TO BMS
- MS - METERING STATION

Rev.	Description	By	Date
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Client

Project
**Hunter Street Health Centre
 BOILER REPLACEMENT**

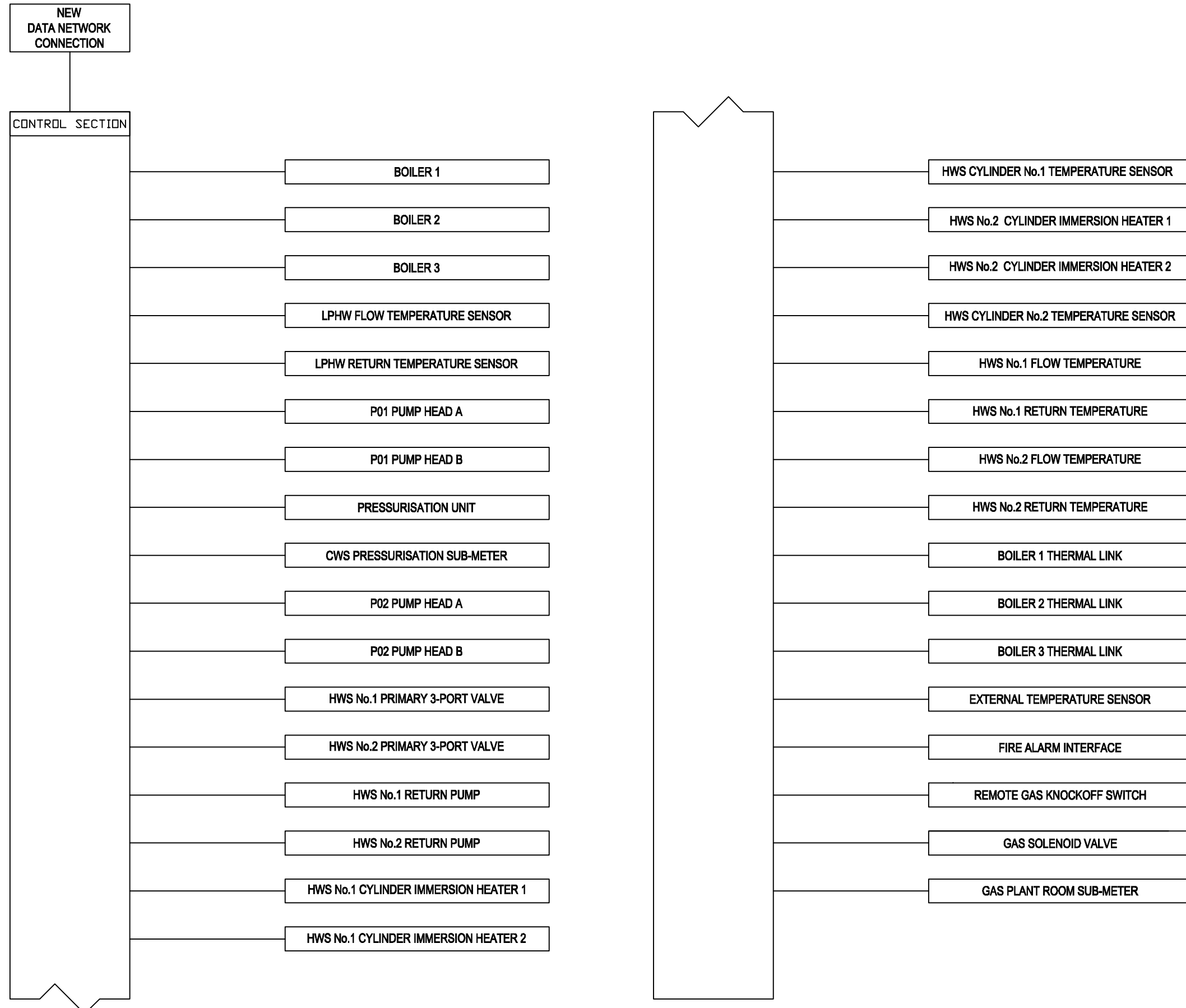
Drawing Title
HEATING SCHEMATIC

Drawing No. **NTBS3223 / HUN / 05**

Scale **NTS** Original Sheet Size **A3**

Drawing Status

gleeds	Drawn	Checked
	S.A.	MK
Date	Rev. T01	
10 / 2019		



Rev.	Description	By	Date
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Client



Property Services

Project

**Hunter Street Health Centre
BOILER REPLACEMENT**

Drawing Title

**BUILDING MANAGEMENT
SYSTEM PROPOSAL**

Drawing No. **NTBS3223 / HUN / 06**

Scale **1:150** Original Sheet Size A3

Drawing Status

gleeds

Drawn S.A.	Checked MK
Date 10 / 2019	Rev. T01

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T: +44 (0)115 977 8000

gleeds.com

8

Form of Contract

DATED

20[xx]

(1) NHS PROPERTY SERVICES LIMITED

-and-

(2) [CONTRACTOR]

CONTRACT

relating to

[REDACTED]
incorporating the conditions of the JCT Minor
Works with Contractor's Design 2016

THIS AGREEMENT is made the 20

BETWEEN

NHS Property Services Limited (Company No. 07888110) whose registered office is at 99 Gresham Street, London, England, EC2V 7NG

AND

[The Contractor]

(Company No. xx) of/whose registered office is at xx

WHEREAS

First the Employer wishes to have the following work carried out:

at ('the Works') under the direction of the Architect/Contract Administrator referred to in Article 3;

Second the Works include the design and construction of

('the Contract's Designed Portion');

Third the Employer has had the following documents prepared which show and describe the work to be done:

The drawings numbered/listed in ('The Contract Drawings')

A Specification ('the Contract Specification')

Work Schedules

Other documents showing or describing or otherwise stating his requirements for the design and construction of the Contractor's Designed Portion ('the Employer's Requirements')

Which for identification have been signed or initialled by or on behalf of each Party; those documents together with this Agreement, the Conditions, and if applicable, a Schedule of Rates as referred to in the Fourth Recital (collectively 'the Contract Documents') are annexed to this Agreement;

Fourth the Contractor shall supplied the Employer with a copy of the priced Contract Specification or Work Schedules or with a Schedule of Rates;

Fifth for the purposes of the Construction Industry Scheme (CIS) under the Finance Act 2004, the status of the Employer is, as at the Base Date, that stated in the Contract Particulars;

Sixth for the purposes of the Construction (Design and Management) Regulations 2015 (the 'CDM Regulations') the status of the project that comprises or includes the Works is stated in the Contract Particulars;

Seventh where so stated in the Contract Particulars, this Contract is supplemented by the Framework Agreement identified in those particulars;

Eighth whether any of Supplemental Provisions 1 to 6 apply is stated in the Contract Particulars;

ARTICLES

NOW IT IS HEREBY AGREED AS FOLLOWS:

Article 1: Contractor's obligations

The Contractor shall carry out and complete the Works in accordance with the Contract Documents.

Article 2: Contract Sum

The Employer will pay the Contractor at the times and in the manner specified in the Conditions the VAT-exclusive sum of **XX** ('the Contract Sum') or such other sum as becomes payable under this Contract.

Article 3: Architect/Contract Administrator

Further purposes of this Contract the Architect/Contract Administrator is [] of [] or, if he ceases to be the Architect/Contract Administrator, such other person as the Employer nominates (such nomination to be made within 14 days of the cessation). No replacement appointee as Architect and/or Contract Administrator shall be entitled to disregard or overrule any certificate, opinion, decision, approval or instruction given by any predecessor in that post, save to the extent that that predecessor if still in the post would then have had power under this Contract to do so.

Article 4: Principal Designed

The Principal designer for the purposes of the CDM Regulations is the Architect/Contract Administrator (or [] of []) or such replacement as the Employer at any time appoints to fulfil that role.

Article 5: Principal Contractor

The Principal Contractor for the purposes of the CDM Regulations is the Contractor (or [] of []) or such replacement as the Employer at any time appoints to fulfil that role.

Article 6: Adjudication

If any dispute or difference arises under this Contract either Party may refer it to adjudication in accordance with clause 7.2.

Article 7: Arbitration

Where Article 7 applies, then, subject to Article 6 and the exceptions set out below, any dispute or difference between the Parties of any kind whatsoever arising out of or in connection with this Contract shall be referred to arbitration in accordance with Schedule 1 and the JCT 2016 edition of the Construction Industry Model Arbitration Rules (CIMAR). The exceptions to this Article are:

- any disputes or differences arising under or in respect of the Construction Industry Scheme or VAT, to the extent that legislation provides another method of resolving such disputes or differences; and
- any disputes or differences in connection with the enforcement of any decision of an Adjudicator.

Article 8: Legal proceedings

Subject to Article 6 and (where it applies) to Article 7, the English courts shall have jurisdiction over any dispute or difference between the Parties which arises out of or in connection with this Contract

Article 9: Schedule of Amendments

The Conditions of the JCT Minor Works with Contractor's Design Building Contract 2016 ("MW CD 2016") are intended to be and are hereby incorporated into and amended and supplemented by the Schedule of Amendments contained in Appendix 1 to this Contract and this Contract shall be read and construed accordingly. In the case of inconsistency between the Schedule of Amendments and any other term of this Contract, the Schedule of Amendments shall prevail.

CONTRACT PARTICULARS

(an asterisk* indicates text that is to be deleted as appropriate)

Clause etc	Subject	
Fifth Recitals and Schedule 2 (paragraphs 1.1, 1.2, 1.5, 1.6, 2.1 and 2.2)	Base Date	
Fifth Recital and clause 4.2	Construction Industry Scheme (CIS)	Employer at the Base Date is a *'contractor'/is not a 'contractor'; for the purposes of the CIS
Sixth Recital	CDM Regulations	The project *is/is not notifiable
Seventh Recital	Framework Agreement (if applicable) <i>(state date, title and parties)</i>	
Eighth Recital and Schedule 3	Supplemental Provisions <i>(Where neither entry against one of Supplemental Provisions 1 to 6 below is deleted, that Supplemental Provisions applies.)</i>	
	Collaborative working	Supplemental Provision 1 applies
	Health and safety	Supplemental Provision 2 applies
	Costs savings and value improvements	Supplemental Provision 4 applies
	Sustainable development and environmental considerations	Supplemental Provision 4 applies
	Performance Indicators and monitoring	Supplemental Provision 5 *applies/does not apply
	Notification and negotiations of disputes	Supplemental Provision 6 does not apply
	Where Supplemental Provision 6 applies, the respective nominees of the Parties are	Employer's nominee Contractor's nominee Or such replacement as each Party may notify to the other from time to time
Article 7	Arbitration <i>(if neither entry is deleted, Article 7 and Schedule 1 do not apply, if disputes and differences are to be</i>	Article 7 and Schedule 1 (Arbitration) do not apply

Clause etc	Subject	
	<i>determined by arbitration and not by legal proceedings, it must be stated that Article 7 and Schedule 1 apply.)</i>	
2.3	Works commencement date	
2.3	Date of Completion	Or such later date for completion as is fixed under clause 2.7
2.9	Liquidated damages	At the rate of £ per
2.11	Rectification Period <i>(The period is 3 months unless a different period is stated.)</i>	12 months from the date of practical completion
4.3	Interim payments – Interim Valuation Dates <i>(Unless otherwise stated, the first Interim Valuation Date is one month after the Works commencement date specified in these Particulars (against the reference to clause 2.2) and thereafter at monthly intervals.)</i>	The first Interim Valuation Date is and thereafter at intervals of
4.3	Payment due prior to practical completion – percentage of the total value of work etc. <i>(The percentage is 95 percent unless a different rate is stated.)</i>	per cent
4.3	Payment becoming due on or after practical completion – percentage of the total amount to be paid to the Contractor <i>The percentage is 97.5 per cent unless a different rate is stated.)</i>	per cent
4.3 and 4.8	Fluctuations provision <i>(Unless another provision or entry is selected, Schedule 2 applies.)</i>	*Schedule 2 (Contribution, levy and tax changes applies*/No fluctuations provision applies/*the following fluctuations provision applies
4.3 and 4.8	Percentage addition for Schedule 2 (paragraph 13) (if applicable)	per cent
4.8.1	Supply of documentation for	months from the date of

	computation of amount to be finally certified <i>(The period is 3 months unless a different period is stated.)</i>	practical completion
5.3	Contractor's Public Liability insurance: injury to persons or property – the required level of cover is not less than	£[] for any one occurrence or series of occurrences arising out of one event
5.4A, 5.4B and 5.4C	Insurance of the Works etc. – alternative provisions	*Clause 5.4A (Works insurance by Contractor in Joint Names) applies/ *Clause 5.4B (Works and existing structure's insurance by Employer in Joint Names) applies/ *Clause 5.4C (Works and existing structures insurance by other means) applies
5.4A and 5.4B	Percentage to cover professional fees <i>(If no other percentage is stated, it shall be 15 per cent.)</i>	15 Per cent
5.4C	Insurance arrangements – details of the required policy or policies	Are set out in the following document(s)
7.2	Adjudication Nominating body – where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established) <i>(Where an Adjudicator is not named and a nominating body has not been selected, the nominating body shall be one of the bodies listed opposite selected by the Party requiring the reference to adjudication.)</i>	The Adjudicator is *Royal Institute of British Architects * The Royal Institution of Chartered Surveyors *constructionadjudication.com *Association of Independent Construction Adjudicators *Chartered Institute of Arbitrators
Schedule 1 (paragraph 2.1)	Arbitration – appointor of Arbitrator (and of any replacement) <i>(If no appointor is selected, the appointor shall be the President or a Vice-President of the Royal Institute of British Architects.)</i>	President or a Vice-President: *Royal Institute of British Architects *The Royal Institution of Chartered Surveyors * Chartered Institute of Arbitrators

AS WITNESS

The hands of the Parties
or their authorised representatives

Signed on or on behalf of

the Employer

In the presence of

witness' signature

witness' name

witness' address

Signed by or on behalf of

The Contractor

In the presence of

witness' signature

witness' name

witness' address

Executed as a deed by the EMPLOYER
by a director in the presence of a witness:

Signature

Name (block
capitals)

Director

Witness
signature

Witness name
(block capitals)

Witness address

.....

.....

Executed as a deed by the
CONTRACTOR by a director in the
presence of a witness:

Signature

Name (block
capitals)

Director

Witness
signature

Witness name
(block capitals)

Witness address

.....

.....

APPENDIX 1 – SCHEDULE OF AMENDMENTS**Clause 1 Definitions**

Insert new definition as follows:

"Data Protection Law" the Data Protection Act 1998 and all other applicable laws and regulations from time to time in force relating to data protection, privacy and the processing of personal data, including, on and from 25 May 2018, the GDPR, and the LED together with all legally binding guidance and codes of practice issued or adopted by a regulator (or group of regulators) with jurisdiction over the data processing arrangements contemplated in this Contract

"GDPR" the European General Data Protection Regulation, namely Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

"Interested Party" any person who has an interest in all or part of the Works

"Landlord" any person who owns the freehold or the long leasehold of the land in title number [], being that land on which the Works are being carried out

"LED" Law Enforcement Directive (Directive (EU) 2016/680)

"Personal Data" personal data as defined in the Data Protection Law which is supplied to the Contractor by the Employer or obtained by the Contractor in the course of performing the Works

"Prohibited Material" any materials or equipment that are generally accepted or suspected, in the construction industry at the relevant time as posing a threat to the health and safety of any person, or posing a threat to the structural stability, performance or physical integrity of the Works or any part or component of the Works; or reducing or possibly reducing, the normal life expectancy of the Works or any part or component of the Works, or not being in accordance with any relevant British Standard, relevant code of practice, good building practice or the guidance contained in the document "good practice in the selection of construction materials" (current version).

"Purchaser" any person to whom the Employer transfers or agrees to transfer his interest in all or part of the works

"Tenant" any person to whom the Employer grants or agrees to grant a leasehold interest in all or part of the Works

Clause 2.1.4 Contractor's obligations

Insert new clause 2.1.4 as follows:

"Notwithstanding any other obligation on the Contractor set out above, the Contractor will not use, specify for use or permit the use of Prohibited Materials in the Works."

Clause 2.7 Extensions of time

Delete the first sentence of clause 2.7 and replace with the following:

"If and whenever it becomes reasonably apparent and/or whenever information comes to the attention of the Contractor which indicates that the progress of the Works or any Section is being or is likely to be delayed the Contractor shall as soon as reasonably practicable give notice to the Architect/Contract Administrator of the material circumstances, including the cause or causes of the delay and provide a narrative explaining in reasonable detail the circumstances of the event and documentary evidence supporting any extension of time claimed."

Insert a new clause 2.13 as follows

"2.13 Data Protection

2.13.1 General

- 2.13.1.1 *Unless the context otherwise requires, the terms "controller", "data processor" and "data controller" have the meanings given in Data Protection Law.*
- 2.13.1.2 *The Parties agree in relation to all Personal Data, the Contractor shall process Personal Data as an independent controller in its own right. Nothing in this Contract or the arrangements contemplated by it is intended to construe either party as joint data controllers with one another, with respect to the Personal Data.*
- 2.13.1.3 *The Parties acknowledge that for the purposes of Data Protection Law, the Contractor is a data controller and it is the data processor of Personal Data in accordance with its obligations pursuant to carrying out the Works and that it is not anticipated that it will act as a data processor for the Employer under the terms of this Contract.*
- 2.13.1.4 *The Contractor will at all times comply with the Data Protection Law as a data controller, if necessary, including maintaining a valid and up to date registration or notification under the Data Protection Law covering the data processing to be performed by it in connection with the Works.*
- 2.13.1.5 *The Contractor will, and it will procure that any sub-contractor whose services it uses in order to perform the Works, only undertake such processing of Personal Data as is reasonably required in connection with the Works and it will, and it will procure that any sub-contractor will, at all times comply with Data Protection Law in relation to its, and their, in the case of any sub-contractors, obligations as data processors.*

2.13.2 No Disclosure

- 2.13.2.1 *The Contractor shall not disclose Personal Data to any third parties other than:*
 - (a) *to employees and sub-contractors to whom such disclosure is reasonably necessary in order for the Contractor to carry out the Works; or*
 - (b) *to the extent required under a court order,*

provided that disclosure under clause 2.13.2.1(a) is made subject to written terms substantially the same as, and no less stringent than, the terms contained in this clause 2.13.2.1 and that the Contractor shall give notice in writing to the Employer of any disclosure of Personal Data which either the Contractor or a sub-contractor is required to make under clause 2.13.2.1(b) immediately upon becoming aware of such a requirement.
- 2.13.2.2 *The Contractor shall bring into effect and maintain all adequate and appropriate technical and organisational measures and controls to prevent unauthorised or unlawful processing of Personal Data and accidental loss or destruction of, or damage to, theft, use or disclosure of Personal Data and shall protect against any anticipated threats or hazards to the security or integrity of the Personal Data, and detect and prevent unauthorised processing of, or unauthorised access to the Personal Data, including to take reasonable steps to ensure the reliability of staff having access to the Personal Data.*
- 2.13.2.3 *The Employer may, at reasonable intervals, request a written description of the technical and organisational methods employed by the Contractor. Within twenty*

(20) Business Days of such a request, the Contractor shall supply written particulars of all such measures detailed to a reasonable level such that the Employer can determine whether or not, in connection with the Personal Data, it is compliant with the Data Protection Law.

2.13.3 Indemnity by the Contractor

The Contractor shall indemnify and keep indemnified the Employer against all losses, claims, damages, liabilities, costs and expense (including reasonable legal costs) incurred by it in respect of any breach of this clause 2.13 or failure to comply with Data Protection Law by the Contractor and/or any sub-contractor of the Contractor.

Clause 3.6 Variations

Insert new clause 3.6.1 as follows:

"The parties will complete the "Variation Order" contained in Appendix 2."

Clause 4.3 Interim payments – dates and certificates

Delete "14" and replace with "28"

Section 8 Special Conditions

Clause 8.1 Employer's Policies

Insert new clause 8.1 as follows:

"The Contractor shall carry out the Works in accordance with all applicable Employer's Policies as set out in Appendix 3."

Clause 8.2

Insert the following as new clause 8.2:

"8.2.1 Where the Works are or include regulated activities as defined by the Safeguarding Vulnerable Groups Act 2006 the Contractor:

8.2.1.1 warrants that it shall comply with all requirements placed on it by the Safeguarding Vulnerable Groups Act 2006;

8.2.1.2 warrants that at all times it has and will have no reason to believe that any member of staff is barred in accordance with the Safeguarding Vulnerable Groups Act 2006; and

8.2.1.3 shall ensure that no person is employed or otherwise engaged in carrying out the Works if that person is barred from carrying out, or whose previous conduct or records indicate that they would not be suitable to carry out, any regulated activities

as defined by the Safeguarding Vulnerable Groups Act 2006 or may present a risk to patients, service users or any other person.

- 8.2.2 *The Contractor shall ensure that the Employer is kept advised at all times of any member of staff who subsequent to their commencement of employment as a member of Staff receives a Conviction or whose previous Convictions become known to the Contractor or whose conduct or records indicate that they are not suitable to carry out any regulated activities as defined by the Safeguarding Vulnerable Groups Act 2006 or may present a risk to patients, service users or any other person. The Contractor shall only be entitled to continue to engage or employ such member of staff with the Employer's written consent and with such safeguards being put in place as the Employer may reasonably request. Should the Employer withhold consent the Contractor shall remove such member of Staff from being employed or otherwise engaged in carrying out the Works forthwith.*
- 8.2.3 *The Contractor shall immediately provide to the Employer any information that the Employer requests to enable the Employer to satisfy itself that the obligations set out in this Clause 10 have been met.*
- 8.2.4 *The Employer may at any time request that the Contractor remove and replace any member of Staff from carrying out the Works, provided always that the Employer will act reasonably in making such a request. Prior to making any such request the Employer shall raise with the Contractor the Employer's concerns regarding the member of staff in question with the aim of seeking a mutually agreeable resolution. The Employer shall be under no obligation to have such prior discussion should the Employer have concerns regarding patient or service user safety."*

Section 9 Collateral Warranties

Clause 9.1

"9.1.1 *The Contractor shall execute and deliver to the Employer within 15 Business Days of a request to do so by or on behalf of the Employer from time to time a collateral warranty in favour of the following parties:*

- .1 the Landlord;*
- .2 the Purchaser;*
- .3 the Tenant; or*
- .4 any other Interested Party.*

Such collateral warranties shall be in the form set out at by the Employer at the stage of procurement with only such changes as the Employer may approve (such approval not to be unreasonably withheld or delayed).

9.1.2 *If the Contractor fails to procure the execution and delivery to the Employer of such deed or deeds of warranty within 15 Business Days of the request to do so the Employer shall be entitled to withhold all sums which would otherwise be due and payable under this Contract."*

Clause 9.2

"9.2.1 *The Contractor shall procure that each and every Key Sub-contractor and Sub-Consultant shall execute and deliver to the Employer within 15 Business Days of a request to do so by or on behalf of the Employer from time to time a collateral warranty or warranties in favour of the following parties:*

- .1 *the Employer;*
- .2 *the Landlord;*
- .3 *the Purchaser;*
- .3 *the Tenant; or*
- .4 *any other Interested Party.*

Such collateral warranties shall be in the appropriate form set out by the Employer at the stage of procurement with only such changes as the Employer may approve (such approval not to be unreasonably withheld or delayed).

- 9.2.2 *If the Contractor fails to procure the execution and delivery to the Employer of such deed or deeds of warranty within 15 Business Days of the request to do so the Employer shall be entitled to withhold any sums relating to the works or services carried out by the Key Sub-contractor or Sub-Consultant then in default and which would otherwise be due and payable under this Contract. Such retained amounts shall become due and payable following provision of the relevant warranties to the Employer.*
- 9.2.3 *The Contractor shall provide to the Employer within 5 Business Days of completion of the same a certified copy of:*
 - 9.2.3.1 *the completed appointment between the Contractor and each Sub-Consultant; and*
 - 9.2.3.2 *each sub-contract between the Contractor and every Key Sub-contractor provided that the Contractor shall be entitled to delete the sub-contract sum and any commercially sensitive information from the certified copy of the sub-contract documentation to be provided in accordance with this clause."*

APPENDIX 2 – VARIATION ORDER

Contract reference:

Date:

Parties:

NHS Property Services Ltd (registered at Companies House under Company Number: 7888110) whose principal office is at 99 Gresham Street, London, EC2V 7NG (Employer) (for correspondence address see clause 4 below);

and

[] (Contractor).

Variation Number:

Detail of Variation:

Reason for Variation:

Value associated with Variation:

Risk associated with the variation not being implemented:

Variation requested by:

Has the variation been approved by all parties to the Contract?: **YES/NO** (Please delete as appropriate)

Capitalised words and phrases in this Variation Order have the meanings given to them in the Contract referred to above.

Signed by:
.....

[INSERT AUTHORISED SIGNATORY'S NAME]
.....

for and on behalf of [Employer/Contractor]
.....

Signed by:
.....

[INSERT AUTHORISED SIGNATORY'S NAME]

.....

APPENDIX 3 – EMPLOYER'S POLICIES