

Specific Employers Requirements

Reception & Storeroom

EPA Wexford,
Johnstown Castle,
Co. Wexford

For EPA

August 2026

91623

INTERFACE BETWEEN EPA OPERATIONS AND CONSTRUCTION WORKS DURING THE BUILDING CONTRACT

GENERAL

The primary concern of the Employer is that the works do not impose any disruption to standard operations at the facility. Employees daily activities should not be affected by the construction activities and they must not encounter any inconvenience during the course of the works **WITHOUT PRIOR AGREEMENT WITH THE EMPLOYER.**

Works Coordinator/Contractor Liaison

The Contractor shall appoint a Contracts Manager / Works Coordinator who will also act as Client Liaison for the duration of the project from award. It is a requirement of the contract that the appointed person will be the single point of responsibility for all liaison with the Design Team and the Employer.

This person will be required to attend meetings as required with the Design Team and Employer in order to coordinate the works with the relevant parties, not limited to the identification of a start date, coordination of mobilisation, 'power off's', phasing, timing of works, access and works out of hours and the like.

These meetings will be used to 'look ahead' in terms of daily activities proposed over the duration of the contract.

Phasing and programme for the works

Tenderers are required to submit a detailed programme with their bids. Tenderers programmes are to specifically and clearly outline the sequencing of the main elements of work including disruption to operations.

Programme

The Contractors attention is brought to the specific requirements in respect of programme for the works.

As the facility is a live operational office building, it is the Employers desire to carry out the works in a single phase to maximise the contractor's efficiencies and to minimise disruption to the Employees and Staff at the facility. To this end, the following programme requirements are outlined for clarity of the contractor's obligations and restrictions being imposed in terms of the approach to the works.

ALL WORKS TO BE FULLY COMPLETED BY THE 24TH OF DECEMBER 2026.

Pre-Construction

The contractor shall procure and prepare for the works in an appropriate manner so as to meet the programme restrictions.

Construction

Prior to the construction start date the contractor will be permitted to mobilise to site and carry out any external facilitative activities for the benefit of the works including setting up their compound, delivering materials [to be stored in the compound] and skips.

The building opens at 07.30 and closes by 19.00 so works can take place within these hours. Christmas we will close for the statutory days but otherwise no restrictions. There is a sign in / sign

out policy and local permits to be sought before hot works, roof access (if required), confined spaces etc.

Contractors will need to remove their own waste off site and provide the EPA with waste certificates as part of the project.

If out of hours works are required this will need to be discussed and agreed with the EPA prior to these works commencing on site.

Live Environment

The Works Contractor shall be undertaking the works within a live operational environment. To ensure the safety of building occupants, staff, visitors, and site personnel, robust segregation measures shall be implemented and maintained at all times between the work zone and live environment areas. Segregation shall include suitable physical barriers, signage, access controls, and safe pedestrian routes to prevent unauthorised access and minimise disruption to ongoing operations.

Contractor to agree this plan with the EPA prior to works commencing on site.

Use of EPA facilities

Deliveries/parking/access - EPA can usually accommodate deliveries and parking will not be an issue. Communication and coordination will be key for all of these items.

The Contractor is to ensure that the Contractor's operatives (including any subcontractors) shall access the EPA buildings during the works through pre-agreed access routes only, and the Contractor can utilise the EPA's toilet facilities.

Separation of the works

The contractor must provide all necessary dust barriers, alternate egress routes, safety signage and any other requirements deemed necessary to execute the works safely and with minimum disruption to the operations of the facility.

Control of Noise

It is imperative that the Contractor takes due cognisance of the control of noise during this project.

Good housekeeping will be required. Ideally if power saws are in use, cuts will be made externally as this is a working office environment.

It is imperative that the works are carried out in such a manner as to minimise noise nuisance to the Employees at the facility. Radios and other audio equipment will not be allowed.

The main contractor is responsible for the actions and behaviour of all site operatives. The main contractor shall advise all site operatives of the requirements in respect to noise and monitor same. It is expected all site operatives will be cognisant of the live office environment and will act respectfully in all interactions with staff and employees at the facility.