



EXISTING FLOOR PLAN - PHASING OVERLAY
SCALE 1:100
TOTAL FLOOR AREA = 3176m²

NOTE: PHASING LEGEND TO BE READ IN CONJUNCTION WITH ACCOMPANYING DRAWINGS AND SPECIFICATION DOCUMENTS.

NOTE: NUMBER OF PHASES / AREA OF WORKS CAN BE CARRIED OUT IN ALTERNATIVE SEQUENCING AND INCLUDE MULTIPLE AREAS IN TANDEM WHERE THE SELECTED CONTRACTOR PREPARES A METHODOLOGY FOR APPROVAL BY THE ERY CLIENT. THE PROPOSED WORKS SHALL BE CARRIED OUT WITHOUT INTERRUPTION TO THE LIVE SCHOOL ENVIRONMENT, FACILITIES, COMPLIES WITH THE CONDITIONS OF CONTRACT REGARDING PROVISIONS FOR SEALING AND BUILDING AND HEALTH & SAFETY ETC. ALL PHASING TO BE AGREED WITH THE ARCHITECT PRIOR TO COMMENCEMENT OF WORKS

PHASE / SEQUENCE 1
INDICATED IN YELLOW

PHASE / SEQUENCE 2
INDICATED IN CYAN

PHASE / SEQUENCE 3
INDICATED IN ORANGE

PHASE / SEQUENCE 4
INDICATED IN BLUE

PHASE / SEQUENCE 5
(CIRCULATION CORRIDOR)
INDICATED IN GREEN

PROPOSED ROOF WORKS SHALL BE WHOLLY IN ACCORDANCE WITH THE WORKS REQUIREMENTS / SPECIFICATION TOGETHER WITH THE REQUIREMENTS OF DOES T60 01 - 7 MINIMUM PERFORMANCE STANDARDS OF ROOF FINISHES.

NOTWITHSTANDING THE ABOVE, THE DESIGN AND CONSTRUCTION OF ALL ROOFS SHALL COMPLY WITH THE RELEVANT I.S. EN AND B.S. STANDARDS AND MEET THE REQUIREMENTS OF THE CURRENT BUILDING REGULATIONS PARTS 6 TO 10 AS APPLICABLE.

PROPOSED WATERPROOFING SYSTEM MUST HAVE A SINGLE SOURCE MANUFACTURER RELATED TO THE ENTIRE SYSTEM AS A SINGLE ENTITY INCLUDING THE WATERPROOFING MEMBRANES, INSULATION, ROOF LIGHTS AND THE WORKMANSHIP IN INSTALLING ALL OF THE ABOVE. THIS IS REQUIRED TO ELIMINATE SPLIT LIABILITY ON THIS PROJECT.

FLEXIBLE WATERPROOF MEMBRANES MUST HAVE A 30-YEAR MANUFACTURED DURABILITY STANDARD, ALONG WITH A MINIMUM OF A 30-YEAR MANUFACTURER INSURANCE BACKED GUARANTEE AT COMPLETION AND LEAVE ALL TO THE ENTIRE SATISFACTION OF THE ARCHITECT.

PROVIDE FOR CLEANING THE BUILDING INSIDE AND OUT, AND LEAVING THE WHOLE OF THE WORKS CLEAN, READY FOR OCCUPATION AND TO THE SATISFACTION OF THE ARCHITECT ON COMPLETION.

CONTRACTOR SHALL PROVIDE A PHASE BY PHASE CLEANING OF ALL THE INTERNAL AREAS OCCUPIED BY THE CONTRACTOR TOGETHER WITH THE ASSOCIATED ACCESS ROUTE PRIOR TO THE HANDOVER AND OCCUPATION BY THE SCHOOL, AT COMPLETION.

SEQUENCING / PHASING OF WORK / PROTECTIONS- LIVE SCHOOL ENVIRONMENT
THE CHOSEN CONTRACTOR SHALL INCLUDE FOR ONSITE PHASING OF WORKS ZONES AS PROPOSED WORKS WILL TAKE PLACE IN ACTIVE SCHOOL PROPERTY.
ALL TENDERING CONTRACTOR TO INCLUDE PROPOSED PHASING OF WORKS AND METHODOLOGY OF CONSTRUCTION PROGRAM WITHIN THE TENDER SUBMISSIONS AND THE CHOSEN CONTRACTOR WILL LIAISE AND AGREE PROJECT MASTERPLAN AND PHASING WITH ARCHITECT PRIOR TO COMMENCEMENT OF PROPOSED WORKS.
REFER TO ARCHITECT'S DRAWINGS FOR PROPOSED EXTENT OF PHASED WORK ZONES / SEQUENCING (DRAFT). ALL WORK ZONES AND PHASING TO BE PRIOR TO COMMENCEMENT ON SITE.
NO WORKS SHALL TAKE PLACE OUTSIDE THE AGREED ZONES OF WORKS WITHOUT PRIOR AGREEMENT WITH ARCHITECT AND CLIENT. AS MENTIONED ABOVE HEREAS FENCING TO BE ERECTED TO SEPARATE ACTIVE SCHOOL AREAS FROM ALL WORK ZONES, TEMPORARY ACCESS ROADWAY AND SITE COMPOUND.

ACCESS, CIRCULATION & FIRE
KEEP SCHOOL CIRCULATION CORRIDORS LIVE AT ALL TIMES. WHERE WORKS INTERFACE WITH LIVE ROUTES, PROVIDE ROBUST PHYSICAL SEPARATION, EDGE PROTECTION AND OVERHEAD PROTECTION AS REQUIRED.
MAINTAIN FIRE EXITS, ASSEMBLY POINTS AND VEHICLE EMERGENCY ACCESS; AGREE ANY TEMPORARY DIVERSIONS IN ADVANCE AND SIGN THEM CLEARLY.

SERVICES & INTERFACES
IDENTIFY AND PROTECT ALL EXISTING UTILITIES, ICT, ALARMS AND LIFE-SAFETY SYSTEMS. ANY ISOLATIONS OR CHANGEDOVERS TO BE PLANNED, NOTIFIED AND EXECUTED WITH PERMITS AND TEMPORARY MEASURES IN PLACE.

TRAFFIC & DELIVERIES
STAGGER DELIVERIES TO AVOID SCHOOL START/FINISH PEAKS. ALL VEHICLES TO USE AGREED ROUTES, BANKSMAN-CONTROLLED REVERSING AND GATE PROTOCOLS. KEEP PUBLIC ROADS AND SCHOOL FORECOURTS CLEAR.

HOUSEKEEPING & WELFARE
MAINTAIN CLEAR, SAFE BOUNDARIES; CONTROL DUST, NOISE, FUMES AND VIBRATION. KEEP GUTTERS/DRAINS CLEAR WHERE WORKS ADJOIN LIVE AREAS.

COMMUNICATION & APPROVALS
HOLD WEEKLY COORDINATION MEETINGS WITH THE ER AND SCHOOL TO REVIEW PROGRESS, NEXT-PHASE READINESS AND RISK NOT SPOTS.
PHASE CHANGES, TEMPORARY WORKS AFFECTING THE SCHOOL, OR ANY DEVIATION FROM THE APPROVED PLANS REQUIRE **PRIOR WRITTEN SIGN-OFF**.

RECORDS
KEEP A PHASING COMPLIANCE FILE: APPROVED DRAWINGS, PERMITS, DAILY DIARIES, INSPECTION RECORDS, FENCING CHECKS, THYMPAP AUDITS AND STAKEHOLDER NOTICES.

DT PHASING PRINCIPLES
THE DESIGN TEAM (DT) PHASING IS SET UP TO ENSURE THE SCHOOL CAN SAFELY REMAIN OPERATIONAL THROUGHOUT THE PROPOSED WORKS.
THE CONTRACTOR MAY OVERLAP / RUN PHASES IN PARALLEL ONLY WITH THE EMPLOYER'S REPRESENTATIVE (ER) WRITTEN APPROVAL. AND WHERE THE SCHOOL CAN SAFELY FUNCTION AS A LIVE ENVIRONMENT.
CONTRACTOR SHALL PROVIDE A MASTER PHASE PLAN TOGETHER WITH REVISED BEFORE EACH PHASE WHERE AGREED CHANGES OCCUR THROUGHOUT THE WORK, INCLUDING SEGREGATION, SAFE ROUTES, EMERGENCY EGRESS, AND DELIVERY TIMES (AVOID PUPIL DROP-OFF/COLLECTION).
MAINTAIN TEMPORARY WEATHERING AND BUILDING SECURITY AT ALL TIMES BETWEEN PHASES.
EACH PHASE REQUIRES DT/ER SIGN-OFF OF PRE-START CONDITIONS AND COMPLETION CRITERIA BEFORE THE NEXT PHASE (OR OVERLAP) PROCEEDS.
MAINTAIN TEACHING, CIRCULATION, FIRE ESCAPE AND ESSENTIAL SERVICES WITHOUT COMPROMISE. ANY TEMPORARY INTERRUPTIONS REQUIRE **PRIOR WRITTEN APPROVAL** FROM THE EMPLOYER'S REPRESENTATIVE (ER) AND SCHOOL MANAGEMENT.

APPROVALS (APPLY TO ALL PHASES)
PRE-START: PHASE-SPECIFIC PLANS, TRAFFIC MANAGEMENT PLAN, HOARDING/SEGREGATION PLAN, DECANT PLAN (AS APPLICABLE) SHALL BE ISSUED TO ER FOR APPROVAL.
MID-PHASE REVIEWS: WEEKLY COORDINATION WITH ER TO CONFIRM ROUTES, EGRESS AND PROGRAMME IMPACTS.
COMPLETION: AREA CLEAN, SAFE, SERVICES RECONNECTED, CERTIFICATION/COMMISSIONING COMPLETE, DEFECTS LIST AGREED; SOFT LANDSCAPING MADE GOOD OR HANDOVER SUBJECT TO SEASON/WEATHER, DOCUMENTATION ISSUED (AS-BUILTS, OAM UPDATES).

CO-ORDINATION OF SITE WORKS
THE MAIN CONTRACTOR SHALL BE RESPONSIBLE FOR THE CO-ORDINATION AND PROPER EXECUTION AND COMPLETION OF THE WORKS AND THE PROTECTION OF THE SITE.
THE MAIN CONTRACTOR SHALL CONSTRUCT THE WORKS IN ACCORDANCE WITH THEIR PROGRAMME OBTAIN AND SUBMIT TO THE ARCHITECT / ENGINEER FOR APPROVAL FOR ALL BUILDERS' WORK DETAILS INCLUDING SHOP DRAWINGS FROM SUB-CONTRACTORS AND SUPPLIERS WHERE REQUIRED.
THE CONTRACTOR SHALL ARRANGE AND ATTEND SUCH MEETINGS AS NECESSARY TO ENSURE THAT THE INFORMATION REQUIREMENTS OF ALL SUB-CONTRACTORS ARE MET AND TO ESTABLISH THEIR WORKS REQUIREMENTS BEFORE THE WORK IS PUT IN HAND. TO AVOID CONFLICT WITH OTHER WORK.
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CARRYING OUT OF THE WORKS IN ACCORDANCE WITH THE DRAWINGS AND ARCHITECT'S INSTRUCTIONS AND SHALL BE RESPONSIBLE FOR RECTIFYING ERRORS AT THEIR OWN EXPENSE.

INCLEMENT WEATHER & TEMPORARY SEALING THE BUILDING
ALL ROOF / BUILDING AREAS HANDOVER TO THE MAIN CONTRACTOR SHALL BE PROTECTED AS NECESSARY DURING INCLEMENT WEATHER THROUGHOUT THE FULL DURATION OF WORKS INCLUDING THE PROTECTION OF ONGOING WORKS, CONTRACTOR SHALL SUPPLY ALL NECESSARY SHEATHING, SCREENS AND COVERS ETC.
THE CHOSEN CONTRACTOR SHALL PROVIDE THE PROVISION OF TEMPORARY SEALING THE BUILDING DURING WORKS IF THE SITUATION ARISES WHICH CAUSES WORKS TO TEMPORARILY STOP ON SITE AS THE BUILDING IS CURRENTLY FULLY OPERATIONAL. ANY WORK DAMAGED AS A RESULT OF INCLEMENT WEATHER SHALL BE REMOVED AND RE-INSTALLED BY THE CONTRACTOR AT ITS OWN EXPENSE.

PROTECTION OF EXISTING BUILDING - INTERNAL FINISHES & SERVICES
CONTRACTOR SHALL PROVIDE PROTECTION TO THE EXISTING EXTERIOR JOINERY; WALL FINISHES AND FLOOR FINISHES FOR THE FULL EXTENT OF THE ACCESS ROUTE AND ADJOINING WORKS AREAS & ALL CONTRACTOR'S CONSTRUCTION AREAS (PERSONNEL AND OR MATERIALS) TO THE PROPOSED WORKS AREA.
CONTRACTOR IS ADVISED TO CARRY OUT A PHOTOGRAPHIC RECORD OF THE EXISTING CONDITIONS WITHIN THE AGREED ACCESS ROUTES AND WORKS AREAS PRIOR TO COMMENCEMENT OF WORKS.
EXISTING FLOOR FINISHES:
WALLS, CEILINGS, SKINTING, ARCHITRAVES, DOORS, FRAMES, GLAZING, BALUSTRADES, HANDRAILS.
FITTED FURNITURE/JOINERY, LOCKERS, RECEPTION COUNTERS, NOTICEBOARDS.
ELECTRICAL, ICT, MECHANICAL AND LIFE-SAFETY SERVICES AND EQUIPMENT.
ALL SCHOOL CONTENTS WITHIN OR ADJACENT TO THE WORKS AND TRAVEL ROUTES.

CONTRACTOR'S RESPONSIBILITY
THE CONTRACTOR IS FULLY RESPONSIBLE FOR PREVENTING DAMAGE, WATER INGRESS, DUST, DEBRIS, IMPACT AND CONTAMINATION TO ALL PROTECTED ELEMENTS AND ACCESS ROUTES.
ALL PROTECTION, TEMPORARY WORKS, CLEANING AND MAKING GOOD ARE DEEMED INCLUDED IN THE CONTRACT SUM.
NO ADDITIONAL PAYMENT FOR REASONABLE PROTECTIVE MEASURES OR REVISIONS TO LOGISTICS.

PRE-WORKS SURVEY
CARRY OUT A CONDITION SURVEY OF:
ALL ROOMS BENEATH ROOF WORKS.
ALL ACCESS ROUTES TO INTERNAL CEILING / FME UPGRADES (CORRIDORS, STAIRS, LOBBIES, EXTERNAL PATHS).
RECORD WITH DATED PHOTOGRAPHS; ISSUE TO ER BEFORE WORKS COMMENCE.

PROTECTION TO FLOORS & ACCESS ROUTES
PROVIDE CONTINUOUS ROBUST HARD PROTECTION (E.G. HARBORBOARD/PLY/COMPOSITE PROTECTION BOARDS OVER CUSHIONING LAYER) TO:
ALL CIRCULATION ROUTES USED FOR ROOF WORKS AND INTERNAL UPGRADES (CORRIDORS, STAIR CORES, LOBBIES).
AREAS ADJACENT TO THE LIFT SHUTT AND DELIVERY SET-DOWN POINTS.
ENSURE PROTECTION IS:
NON-SLIP, TRIP-SAFE, SECURELY FIXED.
INSTALLED TO AVOID DAMAGE TO FINISHES.
NO UNWHEELED PLANT, PALLET TRUCKS, TROLLEYS OR BARROWS ON UNPROTECTED FLOORS OR STAIR TREADS.

PROTECTION TO WALLS & JOINERY
INSTALL CORNER GUARDS, EDGE PROTECTION, PADDING OR SACRIFICIAL BOARD TO:
WALL CORNERS, REVEALS, DOOR FRAMES, STAIR STRINGERS, HANDRAILS, BALUSTRADES, LIFT LOBBY FINISHES.
PROTECT GLAZING AND VISION PANELS ALONG ROUTES AND NEAR WORKFACES WITH SUITABLE FLUMBOARDS.
DO NOT ADHERE PROTECTION DIRECTLY TO DELICATE FINISHES WITHOUT ER-APPROVED LOW-TACK SYSTEMS.

PROTECTION TO ELECTRICAL, ICT & LIFE-SAFETY SERVICES
IDENTIFY ALL AFFECTED SERVICES AND ROUTES AND AT WORKFACES (INCLUDING FIRE ALARM DEVICES, DETECTORS, CALL POINTS, PA, CCTV, ICT, EMERGENCY LIGHTING).
PROVIDE COVERINGS AND SHIELDING AGAINST DUST, DEBRIS AND WATER.
DO NOT INTERFERE WITH OR ISOLATE LIFE-SAFETY AND CRITICAL SYSTEMS WITHOUT WRITTEN APPROVAL, PERMITS AND AGREED TEMPORARY MEASURES.
MAINTAIN FUNCTIONALITY AND VISIBILITY OF EMERGENCY SIGNAGE AND ALARMS.

WEATHER & WATER INGRESS CONTROL (ROOF WORKS ABOVE OCCUPIED AREAS)
PLAN SEQUENCING SO THAT ROOF STRIPPING AND NEW WORKS ARE LIMITED TO AREAS THAT CAN BE MADE FULLY WEATHER-TIGHT THE SAME DAY, OR ARE PROTECTED WITH ROBUST TEMPORARY COVERINGS.
PREVENT ANY RUN-OFF ENTERING THE BUILDING FABRIC.
IN THE EVENT OF WATER INGRESS:
IMMEDIATELY PROTECT CONTENTS AND FINISHES; MITIGATE ELECTRICAL RISKS.
NOTIFY ER AND SCHOOL/CLIENT.
DRY, DECONTAMINATE AND FULLY MAKE GOOD ALL AFFECTED FINISHES, SERVICES AND EQUIPMENT AT CONTRACTOR'S COST.

DUST, DEBRIS & NOISE MANAGEMENT
PROVIDE SEALED POLYTHENE SCREENS, RIGID HOARDINGS OR TEMPORARY CEILINGS BENEATH ROOF WORKS TO CONTAIN DUST.
USE CONTROLLED REMOVAL METHODS; NO FREE-FALL DEBRIS ONTO UNPROTECTED SURFACES.
KEEP NOISE, VIBRATION AND FUMES WITHIN AGREED LIMITS FOR A LIVE SCHOOL; COORDINATE WITH CLASS TIMES AND EXAMS.

INSPECTION & MAINTENANCE OF PROTECTION
INSPECT ALL PROTECTIVE MEASURES DAILY AND AFTER HEAVY WORKS OR ADVERSE WEATHER.
REPAIR, RE-SECURE OR REPLACE DAMAGED PROTECTION IMMEDIATELY.
KEEP ACCESS ROUTES CLEAN, FREE OF TRIP HAZARDS, DEBRIS AND TRAILING CABLES.

MAKING GOOD & HANDOVER
ON COMPLETION OF ROOF AND LIFT WORKS, REMOVE ALL PROTECTION CAREFULLY.
CLEAN ALL AFFECTED SPACES, INCLUDING ACCESS ROUTES, LOBBIES AND ADJACENT ROOMS.
MAKE GOOD ANY DAMAGE:
FLOORS, WALLS, JOINERY AND FINISHES TO MATCH EXISTING IN FULL PANELS/AREAS AS NECESSARY.
ELECTRICAL/ICT/LIFE-SAFETY COMPONENTS TO BE REPAIRED OR REPLACED OR RE-CERTIFIED AS REQUIRED.
CARRY OUT FINAL WALK-THROUGH WITH ER AND CLIENT TO CONFIRM ACCEPTANCE PRIOR TO DEMOBILISATION.

EXISTING SCHOOL SUPPLIES
THE CONTRACTOR SHALL LIAISE WITH THE ARCHITECT / BOM TO ARRANGE THE REMOVAL OF ALL EXISTING SCHOOL SUPPLIES, NON-BUILDING RELATED MATERIALS (EXCLUDING LOOSE FURNITURE, SEE BELOW) PERSONAL BELONGINGS FROM THE AGREED WORKS AREA BY THE BOM.

THE CONTRACTORS PROGRAMME SHALL ALLOW ADEQUATE NOTICE AND TIMING FOR THE DECAMP OF THE EXISTING SPACES, EXACT DATES AND TIMING SHALL BE AGREED PRIOR TO COMMENCEMENT OF WORKS ON SITE.

THE CONTRACTOR SHALL PROVIDE FOR THE CAREFUL REMOVAL OF THE EXISTING IT EQUIPMENT IN THE WORKS AREAS, CONTRACTOR SHALL LIAISE WITH THE ARCHITECT / BOM TO AGREE THE TIMING OF REMOVAL TOGETHER WITH IDENTIFICATION OF A LOCATION FOR THE SAFE STORAGE IN THE SCHOOL UNTIL THEY CAN BE RE-INSTALLED IN THE NEW CELLINGS.

EXISTING LOOSE FURNITURE
THE APPOINTED CONTRACTOR SHALL PROVIDE FOR MOVING OF THE EXISTING LOOSE FURNITURE TO AN ALTERNATIVE LOCATION WITHIN THE EXISTING SCHOOL BUILDING PRIOR TO COMMENCEMENT OF PROPOSED ROOF WORKS. NO WORKS SHALL TAKE PLACE UNTIL THE AREA IS FULLY CLEAR OF EXISTING LOOSE FURNITURE AND NON-BUILDING RELATED MATERIALS (INCLUDING PERSONAL BELONGINGS).

INTERNAL CLEANINGS
THE CONTRACTOR SHALL REMOVE ALL RUBBISH AND DEBRIS FROM THE SITE OF THE WORKS AND MAINTAIN IN A RELATIVELY CLEAN CONDITION FOR THE DURATION OF THE CONTRACT AND SHALL EFFECTIVELY CLEAN ALL AREAS AND MAKE GOOD ALL DEFACEMENTS AT COMPLETION AND LEAVE ALL TO THE ENTIRE SATISFACTION OF THE ARCHITECT.

PROVIDE FOR CLEANING THE BUILDING INSIDE AND OUT, AND LEAVING THE WHOLE OF THE WORKS CLEAN, READY FOR OCCUPATION AND TO THE SATISFACTION OF THE ARCHITECT ON COMPLETION.

CONTRACTOR SHALL PROVIDE A PHASE BY PHASE CLEANING OF ALL THE INTERNAL AREAS OCCUPIED BY THE CONTRACTOR TOGETHER WITH THE ASSOCIATED ACCESS ROUTE PRIOR TO THE HANDOVER AND OCCUPATION BY THE SCHOOL, AT COMPLETION.