



Respond

**Term Maintenance and
Refurbishment Works Contract**

**Volume A- Works requirements
(Kitchen Specification, Preliminary
health and Safety Plan and
Preliminaries/Preambles)**

September 2026

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1.00 KITCHEN SPECIFICATION



CODE OF PRACTICE

FOR

KITCHEN FURNITURE AND INSTALLATION

August 2021

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1.0 Introduction

- 1.1 This Code of Practice aims to set out the expectations Respond have in relation to Kitchen Furniture.
- 1.2 In addition, this Code of Practice further establishes standards expected in the manufacture and installation of Kitchen Furniture and the need to achieve the “in-use” life expectancy.

2.0 Objectives

- 2.1 Kitchens are not only the main workplace in a home but provide the focal point for much social activity. The design of the kitchen should, therefore, recognise its use as a family room. The approaches to kitchen design are well documented and centre around meal preparation, including the following:

- Storage and preparation of food;
- Cooking and serving;
- Waste disposal and washing up;
- Clothes washing and drying.

- 2.2 The objectives of this Code of Practice for Kitchen Furniture are:

- To ensure the tenants' of Respond are satisfied with the service and standard achieved.
- To ensure that high standards of quality continue to be/are achieved and that those standards are assessed through a measurable and independent audit.
- To ensure that the Suppliers and Contractors working in partnership with Respond, supply and work to the standards set out and established in the Project proposals and supported by this Code of Practice for Kitchen Furniture.
- To ensure that all relevant technical standard specifications along with appropriate clauses and specific items to the project are strictly adhered to.
- To ensure that all Kitchen Furniture is failure free and achieve a **maintenance cycle** in terms of Decent Homes Standards of **30 years minimum**.

- 2.3 In order to achieve the above objectives and enhance life expectancy this Code of Practice had to be made and is detailed below.

3.0 Standard Compliance

- 3.1 All Kitchen Furniture timbers shall comply with Respond requirements for “Sustainable Timber” and “Proof of Virgin Timber Origins” and with standards and requirements as detailed in tables below:

Table 1. Certification of Kitchen Units and Doors			
Standard Numbers	Title	Standard Spec.	Universal Use Range Spec.
BS 6222-2:2009	Domestic kitchen equipment. Fitted kitchen units, peninsular units, island units and breakfast bars. Performance requirements and test methods.	√ Level H	√ Level H
BS 6222-3:1999	Domestic kitchen equipment. Performance requirements for durability of surface finish and adhesion of surfacing and edging materials.	√	√
BS 1116:2004	Kitchen furniture. Co-ordinating sizes for kitchen furniture and kitchen appliances.	√	√
BS EN 312:2010 Part 5	Particleboards. Specifications (Identifiable moisture resistant material)*	Type P3	Type P3
BS EN 622-5:2009	Fibreboards. Specifications. Requirements for dry process boards (MDF).	√	√
BS EN 636-2	Plywood. Specifications.	√	√
BS 14749:2005	Domestic and kitchen storage units and worktops. Safety requirements and test methods.	√	
FS 1010:2010	FIRA standard for kitchens for the disabled.		√
BS 8300:2009+ A1:2010	Design of buildings and their approaches to meet the needs of disabled people. Code of Practice.		√

* Type 3 Particleboards (or chipboard) is 'Non load-bearing boards for use in Humid Conditions' must be colour dyed green.

Table 2. Certification of Kitchen Worktops		
British Standards Number	Title	Performance
BS 6222-3:1999	Domestic kitchen equipment. Performance requirements for durability of surface finish and adhesion of surfacing and edging materials	√
BS EN 438-1:2005	High pressure laminates (HPL). Sheets based on thermosetting resins (usually called laminates). Introduction and general information.	√
BS EN 438-4:2005	High pressure laminates (HPL). Sheets based on thermosetting resins (usually called laminates). Thickness 2mm and greater.	√
BS EN 312:2010 Part 5	Particleboards. Specifications. (Identifiable moisture resistant material)*	Type P3

* Notable as colour coded white, green (although colour coding is voluntary as part of BS312).

3.2 It is also envisioned that manufacturers will be certified or working towards certification of ISO 9001 and 14000 or at least have in place a company Environmental Policy.

4.0 Sample Panel/Display Boards

- 4.1 The Contractor shall make available a minimum of 3 sample panels obtained from his chosen kitchen supplier, for use at consultation/meetings etc.
- 4.2 Sample panels shall include a portion of a worktop 300mm wide by 50mm deep and a 300mm wide door and drawer front. The door and drawer samples shall have suitably matching handles fitted (as outlined in Item 18.0) and 300mm wide by 130mm deep plinth shall also be fitted. This sample panel shall represent a full size sample of the front of a 300mm base unit.
- 4.3 Three sample panels shall be provided displaying matching groups of worktops, door and drawer fronts with handles. Colour and type as agreed with Employer.

Standard Range

5.0 Workmanship

- 5.1 Units shall be soundly built to ensure a satisfactory in-use life expectancy as set out in section 25.0 Guarantee/Warranties with minimum maintenance.
- 5.2 Units shall be supplied from the manufacturer, assembled, glued and dowelled.
- 5.3 Knock down or self-assembly units will not be accepted.

6.0 Dimensions

- 6.1 Units shall be 600mm in depth as standard and be provided in dimensioned sizes in 100mm stages wide. If kitchen dimensions do not measure in 100mm sections, then filler pieces should be provided flush with the front of the unit and of the same construction and design as the sacrificial gable ends described in section 10.0 below. Filler pieces should not be of more than 100mm, i.e. increase the size of one wall and one base unit by 100mm to avoid the use of a filler piece.
- 6.2 All base units to be 900mm from floor level to the top of worktop.
- 6.3 All double door units should be fitted with a vertical central support rail.
- 6.3.1 It should be noted that base units are set 50mm from the wall and secured to the anchor rail (see Item 8.0) to provide a service void. If additional space is required for services an additional 25mm is available behind the hardboard. When notching out for services is necessary, it must be carried out with an electric jigsaw and handheld coping saw to ensure a tidy finish.

7.0 General Construction

- 7.1 Particleboard (or chipboard) for carcasses of base units and wall units (with exception to sink base unit – see Item 7.2 below) shall be 15mm thick in density range of 650-800kg/m³ and comply with BS EN-312-**Grade P3** (colour dyed green). Chipboard to be faced both sides in white melamine. Pre-glued edging strips to be fixed to all exposed sides in order to enable a seal. Front edging strip to match door finish.
- 7.2 Sink base units carcasses shall be **15mm moisture resistant plywood** and comply with BS EN 636-2. Plywood to be faced both sides in white high pressure laminate. Pre-glued edging strips to be fixed to all exposed sides in order to enable a seal. Front edging strip to match door finish.
- 7.3 Surface colours and textures shall be decided by the Employer from a range offered by the Contractor. All front facing edging strips, plinths, cornices, pelmets and gable ends are to match the chosen door finish.
- 7.4 Paint or spray finish will not be acceptable on any wood components.
- 7.4.1 Vertical rails to front of double door units shall be minimum 44mm x 32mm medium density fibreboard and covered in white melamine. Chipboard vertical rails shall not be acceptable.

- 7.5 Horizontal rails to the top front of base units shall be minimum 50mm x 19mm chipboard (as per carcass material), with exception to sink unit which are to be moisture resistant plywood.
- 7.6 All base units shall be fitted with 4 No. adjustable feet, securely fixed to the base of the unit to facilitate levelling/alignment and minor height adjustment of units. Note: unit carcass shall not extend below the top level of adjustable feet. As the tall unit depth extends out flush with the worktop, consideration should be taken when securing foot to the front edge to ensure a continued flush plinth (toe board).

7.7 Hardboard back

- 7.7.1 All base units (with the exception of the sink unit) shall have 3mm thick white internal finish hardboard back, extending from the base to the underside of the worktop.
- 7.7.2 Sink units shall have 3mm thick white internal finish hardboard back extending from base to centre shelf with the upper portion left clear to facilitate pipe and waste connections (Note: stopcock valves are specified as remote shut off valves and **access will not be required through the backing board to the stopcock**).
- 7.7.3 All wall and tall units shall have 3mm thick white internal finish hardboard back, extending from the base to the top of the unit.
- 7.7.4 All carcasses shall be grooved to receive hardboard backs and glued in place. All support timbers shall be fitted behind the hardboard backing and not be visible from the inside of the unit.

8.0 Fixing Rails

- 8.1.1 Metal or plastic corner fixing brackets or vertical battens **shall not be accepted** as a means of fixing either wall or floor units.
- 8.1.2 Wall unit fixing rails shall be minimum 44mm x 19mm softwood horizontally top and bottom and to the backside of the hardboard lining of all wall units and plugged and screwed to the wall (all screw heads to be fitted with caps). Wall units are to be fixed to the wall via this fixing rail. Wall units shall be fixed 2150mm from the finished floor level to the top of the unit, i.e. level with the top of a tall unit.
- 8.1.3 Floor units shall have minimum 44mm x 25mm softwood rail screwed horizontally at top only (all screw heads to be fitted with caps). Double door base units to be fitted with an additional vertical rail, spanning from the fixing rail to the base to support the hardboard backing sheet. (Note: fixing rails to be provided to the backside of the hardboard backing, therefore providing a 75mm service void between the wall and the hardboard). Fixing rails exposed to the inside of the unit will not be accepted.
- 8.1.4 With exception of the sink unit, all base units are to be fixed to the wall by plugging and screwing a horizontal 100mm x 50mm softwood anchor rail to the wall and then screwing the unit to this anchor rail.
- 8.1.5 The sink unit fixing rail shall be 44mm x 19mm and set flush with the rear of the unit and plugged and screwed directly to the wall.
- 8.1.6 The above requirements are to be implemented to ensure possible ease of removal of any one single unit during their useable lifetime.
- 8.1.7 Adjacent carcasses should not be screwed together. However, where it is not possible to get carcasses finishing tight together vertically on the front edge (i.e. due to uneven wall conditions etc.), white PVC interscrews (size M6) shall be used to give a strong tight fixing.

9.0 Doors

9.1.1 *Doors shall be manufactured from 18mm vinyl foil wrapped profiled MDF. The minimum thickness of wrapping shall be 0.4mm.*

9.1.2 Corner base units to have one door fitted with an internal purpose made cover rail or it should be manufactured from one piece of corner profiled MDF and vinyl foil wrapped to match door finish, (i.e. two piece profiles will not be accepted); or alternatively

Manufacture one door wider to allow it to have a finished width flush with the rear of the accent doors.

Under no circumstances should the inside of a corner base unit be plainly visible from a standing position when the doors are closed. A maximum clearance gap of 5mm must be achieved between corner base units adjoining doors (or door/cover rail).

9.1.3 All doors shall be fitted with hinges (as Item 19.0) and handles (as Item 18.0) with the *exception of the box unit above the extract fan. The door to the extract fan box unit is not to be fitted with hinges or a handle but held in place with 2 No. pegaline catches.*

9.2 NOTE: Internal melamine face of doors to be either colour white or to match external side of doors.

10.0 Gable Ends (Sacrificial Gable)

10.1 To facilitate future repair, separate 18mm MDF vinyl foil wrapped base and wall unit gable end panels to be supplied to match doors. These shall be screw fixed through side end of carcasses (screws to be countersunk flush and finished with white plastic caps).

10.2 Base unit gable ends must extend to floor level to provide closure. (Note: Returning the plinth along exposed gables will not be acceptable) and be 'pre-notched' to reflect plinth (toe board).

10.3 To avoid hygiene issues with returned plinths at the cooker locations, all cooker spaces should be furnished with base unit gable ends (as per Item 10.1 above) either side of the cooker space. (Kitchen fitters should ensure additional space for base unit gable ends is provided).

10.4 Wall unit gable ends should be fitted either side of extract hood. (Kitchen fitters should ensure additional space for wall unit gable ends is provided).

10.5 Both constructed carcass gables of the tall unit should be 18mm MDF vinyl foil wrapped and be supplied to match doors.

10.6 The plinth should only be returned along the gable of base units in the location of appliances, i.e. washing machine, fridge etc. The horizontal joint should be sealed with white mould resistant mastic, i.e. no coloured gable end panels are to be provided within appliances space.

Table 3 Location of Sacrificial Gable End	
Location	Yes/No
End of run of base units	√
End of run of wall units	√
Either side of cooker space	√
Either side of cooker extract fan	√
Either side of appliance i.e fridge/washing machine/dryer etc.	×
See item 10.5 above for gable ends to tall units	

11.0 Supporting Gable End

- 11.1 It should be appreciated that in a number of cases a gable end will be required to support the worktop, i.e. when the washing machine is located at the end of the run.
- 11.2 Where a kitchen layout indicates 2 No. white goods adjacent to each other, then a supporting gable end is to be provided between them.
- 11.3 The supporting gable end shall be of the same construction and design as the sacrificial gable ends described in 10.0 above.

12.0 Drawers

- 12.1 Drawer fronts shall be 18mm vinyl foil wrapped profiled MDF to match doors as outlines in 9.1.1 above.
- 12.2 All drawers shall be proprietary metal framed with 15mm melamine faced and edged chipboard (as per carcass) drawer base and back. Each internal metal drawer liner shall be maximum 140mm deep.
- 12.3 All drawers shall be mounted in full depth proprietary metal drawer runners with restrictor stops included.

13.0 Worktops

- 13.1 Worktops shall be minimum 28mm thick moisture resistant chipboard to comply with BS EN 312-**Grade P3** (colour dyed green). Surface colour and texture shall be decided by the employer from a range offered by the Contractor.
- 13.2 Chipboard worktops shall be identified as being of moisture resistant grade and display the name of the manufacturer as well as the approved standard mark.
- 13.3 Chipboard worktops shall be faced and edged with an approved plastic laminate as per Table 2 above. Corner jointing and ends to be finished with proprietary metal edging.
- 13.4 Worktop horizontal joint with tiles and/or tall units should be sealed with white mastic, suitably mould resistant (clear mastic is not to be used).
- 13.5 Worktops should extend a maximum of 50mm past gable ends (identified in 10.0 above) and finish flush at cooker and fridge/freezer spaces.
- 13.6 Worktops may require to be butted into wall over a filler piece; dimensions should not exceed that identified in 6.1 above.
- 13.7 Post formed worktops shall be standard.
- 13.8 Worktops must be supplied with individual kitchens complete.

14.0 Shelves

- 14.1 Shelves shall be as carcass (see items 7.1 and 7.2 above) and lipped on all exposed edges, glued and dowel fixed.
- 14.2 Shelves to wall and base units of 800mm minimum width shall be additionally supported at each vertical rail.

15.0 Plinths

- 15.1 Plinths (or toe boards) shall be **15mm moisture resistant plywood** to comply with BS EN 636-2, 130mm deep and laminate faced and sealed on all edges coloured to match door colour. A maximum 20mm gap should be maintained to the top edge of the plinth (with exception of plinth returns) to allow air to circulate around the base units.
- 15.2 Return plinths shall be 15mm exterior grade WPB plywood, 150mm deep and laminate faced and sealed on all edges coloured white to match carcass gable. All return plinths should be fitted flush with the side of the base unit (plastic feet should be positioned accordingly, see item 15.4 below).
- 15.3 To allow future removal, plinths should only be fitted after the floor covering is complete. Note: This will require the floor covering to extend to the front edge to the base unit feet.
- 15.4 Plinths shall be fixed by PVC holding collars to the PVC adjustable feet which are securely fixed into base of units. The collar shall fit snugly over the feet. Loose or sloppy unions shall not be acceptable. Collars should be fitted to at least one foot per unit and always fitted to the last foot on runs. Return plinths should be fixed to both front and rear base unit feet.
- 15.5 All corner joints to be butt jointed and cut ends to be edge sealed (i.e. return plinths are to be butted into the back of the toe board).
- 15.6 Front facing plinths to have cut ends edge sealed and should be butt jointed into gable ends.

16.0 Cornices

- 16.1 Cornices shall be vinyl foil wrapped MDF standard profile and shall be not more than 50mm above the top level of wall units when fitted. The colour/finish shall match the colour/finish of the unit doors.
- 16.2 All corner joints shall be mitred and glued. Fixing shall be by screws into top of wall units at maximum 300mm centres.

17.0 Pelmet

- 17.1 Pelmet shall be vinyl foil wrapped MDF standard profile and shall be not more than 60mm deep below the wall unit when fitted. The colour/finish shall match the colour/finish of the unit doors.
- 17.2 All corners joints shall be mitred and glued. Fixing shall be by plastic mounting blocks screwed at maximum 300mm centres to the back of pelmet and underside of wall units.
- 17.3 Small return sections of returning pelmet i.e. at the cooker, exposed gable, etc. should have a minimum of two mounting blocks.

18.0 Door and Drawer Handles

- 18.1 Only metal 'D' type handles shall be acceptable having fixing centres not less than 95mm.

19.0 Hinges

- 19.1 All hinges shall be concealed nickel plated pressed steel, 3 way adjustable, to open through 180°. (Heavy duty – tested and passed to BS 6222-2:2009 test level H).
- 19.2 All hinges shall be screwed to unit gables and dowel fixed or screwed to doors.

20.0 EFR Fitted Base Unit

- 20.1 EFR (easy future removed) fitted base units are to be provided where provision is being made for future appliance/s, i.e. tumble dryer or dishwasher. The 'EFR' unit is a standard 600mm x 600mm base unit with single door.
- 20.2 The unit should be set in place while adjacent units are being secured to their individual horizontal anchoring rails (see 8.1.3 above). The 'EFR' unit is not at this stage secured to the wall, other units or the worktop.
- 20.3 When the floor covering is being provided the 'EFR' unit is removed to allow the floor covering to be laid within the now void space. After the floor covering has set, the 'EFR' unit should be replaced, levelled and secured by screwing through to the anchor rail as set out in item 8.1.3.

21.0 Manufacturers Identification

- 21.1 The manufacturer shall fix a permanent identification label to the inside of the drawer unit in each kitchen for future identification purposes. The label shall identify the kitchen unit; door and door handle and worktop manufacturer and shall identify the supplier of door handles, hinges and drawer runners. Label shall also include the date of kitchen manufacture.
- 21.2 The underside of all worktops shall be stamped with the name of the manufacturer and the BS EN 312 **Grade P3** mark as per table 2 above.
- 21.3 All units complete with doors, fittings and worktops within a scheme shall be obtained by the Contractor from one supply source.

22.0 Inset Sinks

- 22.1 Approved inset stainless steel sinks in accordance with BS 1244 Part 2 are to be fitted in each and every kitchen as the standard.

23.0 Existing Ventilation

- 23.1 Where existing through wall ventilation holes (i.e. larder vents) are no longer required as part of the new kitchen layout, these should be built up.
- 23.2 Where an existing cavity void/insulation is present, all existing materials crossing the cavity should be removed.
- 23.3 The selection of construction materials for building up the redundant wall vents shall be the same or similar construction to the existing dwelling, i.e. cavity, timber frame, aluminium wall type etc. and approved by the Project Manager.

24.0 Existing Meter Board

- 24.1 Where an existing meter board is located in the kitchen wall unit area, a lockable cupboard should be provided of the same material and finish as described above.
- 24.2 The final design location of the meter cupboard will vary from property to property and the Employer will have the final approval of the proposed design.
- 24.3 Where existing meter boards/cupboards are located outside the kitchen and to be provided with /renewed as part of the kitchen renewal works, disruption to areas outside the kitchen are to be kept to a minimum.

25.0 Guarantee/Warranties

- 25.1 To ensure that kitchen doors, units and fitting can be obtained during the 25 year lifespan and maintenance period (detailed above) all kitchens will be accompanied with warranties as set out below:

Table 4. Guarantee/Warranty	
Item	Length of Warranty
Carcasses and shelves	25 years
Worktops	10 years
Doors and gable ends (to include against veneer lifting)	10 years
Hinges and drawer runners	10 years

- 25.2 Certificates of Warranty must be provided to the Employer before purchase of products. Warranties should include for a written guarantee covering availability of 'spare parts' for a similar period.

Universal Use Range

26.0 Introduction

- 26.1 It is understood that the tenants Occupational Therapist will be involved in the design and requirements of any proposed universal kitchen. Items within this section should be used as a guide for that design.
- 26.2 Kitchen furniture for universal users shall comply generally with the requirements as for the standard range of furniture outlined in the above sections but with the following additional requirements:

27.0 Universal Use General

- 27.1 The height from floor level to the top of work surfaces shall be a maximum of 800mm.
- 27.2 Oven and fridge housings shall be 600mm wide.
- 27.3 The standard height of all plinths shall be 200mm and is to be set in 150mm from front face of units to allow for toe space of wheelchair users.
- 27.4 All corner base units shall be provided with a carousel, which should have a wire tray at mid shelf height.

28.0 Open Space and Portable Unit

- 28.1 If an open space and portable unit can be provided within the kitchen layout, the portable unit should be set on 4 No. castors. The dimensions of the portable unit shall be 500mm wide x 500mm deep and a maximum height of 600mm from floor level to top of work surface. The unit shall be fitted with one full depth mid height shelf and top.
- 28.2 If an open space and portable unit cannot be provided, a pull-out lap board shall be provided in close proximity to the hob at a height of 600mm from floor level to the top of the board. The width of the lap board shall be not less than 450mm and shall project at least 300mm in front of any vertical surface, such as a door. A restrictor stop shall be fitted to prevent the lap board from being pulled out of the housing accidentally, although it shall be possible to remove it for cleaning purposes. Provision shall be made to enable height adjustment of lap board between 600mm from the floor level to 50mm below the worktop.
- 28.3 The finished surface of the portable unit and/or the pull-out lap board shall comply with standards set out in Table 2 above (certification of kitchen worktops).

29.0 Inset Sinks

- 29.1 Approved inset stainless steel sinks in accordance with Item 22.0 above. Kitchens fitted suitable for wheelchair users use should be fitted with a 150mm deep sink bowl with a heat resistant surface underneath.
- 29.2 All taps provided for sink units designated as within "Universal Use Range" shall be lever arm type.

30.0 Worktop

- 30.1 Worktops not to be sealed where they meet with walls as difficulties may be experienced when future height adjustment is attempted. All worktop edges shall be lipped with laminate. Proprietary rubber gaskets shall be fitted to edges to provide seal at walls as required.
- 30.2 Where wall tiling is provided the height of tiling shall extend to cover the area between the highest and lowest possible position of the worktops.
- 30.3 The horizontal distance between the sink unit and the hob unit shall not be less than 500mm but more than 300mm.

31.0 Mechanical and Electrical Connections

- 31.1 All electric switches for appliances shall be located at a convenient low level on front fascia's.
- 31.2 All plumbing to sinks and electrical connections to hob and electric switches for appliances shall be flexible to incorporate height adjustmen

Code of Practice for Kitchen Furniture and Installation

2.00 PRELIMINARY SAFETY AND HEALTH PLAN



Approved Form (AF 1)

Safety, Health and Welfare at Work (Construction) Regulations, 2013 Regulation 10. Particulars to be notified by the Client to the Health and Safety Authority before the design process begins.
NOTE: This form is to be used to notify of any project covered by the Safety, Health and Welfare (Construction) Regulations 2013, which will last longer than 30 days or 500 person days. It can also be used to provide changes in appointments since initial notification of projects. Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift. This Notification is to be made by Registered Post to HSA, Metropolitan Building, James Joyce Street, Dublin 1; or as may be directed by the Authority.

1 Client: Provide name, full address, telephone number and e-mail address for the Client. If more than one Client, please attach details of all Clients on a separate sheet.

Name:	Respond		
Address:	High Park, Grace Park Road, Drumcondra, Dublin 9. D09 N2N7		
Telephone:	01 808 7700	E-Mail:	

2 Project Supervisor Design Process and Health & Safety Coordinator: Provide name, full address, telephone number and e-mail address for the PSDP and Health & Safety Coordinator for the Design Process.

PSDP Name:	SafetyDot.com	H&S C. Name:	_____
Address:	The Grange, Waterford, Ireland	Address:	_____
Telephone:	086 371 8301	Telephone:	_____
E-Mail:	info@safetydot.com	E-Mail:	_____

3 Project Supervisor Construction Stage and Health & Safety Coordinator, if known: Provide name, full address, telephone number and e-mail address for the PSCS and Health & Safety Coordinator for the Construction Stage.

PSCS Name:	To Be Appointed....	H&S C. Name:	To Be Appointed....
Address:		Address:	
Telephone:		Telephone:	
E-Mail:		E-Mail:	

4 Information on Construction Work: Please provide your details of the following.

Description of Project:	Z6584 - AF1 HSA Notification Proposed Maintenance Framework for general building repairs and upgrades Nationwide
Exact Address of Construction Site:	Respond, Nationwide, Ireland

Signed: Gordon Richardson
Position: Chartered Safety & Health Practitioner
Safety Advisor Safetydot.com

on behalf of the Client

Date: 7th September 2026



3.00 PRELIMINARIES/PREAMBLES

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Disclaimer

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4.1 PRELIMINARIES

A PRELIMINARIES PREAMBLES

GENERALLY

Provide for all costs, which are not included elsewhere, arising from complying with items in the 'Project Particulars' section of Volume A and all preambles contained therein.

A10 PROJECT PARTICULARS

101 PROJECT PARTICULARS:

As detailed in the Contract.

102 The 'Employer'

Respond Housing Association,
Head Office,
Airmount,
Dominick Place,
Waterford X91 A397

103 Employer's Representative (hereinafter referred to as 'ER') is

Carron + Walsh
4th Floor,
The Atrium,
Maritana Gate,
Canada Street,
Waterford.

104 The 'Quantity Surveyor' is:

Carron + Walsh
4th Floor,
The Atrium,
Maritana Gate,
Canada Street,
Waterford.

105 The 'Project Supervisor Design Process' is:

Safetydot.com
The Grange,
Waterford

106 The 'Project Supervisor Construction Stage' is:

TBA
TBA

A12 THE SITES

121 THE SITES:

As detailed in the Contract and Property List.

The 'Contract Area' for which the Employer requires planned maintenance and minor works to be carried out, according to a Task Order(s) as defined in the Contract.

122 EXISTING UTILITIES/SERVICES:

The Contractor shall make his own enquiries regarding existing services and will be fully responsible for discovering the exact location of same and for carrying out of all necessary protection and/or diversions in connection therewith. They shall allow all costs associated with contacting the network service provider to identify all services locations on or about the Site. They will be deemed to make the necessary allowance in their rates for working in and around and maintaining live these services.

123 ACCESS TO THE SITES:

As detailed in Condition of Contract Clauses 7.1 to 7.15:

The Employer must allow the Contractor access to the relevant parts of the Site as necessary for the Contractor to execute a Task.

123A PARKING

Restrictions on parking of the Contractor's and employee's vehicles: To be determined within the specific project context. The Contractor, Contractor's Personnel must not cause a nuisance or inconvenience to the public or users, owners, occupiers of land, roads, or footpaths on or near the Site.

124 USE OF THE SITES:

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

125 SURROUNDING LAND / BUILDING USES

The Contractor shall ensure that access to adjacent premises and buildings is not impeded by the works. Likewise, the Contractor shall take all necessary steps to mitigate the effect of the works upon the use of the adjacent facilities, premises and buildings.

126A PROVISIONS FOR PROTECTION OF THE PUBLIC, SITE PERSONNEL, THIRD PARTIES AND VISITORS

The Contractor shall comply in all respects with the requirements of the above current Acts and Regulations with respect to his employees, subcontractors, visitors and other third parties; the Contractor shall plan, provide, maintain, adapt and relocate necessary provisions for the protection of the public from site operatives and arrangements for protection of third parties and visitors to the site as required; the foregoing are minimum requirements and it shall remain the contractors express responsibility to ensure the safety of all persons and property affected in any way by the works.

The Contractor is responsible for ensuring the protection of the public, site personnel, third parties and visitors to the site and shall make all necessary arrangements for the protection of all such individuals for the duration of the works. The Contractor shall ensure compliance with

A12 THE SITES (Cont'd).

126A PROVISIONS FOR PROTECTION OF THE PUBLIC, SITE PERSONNEL, THIRD PARTIES AND VISITORS (Cont'd).

all statutory requirements and dealing with all health risks identified by the World health Organisation (WHO) or Health Service Executive (HSE).

This includes but is not limited to putting measures in place to change work practices, implement disinfecting protocols during the course of the works, decontamination of areas or the works prior to handover and daily disinfection in areas where the Contractor has shared access with other parties.

The Contractor shall provide suitable ICT and on-site video conferencing facilities to accommodate remote access to site meetings by off-site personnel, this shall include but not be limited to obtaining the necessary licences/ software to host the calls and free issuing access to all personnel that require it, providing all hardware required on site such as cameras, speakers and monitors / TVs.

The Contractor shall also include all costs associated with providing additional photographic and video records of the progression of the works on site, over and above that required by the tender documentation, to facilitate remote inspection and review of the works on site by the Design Team.

126B SAFETY, HEALTH, AND WELFARE AT WORK

In the event of a health risk being identified by the World Health Organisation (WHO) or Health Service Executive (HSE) on or before the commencement of the duration of term, the Contractor shall be required to provide additional protections for their site personnel and any third party or visitor to the site during the course of the works. This includes but is not limited to following written guidance from the Department of Health, Office of Government Procurement (OGP), National Standards Authority of Ireland (NSAI), WHO and HSE; making sure workplaces are clean and hygienic, establishing welfare policies for personnel, putting measures in place to change work practices, ensuring all site personnel are trained and regularly reminded of the procedures being put in place, encouraging good respiratory hygiene, implement disinfecting protocols during the course of the works, providing sufficient hand wash facilities with warmwater supply and antibacterial soap, providing suitable alcohol based sanitising hand rub, cleaning and disinfecting shared materials/ plant/equipment / tools before they are passed from one operative to another, increased cleaning regime of all welfare facilities, implement regular cleaning and disinfection of shared canteen facilities and providing sufficient quantity of utensils / plates / cups / etc., and a suitable method of storing dirty items before cleaning to ensure the item is thoroughly cleaned before it is reused, providing tissues and closed bins in all works areas and single use face masks to all operatives and monitoring travel history of all site personnel.

The Contractor shall also appoint an individual to promote and monitor the processes outline above, ensure compliance by personnel, subcontractors and suppliers with the processes outlined above, monitoring the development of the health risk on all relevant websites (e.g., WHO, HSE, OGP, NSAI etc.) and updating the processes as required, developing site specific procedures to deal with all aspects outlined above and developing a response plan in the event of and individual on site showing symptoms of the particular health risk (contagion, virus, etc.).

The Contractor shall ensure that all aspects of their tender, including the delivery programme for the project shall fully comply with the recommendations set out in the Government's return to Work Safety Protocol, COVID-19 Specific National Protocol for employers and Workers. All recommendations set out within this document are to be implemented in tandem with but not limited to the Construction Stage Health and Safety Plan for the project, Industry best practices, pre-start checklists. The Contractor shall prepare a site specific COVID-19 Response Plan and establish a site based COVID-19 response management team to ensure due consideration is given to all requirements including but not limited to employee travel to and from site, general health of employees, site hygiene, physical distancing requirements on

A12 THE SITES (Cont'd).

126B SAFETY, HEALTH, AND WELFARE AT WORK (Cont'd).

site, respiratory hygiene, hand hygiene, site cleaning, site inductions, CIF online induction, PPE, first aid and prepare the necessary policies and procedures to prevent the spread of COVID-19 on site and manage all personnel that access the site. The Contractor shall appoint an individual / multiple individuals to ensure compliance with the procedures by all site personnel and any third party or visitor to the site during the course of the works and update the on-site policies and written procedures as required during the course of the works. The Contractor shall include for all costs associated with the initial set-up, all necessary maintenance throughout the duration of the project and removal on completion of all these and any other COVID-19 related implications.

The Contractor shall include for all costs associated with the following;

- The operation and requirements of the Safe Pass and Construction Skills Certificates schemes as outlined in Schedules 4 & 5 of the regulations
- Safety officers and all safety supervisors, first aiders, inspectors and certifiers required
- Tests and certificates on plant and equipment
- Safety signs and signals
- Provision of Personal Protective Clothing and Personal Protective Equipment
- Provision and maintenance of emergency routes and exits and designated personnel responsible for emergency procedures
- Energy distribution installations
- Temporary fire detection and fire fighting systems
- Maintenance of appropriate working conditions and work stations
- Provision and maintenance of on site traffic routes
- Provision of first aid equipment and first aid room.

126C RETURN TO WORK SAFETY PROTOCOL (THE "PROTOCOL")

Site infrastructure; isolation spaces, access, egress and circulation routes must meet the standards set out in the Protocol; provide additional control measures as required to minimise risk of infected persons presenting on site, unnecessary cross contamination between personnel within the site and unnecessary cross contamination between site personnel and other sites; providing temperature testing, COVID-19 risk assessment, record taking and reporting procedures at all site access points to ensure high risk personnel do not access site and to facilitate contact tracing; providing one way systems on site, additional parking where available or alternative transport arrangements where applicable to ensure all personnel can access the site safely and without undue risk; ensure site personnel do not present additional risk to neighbouring communities and facilities and implement mitigation measures where possible; providing additional signage on and around the site, providing information and additional training to all personnel.

Site welfare facilities such as toilets, canteens, washrooms, drying rooms, etc., must meet the standards set out in the protocol; provide additional and enhanced site facilities as required to facilitate social distancing and minimise risk of cross contamination between personnel on site; provide stations across the site to allow all site personnel maintain sufficient hand hygiene.

Cleaning to the standard required in the Protocol; provide additional and enhanced cleaning regimes to ensure that the site in general and all shared facilities comply with the Protocol.

COVID-19 supervisor role(s) as necessary to meet the requirements of the Protocol; The Contractor shall appoint an individual /multiple individuals to ensure compliance with the Protocol by all site personnel and any third party or visitor to the site during the course of the works and update on-site policies and written procedures as required during the course of the works.

COVID-19 PPE; provide additional and enhanced PPE where necessary to meet the requirements of the Protocol and Contractor's work practices revised as a consequence of

A12 THE SITES (Cont'd).

126C RETURN TO WORK SAFETY PROTOCOL (THE "PROTOCOL") (Cont'd).

COVID-19; providing tissues, hand sanitiser, disinfectant and / or wipes and closed clinical waste receptacles.

Social distancing; develop and implement alternative work practices to facilitate social distancing on site, while maintaining safe work practices in accordance with the relevant legislation; Introducing staggered times / irregular working patterns to limit the number of personnel interaction across the site and within shared facilities for the duration of the works, in accordance with all Statutory Constraints; where minimum distances cannot be ensured provide protection measures such as physical barriers, sneeze guards, etc.

127 HEALTH AND SAFETY HAZARDS

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

Refer to Preliminary Health and Safety Plan incorporated with the tender documentation.

- The Employer or the ER does not guarantee the accuracy and sufficiency of this information and the Contractor must ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Draw to the attention of all personnel working on the site, the nature of any possible contamination and the need to take appropriate precautionary measures.
- At any time during the Term the ER may instruct the Contractor to uncover, dismantle, re-cover, or re-erect work, test, inspect, or provide facilities for testing and inspection, or any combination of these. If it is found that the Works complied with this contract and the instruction was not required because of the Contractor's breach of this contract the instruction will be considered an instruction changing the Task Order, otherwise the Contractor must bear the cost of complying with the instruction.

128 SITE VISITS:

Before commencing a Task, ascertain the nature of the sites, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

A13 DESCRIPTION OF THE WORK

131 THE WORKS:

As outlined in the Contract and more specifically on each individual Task Order issued on behalf of Respond by the ER.

132 PROHIBITED MATERIALS:

The Contractor must ensure that the below prohibited materials are not to be used in connection with the project.

- High alumina cement in structural elements
- Wood wool slabs in permanent formwork to concrete or in structural elements
- Calcium chloride in admixtures for use in reinforced concrete
- Materials which are controlled or transitional substances under Regulation 3093/94/EC (1994) OJ L333 and any materials or combination of materials which contain or use such materials in their manufacture or operation
- Aggregates for use in reinforced concrete which do not comply with I.S. EN 12620 Aggregates for Concrete
- Silicate bricks or tiles
- Readymix Concrete, which does not comply with the provisions of "ISEN 206-1:2002 (+A1:2008) Concrete - Part 1: Specification, Performance, Production and Conformity.
- Pitch polymer damp-proof courses in horizontal locations
- Cavity wall insulation which entirely fills the cavity, or which is installed after construction
- Urea formaldehyde foam or materials which may release formaldehyde in quantities which may be hazardous with reference to the limits set at the time of incorporation by the Health & Safety Authority
- Lead, lead paint or any material containing lead which may be ingested, inhaled or absorbed except where copper alloy fittings containing lead are specifically required in drinking water pipe work by any relevant current statutory requirements
- Slip bricks
- Vermiculite plaster
- Lightweight or air entrained concrete blocks
- Any aggregate from a source not certified as compliant with IS EN 13242:2002 "Aggregates for unbound and hydraulically bound materials for use in civil engineering work and road construction" and Annexe E of SR 21:2014
- Materials which are generally composed of minerals fibres either man made or naturally occurring which have a diameter of 3 microns or less and a length of 200 microns or less or which contain fibres not sealed or otherwise stabilised to ensure that fibre migration is prevented.
- Any timber treated with pentachlorophenol
- Insulation material where chlorofluorocarbons (CFC's) are used in their manufacture or application
- Hardwood unless taken from sources which are regulated and managed in a sustainable way

A13 DESCRIPTION OF THE WORK (Cont'd).

132 PROHIBITED MATERIALS (Cont'd).

- Any other substances not in accordance with Irish Standards and Codes of Practice and/or good practice at the time of Specification and/or incorporation within the development.
- Any of the products containing Cadmium that are referred to in the Environmental Protection Agency Act 1992
- In addition to and separate from the foregoing banned materials any other substances or combination of substances or procedures publicised prior to the time of specification or use as the case may be in any Building Research Establishment Limited ("BRE") Publications issued as part of the BRE Professional Development Service which the BRE recommend or not use for building purposes or the type of buildings comprised in the development or which the BRE identifies harmful to the health and safety or those constructing or using buildings of the type comprised in the Development and any products which use such substances or combination of substances or procedures in their operation.
- Asbestos or asbestos related products as defined in SI 276/1993 of the European Community (Protection of Workers) (Exposure to Asbestos) Regulations 1986 and the Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2010.

A20 PUBLIC WORKS TERM MAINTENANCE AND REFURBISHMENT WORKS CONTRACT

201 THE CONDITIONS

As detailed in Volume D “CONDITIONS”.

202 CONTRACTORS INSURANCE LIABILITY:

Details of the Insurance requirements are included in the Insurances Clause 11 and Clause 15.

CONTRACT

203 FORM, TYPE AND CONDITIONS OF CONTRACT

Provide for complying in all respects with the ‘Agreement’ and ‘Conditions’ of the PUBLIC WORKS TERM MAINTENANCE AND REFURBISHMENT WORKS CONTRACT (Document Reference PW-CF11-v.1.6 29th July 2021).

CONDITIONS OF CONTRACT

1. Contract
2. Duration of Term
3. Task Orders
4. Completing Tasks
5. Quotations for Tasks
6. Payment
7. Site Operations and Works
8. Contractor’s Personnel
9. Pay and condition of employment of workers
10. Loss and damage
11. Insurances
12. Property
13. Ethics and Public Office
14. Law and disputes
15. Contractor’s risk of loss and damage to the Works and Employer’s existing facility

204 SCHEDULE

The completed Schedule of the contract is contained within Volume B. Provide for complying in all respects with the schedule and conditions as described:

- | | |
|---------|---|
| 1.4 | Works Requirements: Volume A, and Pricing Document: Volume C. |
| 1.10 | Specialists the Framework Participants are required to use: Not applicable. |
| 8.2 | Professional indemnity insurance required by Specialists: Not applicable. |
| 2.1 | Term: Two Years; Percentage of Maximum Sum at which Term ends:95%. |
| 5.4 | Percentage of maximum Sum after which Task orders must include an accepted quotation: 75%; maximum value of Task Orders after the percentage exceeded:10%. |
| 6.1 | Maximum Sum: €2,000,000.00. |
| 6.5 | Interim statement provided under a task order may include: monthly 100% of the contract value of completed Works in the task, less previous payments for those Works. |
| 6.6 | Time for payment:30 days after Employer receives invoice. |
| 10.1,15 | Clause 15: Applies. |

**A20 PUBLIC WORKS TERM MAINTENANCE AND REFURBISHMENT WORKS CONTRACT
(Cont'd).**

204 SCHEDULE (Cont'd).

- 11.1 Minimum indemnity limit for public liability insurance: €6,500,000.00 for any one event.
Minimum indemnity limit for employer's liability insurance: €13,000,000.00 for any one event
- 11.2 Maximum levels of excess for
- Public liability (property damage): €10,000.00
 - Public liability (death, illness or injury): €0.00
 - Employer's liability: €0.00
- 14.2 Person to appoint as conciliator, if not agreed: President of the Society of Chartered Surveyors of Ireland.
- 14.3 Person to appoint adjudicator, if not agreed: Chairperson of the Panel of Adjudicators.
- 15 Maximum excess for insurance required by optional clause 15: €10,000.00.
Amount of insurance of facilities being extended by the Works: Maximum €2,000,000.00.

A30 OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER:

301 PAYMENT OF THE COMPLETED WORKS

The Contractor shall be responsible for submitting a payment claim notice to the ER, in the form of a detailed statement of the contract value of the Works in those Tasks for which the Contractor has received in the previous month an acknowledgement of receipt of the certificate of completion of the Task under clause 4.2, for checking and auditing by the Quantity Surveyor.

The ER may state in a Task Order that the Employer will make interim monthly payments. In that case the Contractor may include in its monthly statements the Scheduled percentage of the contract value of completed Works in the Task, less previous payments for those Works.

302 COLLATERAL WARRANTIES

If so required by the ER, the Contractor must ensure that specialists named in the Schedule (or others to whom the ER has agreed), enter into collateral warranties with the Employer. The collateral warranties must be in the form published in the model forms on www.constructionprocurement.gov.ie or another form required by the Employer. They must require the specialist to have professional indemnity insurance as Scheduled.

303 TENDERING

Will be in accordance with the Instructions To Tenderers (ITT).

304 RESTRICTIONS OF THE SITE

The buildings are to continue operating throughout the course of the works and the contractor shall carry out the works with minimum inconvenience, nuisance and danger to the occupants and users and shall maintain security at all times.

305 LABOUR COSTS:

The Contractor shall include for the following costs for workpeople:

- a) Matters within the jurisdiction of the recognised Wage Fixing Bodies for the trades concerned.
- b) PRSI Contributions.
- c) Any Statutory or Private Pensions Contributions.
- d) Any Training levy payable under the Industrial Training Act 1964.
- e) Any payment, levy or contribution but excluding Income Tax, which is by law payable by the Contractor in respect of his workpeople.
- f) Holiday with pay and allowances to cover redundancy.
- g) Transport for workpeople.
- h) Any other disbursements arising from the employment of workpeople.
- i) All costs associated with complying with Section 9 of the Contract

306 TRAVELLING AND TRAVEL:

The rates and prices in the Pricing Document will be deemed to be applicable to all work carried out on all the properties and shall include for all travelling and transport costs. No claim for travelling costs will be entertained for additional properties added to the property list that are in the general locality of the existing properties.

A30 OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (Cont'd):

307 PLANT, TOOLS & VEHICLES:

The Contractor shall include for and provide all plant, tools and vehicles necessary for the proper execution of the works together with the carriage and cartage thereof and maintain, alter and adapt same from time to time as necessary.

308 SUB-CONTRACTORS

- Prior to the award of contract, the Contractor is to submit a list of the proposed Sub Contractors detailing the trades and names of the Contractors proposed domestic subcontractors is to be submitted to the ER for approval.
- This list will, if required, be amended in agreement between the ER and the Contractor and included in the Contract.
- Any subsequent amendments or additions to the statement shall be submitted to the ER for approval in accordance with the terms of the Contract Conditions.
- From time to time the Employer may propose possible Sub-Contractors and the Contractor shall give them due consideration.

309 OUT OF HOURS CONTACTS

- Prior to award of contract the Contractor is to submit details of the names, locations and telephone numbers of the Contractor's contacts for work requested out of hours.
- This statement will, if required, be amended in agreement between the ER and the Contractor and included in the Contract.
- Any subsequent amendments or additions to the statement must be notified immediately and agreed in writing with the ER.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

310 DEFINITIONS

Terms, derived terms and synonyms used in the preliminaries/general conditions and specification are as stated here in the appropriate referenced document.

311 COMMUNICATION:

Includes advise, inform submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements, in writing to the person named in A10/103.

312 APPROVAL (and words derived there from)

Means the approval in writing of the ER unless specified otherwise. Do not proceed until response has been received.

313 SPECIFICATION:

- Specification specific to the task will be supplied with the Works Order, together with drawings and any other relevant documentation.
- The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which he may discover.

314 DISCLAIMER:

This document and the information contained therein is intended solely for the Client's information and use in relation to the Respond Measured Term Maintenance Contract and Respond accept no responsibility for any consequences arising from unauthorised use by any other person(s).

315 COPYRIGHT:

This document may not be reproduced in part or in whole without the express written permission of Respond.

316 EQUIVALENT PRODUCTS:

- Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the ER and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents.
- Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function, and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products, provide revised drawings, specification and manufacturer's guarantees as required by ER.

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

317 BRITISH/IRISH/EN STANDARD PRODUCTS

Where any product is specified to comply with a British or Irish Standard for which there is no equivalent European Standard it may be substituted by a product complying with a grade or

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (cont'd)

317 BRITISH/IRISH/EN STANDARD PRODUCTS (Cont'd).

category within a national standard of another Member State of the European Community or an international standard recognised in Ireland specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. In notifying the ER advance of ordering of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.

Note; Where European Standards have superseded BSI BS-EN Standards, the more recent EN Standard will take precedence.

318 REFERENCES TO BSI DOCUMENTS

are to the versions and amendments listed in the BSI Standards Catalogue current at the date of tender.

319 SIZES:

Unless otherwise stated:

- Products are specified by their co-ordinating sizes.
- Cross section dimensions of timber shown on drawings are nominal sizes before any required planing.
- Where an item required by the Works is of the same specification as similar works within the Pricing Document (hereinafter referred to as 'PD') but falls between two measured sizes it is deemed to be included within the rate for the higher of the two sizes measured in the PD.

311A FIX ONLY

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

312A SUPPLY AND FIX:

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

313A REMOVE means

disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings, and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services unless it is stated otherwise within the PD description.

314A STORE/SET ASIDE means:

- During removal prevent damage to the stated components or materials and clean off bedding and jointing materials.
- Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.

315A REPLACE/RENEW means:

- Remove the stated existing components, features, and finishes and dispose of unwanted materials.
- Provide and fit in lieu new components, features, or finishes which, unless specified otherwise, must match those which have been removed.
- Make good as necessary.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS (cont'd)

- 316A REPAIR means
carry out local remedial work to components, features and finishes as found in the existing building, resecure or refix as necessary and leave in a sound and neat condition. It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- 317A MAKE GOOD means
carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include:
- Replacement of components or parts of components.
- The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.
- 318A EASE AND ADJUST means
make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- 319A TO MATCH EXISTING means
use products, materials, and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance

A32 DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

321 ADDITIONAL COPIES OF CONTRACT DOCUMENTS:

After execution of the Contract, one copy of the Contract Documents will be issued to the Contractor. Additional copies will be issued on request, if available, but will be charged to the Contractor.

322 DIMENSIONS:

The accuracy of dimensions scaled from drawings issued with Orders is not guaranteed. Obtain from the ER any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.

323 AS BUILT DRAWINGS AND INFORMATION

Must be provided to the ER not less 3 (three) weeks after the date for completion of the particular work order.

324 TECHNICAL LITERATURE

The Contractor is required to keep copies of the following on site, readily accessible for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the works.
- Relevant IS Standards and Codes of Practice.

325 OPERATION AND MAINTENANCE INSTRUCTIONS AND GUARANTEES:

Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to ER on or before Work Order Completion.

326 PSDP DOCUMENTATION:

Provide all documentation requested by the PSDP throughout the build process. The contractor is responsible for assembling the Safety File for handover at the conclusion of the project, the content of the Safety File should be agreed with the PSDP in advance of it being assembled, and the number and type of submittals provided as requested.

327 BC(A)R OBLIGATIONS:

The contractor is bound to comply with all requirements of the process on any projects that are subject BC(A)R. The contractor should refer to all information, schedules, inspection schedules etc. provided to them and make allowances to comply with the requirements of same.

A33 MANAGEMENT OF THE WORKS

331 INSURANCES:

Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Contract.

332 INSURANCE CLAIMS:

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 in writing to the Employer, the person administering the contract on behalf of the Employer, Project Supervisor Design Stage and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice. Advise the HSA of any notifiable occurrence.

The Contractor must indemnify the Employer against claims, liability, and proceedings resulting from any worker or other person claiming to be an employee or former employee of the Contractor or Contractor's personnel relating to employment or non-employment or engagement or non-engagement by the Contractor or Contractor's personnel, including claims for breach of contract, wrongful or unfair dismissal, loss of office, redundancy, or loss of earnings and also including claims, liability, and proceedings of any kind under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003. The Employer holds this indemnity for the benefit of itself and any other contractor it appoints to replace the Contractor.

333 OWNERSHIP:

Materials arising from the maintenance and alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

334 HARDCORE:

Brick rubble or other hard materials arising from the work may be reused as hardcore, subject to compliance with specification.

335 PROGRAMME:

Where specifically requested by the ER prepare in an approved form a programme for the Works, which must make allowance for all:

- Planning and mobilisation by the Contractor
- Subcontractor's work
- Running in, adjustment and testing of engineering services.
- Work by others concurrent with the Contract
- Submit 1 copy to ER.

336 ER's MEETINGS:

The ER will hold biweekly meetings during the Contract Term to review the following:

- Progress in relation to the programme.
- Response times.
- Quality of the service.
- Feedback from Contractor.
- Feedback from Employer.
- Corrective actions and improvements.
- Task Orders and Instructions.

A33 MANAGEMENT OF THE WORKS (Cont'd).

336 ER's MEETINGS (Cont'd).

Other items as required by the ER.

- Ensure the availability of the requisite personnel and the appropriate data and attend all such meetings.
- The ER will chair biweekly meetings and take and distribute minutes.

337 NOTICE OF WORK ORDER COMMENCEMENT AND COMPLETION:

- Give ER notice of the dates of Task Order Commencement and Completion. On receiving a Task Order the Contractor to notify by telephone the property prior to attendance.

338 EXISTING WORK:

- The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the ER before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.

339 TASK ORDERS AND INSTRUCTIONS.

If the Employer's Representative gives the Contractor an instruction in relation to a Task the Contractor must implement the instruction. This can include an instruction changing a Task Order.

Instructions are normally given in writing (which can include email). In an emergency, the Employer's Representative may give the Contractor an oral instruction, in which case the Employer's Representative must confirm it in writing within 48 hours after it was given, failing which the Contractor must confirm the instruction in writing to the Employer's Representative within 72 hours after the oral instruction was given.

331A QUOTATIONS FOR TASKS:

If the ER issues details to the Contractor of a proposed Task Order (or a proposed Instruction changing a Task Order) with a request for a quotation, the Contractor shall submit a lump sum fixed price quotation together with a detailed programme and any other information as requested by the ER within 10 days after the ER sends the request.

The quotation shall include, descriptions of all work items, quantities and rates from the Pricing Document and if there is no rate in the Pricing Document, by making a fair valuation by means of pro-rata rates, build-ups of "star rates", sub-totals and final total.

If the ER so instructs on the basis of labour rates tendered in the Pricing Document and the time properly spent by Workers executing the Works, the reasonable cost of materials properly used plus the mark-up tendered in the Pricing Document, and the reasonable cost of plant properly used, all as documented to the Employer's satisfaction.

The Contractor shall, when required, produce original receipted accounts, invoices or vouchers for any item(s) used in the works to the Quantity Surveyor.

A33 MANAGEMENT OF THE WORKS (Cont'd)

332A ORDERING FROM A TASK ORDER

The measured work on a Task Order shall not be used for ordering materials. The Contractor is required to take his own measurements on Site and from the drawings for quantities required for the ordering of materials

333A PRICING DOCUMENT: PRICING

The Contractor at the time of tendering, must furnish the Volume C; Pricing Document fully priced in ink in the currency of the European Monetary Union- the Euro (EUR).

334A PROJECT SUPERVISOR CONSTRUCTION STAGE

The contractor is to allow for all costs associated with providing the role of the Project Supervisor Construction Stage as defined by the Safety Health and Welfare at Work (Construction) Regulations 2013 and amendments there to, including the provision of Safety Files and O&M Manuals (two hard copies and 1 soft copy).

335A CONSIDERATE CONSTRUCTION AND CONVENIENCE OF OTHERS

The Contractor shall consult the convenience of anybody who may be affected by the work regarding the approaches to be used, suitable times for making deliveries and all other matters affecting them.

Considerate

All work is to be carried out with positive consideration to the needs of occupiers and the general public. Special attention is to be given to the needs of those with sight, hearing and mobility difficulties.

Environment

Noise from construction operations and all other sources is to be always kept to a minimum. Efforts should be made to select and use local resources wherever possible. Attention should be paid to waste management and the avoidance of pollution. Recycling and the use of recycled materials are encouraged.

Cleanliness

The working site is to be always kept clean and in good order. Safety barriers, lights and warning signs are to be maintained in a clean and safe condition. Surplus materials and rubbish should not be allowed to accumulate on the site or spill over into the surroundings. Dirt and dust from construction operations should be kept to a minimum.

Good Neighbour

General information regarding the Scheme should be provided for all neighbours affected by the work. Full and regular communication with neighbours, including adjacent traders and businesses, regarding programming and site activities should be maintained from pre-start to completion.

Respectful

Respectable and safe standards of dress should be maintained at all times. Lewd or derogatory behaviour and language should not be. Pride in the management and appearance of the site and the surrounding environment is to be always shown. Operatives should be instructed in dealing with occupiers and the general public.

Safe

Construction operations and site vehicle movements are to be carried out with care and consideration for the safety of site personnel, visitors, occupiers and the general public. No building activity should be a security risk to others.

A33 MANAGEMENT OF THE WORKS (Cont'd)

335A CONSIDERATE CONSTRUCTION AND CONVENIENCE OF OTHERS (Cont'd).

Responsible

Ensure that everyone associated with the site understands implements and complies with this code.

Sustainable and Environmental Site Operations

The Contractor should have regard to implement the Best Practice Guidelines on the Preparation of Waste Management Plans for Construction and Demolition Projects published by DOEHLG July 2006.

336A The Contractor shall provide a Brexit management plan prior to starting on site to ensure full certification on completion of the project, this plan for recording and tracking names, contact details and validity for each CE marked product being used on the project and Actions required where products have lost accreditation during the course of the construction works. The Contractor is also required to confirm full detail of the notified body responsible for testing each CE marked product forming part of a submittal.

337A SURVEYS AND REPORTS

Condition/Dilapidation Survey and report

The Contractor shall commission a suitably qualified independent 3rd party to complete a condition/dilapidation and record survey of all adjacent structures likely to be affected by the Works; 1 soft and 2 hard copies of these reports shall be supplied to the Employer's Representative prior to commencement of any work on site.

Thermographic Survey, Testing and Proving (Building Test)

The Contractor shall appoint a recognised specialist to carry out a thermographic survey of the completed building to prove continuity of insulation within all parts of the building fabric and produce a thermographic survey report and schedule of remedial actions.

Sewers

CCTV surveys of all main drainage runs, pressure test, water testing on manholes.

Other Surveys

As Built Topographical Survey

As Built Internal Stairs Survey

As Built Internal Door Survey

Internal Wet Room Survey

External balcony/Walkway Survey

External Hard Surfaced Areas

Dampness Testing

Dampness testing by an independent accredited testing agency shall be carried out in accordance with BS 8203:2001, Annex A; one number test shall be carried out per 250m² of floor area and tests shall be completed and test results issued to the Employer's Representative

A33 MANAGEMENT OF THE WORKS (Cont'd)

337A SURVEYS AND REPORTS(Cont'd.)

at least one month in advance of the date when it is intended to lay the floor covering in that area; where initial relative humidity test readings exceed 755, the Contractor shall retest in those areas one week prior to the intended date of commencement of laying of the floor covering.

Building Energy Rating-Demonstration of Compliance Assessment

The Contractor is responsible for the completion of DEAP assessments of all units to demonstrate compliance with Part L of Building Regulations. The Contractor shall also provide BER certificates and advisory reports including meeting any SEAI audit requirements for all units based on DEAP assessments; all DEAP assessments and certificates must be undertaken by a person registered with the National Register of BER Assessors.

A34 QUALITY STANDARDS/CONTROL

MATERIALS AND WORK GENERALLY

341 GOOD PRACTICE:

Where and to the extent that materials, products, and workmanship are not fully detailed or specified they are to be:

- Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the Contract Documents, and
- In accordance with good building practice.
- In accordance with the appropriate British / Irish Standard Specification and/or British Standard Code of Practice current at the date of tender.

342 GENERAL QUALITY OF PRODUCTS:

- Products to be new unless otherwise specified.
- For products specified to a British, Irish or European Standard obtain certificates of compliance from manufacturers when requested.
- Where a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested.
- Ensure that the whole quantity of each product required is of consistent kind, size, quality and overall appearance.
- Where consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together.
- If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.

343 PROPRIETARY PRODUCTS:

- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations. Inform ER if these conflict with any other specified requirement. Submit copies when requested.
- The tender will be deemed to be based on the products specified and recommendations on their use given in the manufacturers' literature current at the date of tender.
- Where British Board of Agreement or Irish Agrément Board certified products are used, comply with the limitations, recommendations, and requirements of the relevant valid certificates.
- Wherever a proprietary name is used to specify a material or process it shall be deemed to have the term "or equivalent" appended to it.
- Where a material or process is described by reference to its proprietary name the name is used to indicate the standard of construction, appearance, ease of maintenance and durability acceptable to the ER. The ER will consent to the use of alternatives where such alternatives are shown to equal or surpass the qualities of the product or process specified. Accordingly proprietary names wherever mentioned in the Specification, Pricing Document or on the drawings shall be deemed to mean the provision of the named product or process or an acceptable alternative. Should the ER, in association with a representative of Respond, determine that a proposed alternative is not an acceptable equivalent the contractor shall be obliged to use the original material.
- All costs associated with the submittal, appraisal and subsequent review of products which are deemed not to be an acceptable alternative shall be the sole responsibility of the Contractor and the Employer will not be liable for any delays or additional on-costs associated with the appraisal of alternative products.

A34 QUALITY STANDARDS/CONTROL (Cont'd).

344 CHECKING COMPLIANCE OF PRODUCTS:

Check all documentation and the products themselves to ensure compliance with the Contract Documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:

- The sources, types, qualities, finishes, and colours are correct, and match any approved samples.
- All accessories and fixings which should be supplied with the products have been supplied.
- Sizes are correct. Where tolerances are critical, measure a sufficient quantity to ensure compliance.
- The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
- The products are clean, undamaged and in good condition.
- Products which have a limited shelf life are not out of date.

345 PROTECTION OF PRODUCTS:

- Prevent over-stressing, distortion, and other damage.
- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- Keep dry to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement between stored products.
- Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- Protect adequately from rain, damp, frost, sun, and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
- Keep different types and grades of products separately and adequately identified.
- Keep products in their original wrappings, packings, or containers until immediately before they are used. Wherever possible retain protective wrappings after fixing and until shortly before Order Completion.
- Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.

346 SUITABILITY OF RELATED WORK AND CONDITIONS:

Provide all trades with necessary details of related types of work. Before starting each type of work, ensure that:

- Previous work is appropriately complete, in accordance with the Contract Documents to a suitable standard and in a suitable condition to receive the new work.
- All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming, and sealing.
- The environmental conditions are suitable, particularly that the building is suitably weather tight.

347 GENERAL QUALITY OF WORKMANSHIP:

- Operatives must be appropriately skilled and experienced for the type and quality of work.
- Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
- Inspect components and products carefully before fixing or using and reject any which are defective.
- Fix or lay securely, accurately and in alignment.
- Where not specified otherwise, select fixing and jointing methods and types, sizes and spacing of fastenings per the manufacturer's recommendations for that product or system, whilst also referencing compliance with section Z20 of the National Building Specification.
- Provide suitable packings at screwed and bolted fixings to take up tolerances and prevent distortion. Do not over tighten.
- Adjust location and fixing of components and products so that joints which are open to view are even and regular.

A34 QUALITY STANDARDS/CONTROL (Cont'd).

347 GENERAL QUALITY OF WORKMANSHIP (Cont'd).:

Ensure that all moving parts operate properly and freely. Do not cut, grind, or plane prefinished components and products to remedy binding or poor fit without approval

348 BS 8000: BASIC WORKMANSHIP:

- Where BS 8000 gives recommendations on working methods, compliance will be deemed to be a matter of industry good practice and not a requirement of the ER.
- If there is any conflict or discrepancy between the recommendations of BS 8000 on the one hand and the Contract Documents on the other, the latter will prevail.

349 WATER FOR THE WORKS:

If other than mains supply is proposed provide evidence of suitability.

SAMPLES/APPROVALS

341A SAMPLES:

Where approval of a product is specified or requested by the ER, the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.

342A APPROVALS:

Where and to the extent that products or work are specified to be approved or the ER instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

- To the express approval of the ER or
- To match a sample expressly approved by the ER as a standard for the purpose.

ACCURACY/SETTING OUT GENERALLY

343A SETTING OUT:

The Contractor shall be responsible for all setting out on site. Check the levels and dimensions of the site against those shown on the drawings where provided and record the results on a copy of the drawings. Notify ER in writing of any discrepancies and obtain instructions before proceeding.

If requested by the ER, inform ER when overall setting out is complete and before commencing construction.

345A APPEARANCE AND FIT:

- Arrange the setting out, erection, juxtaposition of components and application of finishes to ensure satisfactory fit at junctions, no practically or visually unacceptable changes in plane, line or level and a true, regular finished appearance.
- Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.

A34 QUALITY STANDARDS/CONTROL (cont'd)

346A LEVELS OF STRUCTURAL FLOORS:

Maximum tolerances for designed levels to be as follows:

- Floors which are to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/-3 mm per the requirements of the NBS specification.
- Floors to receive dry board/panel construction with little or no tolerance on thickness: +/-3 mm.
- Floors to receive fully bonded screeds/toppings/beds: +/-10 mm.
- Floors to receive unbonded or floating screeds/beds: +/-10 mm.

SERVICES GENERALLY

347A SERVICES REGULATIONS:

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

348A SERVICE RUNS:

Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.

349A SUPERVISION/INSPECTION/DEFECTIVE WORK:

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

Prior to the award of contract, the Contractor to supply the general particulars of proposed Supervisor for approval by ER.

The contractor shall not change or replace the Supervisor without the written approval by the ER.

341B CONTRACTOR'S REPRESENTATIVE AND PROJECT TEAM:

The Contractor will not remove or redeploy the Contractors Representative or members of the project team without the prior written approval of the ER. Submit to the ER for approval details of the proposed Contractors Representative or Project Team Member Give maximum possible notice to the ER before changing the Contractor's Representative.

The Contractor's Representative shall be responsible for:

- Liaison with the ER or his assistant(s) and attending regular review meetings when called by the ER.
- Taking instructions from and reporting on progress to the ER.
- Supervising and organising the work force and ensuring the quality of the work in accordance with the Contract Documents.
- Liaising with the property occupier and other personnel within the Employer's organisation to progress the work with the minimum of disruption and inconvenience.
- Ensuring that the correct numbers of the appropriate trades are 'called in' as may be necessary.
- Taking and maintaining records of the work done, time expended, and materials and plant used.
- Quantifying, sizing, ordering and progressing materials to ensure their availability on site at the appropriate time.
- Inspecting the work instructed to ensure that labour, plant, and materials will be available when required.

A34 QUALITY STANDARDS/CONTROL (Cont'd).

342B DEFECTS IN EXISTING CONSTRUCTION

Defects in existing construction to be reported to ER without delay. Obtain instructions before proceeding with work which may:

- Cover up or otherwise hinder access to the defective construction, or
- Be rendered abortive by the carrying out of remedial work.

343B TIMING OF TESTS AND INSPECTIONS:

Agree dates and times of tests and inspections with ER several days in advance, to enable the ER and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time. The contractor must comply with the requirements, inspections, and notifications outlined in the BC(A)R documentation if relevant to the project.

344B PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:

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

345B QUALITY CONTROL:

Establish and maintain procedures to ensure that the Works, including the work of all subcontractors, comply with specified requirements. Maintain full records, keep copies on site for inspection by the ER, and submit copies of particular parts of the records on request. The records must include:

- Identification of the element, item, batch or lot including location in the Works.
- The nature and dates of inspections by the Contractor or ER, tests, and approvals.
- The nature and extent of any nonconforming work found.
- Details of any corrective action.

346B CONTROL OF QUALITY CERTIFICATES:

The Contractor is to submit certificates if so, requested on quality control for BCAR to the Employer and to submit recommendation(s) regarding the issue of Practical Completion Certificate (s), a defects list and certificate of making good defects for the works to the Contractor with a copy to the Employer or his Representative.

WORK AT OR AFTER ORDER COMPLETION

347B GENERALLY:

- Make good all damage consequent upon the work.
- Remove all temporary markings and protective coverings.
- 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 to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials.

A34 QUALITY STANDARDS/CONTROL (Cont'd).

WORK AT OR AFTER ORDER COMPLETION (Cont'd).

347B GENERALLY (Cont'd).

- Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions.
- Adjust, ease, and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

348B SECURITY AT COMPLETION:

Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

349B MAKING GOOD DEFECTS:

Make arrangements with the ER and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform ER when remedial works to the various parts of the Works are completed.

A35 SECURITY/SAFETY/PROTECTION

GENERALLY

351 SAFETY:

Before taking possession, the Contractor shall examine the site and advise the ER of potential hazards to the safety of the Contractor's workpeople, the Employer's workpeople, and the general public in order that appropriate safety measures may be put into place. If during the course of the works, the Contractor should become aware of real or potential hazards that could affect the safety of any person he must take immediate steps to safeguard them and inform the ER without delay of the nature of the hazard and the safeguards taken.

352 SAFETY, HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013:

The Contractor's attention is drawn to his responsibilities under the Safety Health and Welfare at Work (Construction) Regulations 2013 and amendments there to, to the extent that they are applicable to Orders raised under this.

353 THE PRELIMINARY SAFETY AND HEALTH PLAN:

The Preliminary Safety & Health Plan is integral with the project Preliminaries, including but not restricted to the sections set out below.

Nature of the project:

The existing environment:

Existing drawings:

The design:

Construction materials:

Site-wide elements:

Overlap with client's undertaking:

Site Rules:

Continuing liaison:

354 THE CONSTRUCTION PHASE SAFETY AND HEALTH PLAN:

The Construction Phase Safety & Health Plan developed from the Outline Construction Phase Health and Safety Plan must be submitted to the ER not less than 7 days before the proposed date for start of construction work. Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the Safety Health and Welfare at Work (Construction) Regulations 2013.

355 HSA APPROVED CODES OF PRACTICE:

Comply with all relevant Approved Codes of Practice and Codes of Practice published by the Health & Safety Authority.

356 SECURITY:

- Adequately safeguard of the site, the works, product, materials, plant and any existing building affected by the Works from damage and theft.
- Take all reasonable precautions to prevent unauthorised access to the site, the works and adjoining property.
- Leave the works secure at the end of each working day.

A35 SECURITY/SAFETY/PROTECTION (cont'd).

357 SECURITY - CCTV SYSTEMS:

- Ensure that the CCTV Security Systems are not interfered with during the works.
- Where work will disturb the installations or disrupt the power supply, consult the Tenant Service Officer for approval prior to proceeding and confirm and adopt the procedures to be implemented.
- Prevent misalignment to CCTV cameras.

358 SECURITY - INTRUDER ALARM SYSTEMS:

- Ensure that the intruder alarm systems are not interfered with during the Works.
- Where work will disturb the installation or disrupt the power supply, consult the Tenant Service Officer for approval prior to proceeding and confirm and adopt the procedures to be implemented.

359 SECURITY - KEYS:

- Where work is in unoccupied premises or is to be carried out outside of the property's normal working hours, it is normally possible for a key to be issued to the Contractor and the following procedures must be adhered to:
- Collect keys from the appropriate personnel of the Employer, sign for safe-keeping, safeguard and return on completion.
- In the event of loss of the key or if there is any doubt that the key may have been duplicated the Contractor will be held liable for the Employer's cost in rectifying the security breach including, but not limited to, the replacement of locks.

351A STABILITY:

Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading: details of design loads may be obtained from ER.

352A OCCUPIED PREMISES:

- Existing buildings will in the main be occupied and/or used and/or operational whilst the work is carried out.
- Carry out the Works with the minimum inconvenience, disruption and nuisance to the occupants, users and without danger to occupants and users.
- Except for emergency work, arrange access with the occupier at mutually agreed pre-arranged times and confirm such times with the ER.
- In the case of emergency work being requested, in writing or verbally, immediately contact the premises by telephone, ascertain the precise nature of the work required and give notice of the intended time of arrival. Notify such details to the ER.
- If it transpires that 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 paid to the Contractor, provided that the provisions of this clause have been complied with and such overtime is authorised by the ER in advance.

353A SAFETY:

The Contractor shall throughout the progress of the works take full responsibility for the safety of all persons upon the site and the persons for whom the

- Contractor is deemed to be responsible and shall keep the site and the works (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons, and shall, inter alia, in connection with the works provide and maintain at his own cost all lights, guards, fencing, warning signs and watching

A35 SECURITY/SAFETY/PROTECTION (cont'd).

353A SAFETY (Cont'd):

- When and where necessary, or as required by the Employer or by any competent statutory or other authority for the protection of the works or for the safety and convenience of the public or others.

The Contractor shall ensure that any sub-contractor shall provide and employ in connection with the execution of the works: -

- 1) Only such technical assistants as are skilled and experienced in their respective occupations and such sub-agents, foremen and leading hands as are competent to give proper supervision to the work they are required to supervise; and
- 2) Such skilled, semi-skilled and unskilled labour as is necessary for the proper and timely execution of the works.

354A EMPLOYER'S REPRESENTATIVES SITE VISITS:

Inform the ER in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and his representatives as appropriate.

355A IDENTIFICATION:

Provide all employees and sub-contractors employees with suitable means of identification approved by the ER.

356A SAFETY HELMETS:

The Contractor shall include for and provide a selection of safety helmets of approved design and manufacture for the use of visitors to site.

357A PERMIT TO WORK:

Procedures will operate for all 'hot work', work in confined spaces and interruption to any services / fire detection system or alarm / security systems.

PROTECT AGAINST THE FOLLOWING:

358A NOISE:

- Comply generally with BS 5228.
- Comply with European Communities (Protection of Workers) (Exposure to Noise) Regulations 1990 (S.I. No.157 of 1990).
- Noise levels from the works are to be kept to a level commensurate with the continued operation of the premises and the location of the works.
- Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Do not use pneumatic drills and other noisy appliances during business hours without consent of the ER.
- Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.

359A POLLUTION:

Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways.

A35 SECURITY/SAFETY/PROTECTION (cont'd).

351B USE OF PESTICIDES:

- Use only where specified or approved, and then only suitable products as listed in the Pesticide Control Service (PCS) of the Department of Agriculture and Food.
- Where work is near water, drainage ditches or land drains, complies with the Department of Agriculture Guidelines for the use of herbicides on weeds in or near watercourses and lakes.
- Observe all precautions recommended by the manufacturer and remove containers from site immediately they have been emptied or are no longer required.
- Operatives must hold a BASIS Certificate of Competence or work under the supervision of a Certificate holder.

352B NUISANCE:

Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

353B FIRE:

Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers' Confederation, the Loss Prevention Council and the National Contractors' Group.

- Ensure, by the Provision of notices, if necessary, that smoking or naked lights are not allowed within 10 metres of any area where inflammable materials are used or exposed by the Works. Ensure compliance with the foregoing from all persons employed or visiting the premises.
- Ensure all existing, new, or temporary fire escape routes are maintained clear and accessible at all times.

Smoking will not be permitted on the site nor in any area of the Employer's property.

354B BURNING ON SITE

of any materials will not be permitted

355B MOISTURE:

Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:

- Blistering and failure of adhesion.
- Damage due to trapped moisture.
- Excessive movement.

356B INCLEMENT WEATHER:

Where practical, maintain continuity of work during frost and/or inclement weather using reasonable means and aids to build in order to minimise or prevent delays.

357B INFECTED TIMBER:

Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.

A35 SECURITY/SAFETY/PROTECTION (cont'd).

358B WASTE:

- Comply with Environmental Protection Agency Act 1992, Waste Management Act 1996 to 2005, and Waste Management Act (Amended) 2005 and all other amendments and relevant legislation.
- Remove rubbish, debris, surplus material, and spoil regularly and keep the site and Works clean and tidy.
- Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.
- Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.
- Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
- Retain waste transfer documentation and issue copies to the ER

359B EXPLOSIVES:

Do not use.

351C ASBESTOS BASED MATERIAL:

On the discovery of any materials thought to contain asbestos the Contractor shall adopt the following procedure:

- Immediately cease all work affected by the presence of such materials.
- Immediately withdraw all personnel from the affected area including his own personnel and those of the Employer and the general public.
- Immediately notify the ER.
- Comply with all notification and other requirements of legislation and Health and Safety Authority, including but not limited to European Communities (Protection of Workers) (Exposure to Asbestos) Regulations 1989 (S.I. No.34 of 1989), European Communities (Protection of Workers) (Exposure to Asbestos) (Amendment) Regulations 1993 (S.I. No.276 of 1993) and the Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2010.
- As soon as is practicable take all reasonable precautions, including those instructed by the ER, to prevent the dispersion or further disturbance of the materials.

Any work involving the handling, removal or disposal of materials containing asbestos shall be undertaken by a specialist sub-contractor either employed by the Contractor or directly by the Employer.

All reasonable delays and costs incurred by the Contractor and resulting from the discovery of asbestos materials shall be reimbursed to the Contractor under the terms of the Contract.

PROTECT THE FOLLOWING

352C WORK IN ALL SECTIONS:

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

353C ROADS AND FOOTPATHS:

Provide for cleaning up and making good any damaged areas to the public road, access to site and all hard surfaced areas on a daily basis.

A35 SECURITY/SAFETY/PROTECTION (cont'd).

353C Provide for keeping the roads and paths free and safe for public users at all times; the Contractors use of these roads will only be permitted where previously agreed with the Local Authority and where consent is granted these areas must not be obstructed and must be kept clean and cleared as required.

354C TREES/HEDGES/SHRUBS/LAWNS:

Adequately protect and preserve, except those which are to be removed. Replace to approval or treat as instructed any species or areas damaged or removed without approval.

355C EXISTING FEATURES:

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

356C EXISTING FURNITURE, FITTINGS AND EQUIPMENT:

Prevent damage to any furniture, fittings or equipment left in the existing property. Move as necessary to enable the Works to be executed, cover and protect as necessary and replace in original positions.

357C ADJOINING PROPERTY:

Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if requiring to erect scaffolding on or otherwise use adjoining property, notify the ER of all such arrangements and pay all charges. Clear away and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the Work.

358C EXISTING STRUCTURES:

- Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
- 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 supports until new work is strong enough to support the existing structure. Prevent oversteering of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.
- Securely always close all temporary openings in external walls and fences and internal security walls when not present. Method of closing to be to the approval of the ER
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

359C PROTECTING FROM THE WEATHER:

The Contractor shall allow for protecting all works during all stages of construction from inclement weather, for temporarily diverting stormwater as necessary and for making good at the Contractor's own expense any damage which shall nevertheless occur.

A35 SECURITY/SAFETY/PROTECTION (cont'd).

351D 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 another 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.

352D EXISTING WORK

- Protection: Prevent damage to existing work, structure or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

353D 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.

354D 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.

PROTECTION - GENERAL:

355D METHOD STATEMENTS FOR PROTECTION OF FABRIC

- Notwithstanding all the below, the Contractor shall be expected to take due care of existing fabric at all times and shall programme his work and carry out work practices to ensure that no damage is caused to the existing fabric.
- Contractor to provide detailed Method Statements for approval to demonstrate how the various restrictions and conservation requirements are going to be complied with.
- Additional Method Statements may be requested from time to time to detail protections and work approach for agreement with Architect. Contractor should allow for additional protections that may be required during the course of works arising from his proposed method of work.

356D MOVEMENT OF EQUIPMENT AND MATERIALS

- Transport & erection of scaffolding poles / planks pose a particular threat to fabric. These and all long items such as floorboards must be carried by minimum of **two** operatives at all times to ensure no damage and impact to fabric

A35 SECURITY/SAFETY/PROTECTION (cont'd).

357D PROTECTION MATERIALS

- Contractor must always have available on site to be erected for protection as directed by Architect, including fixings and fixtures:
 - o 18mm marine grade plywood sheets
 - o 12.5mm plywood sheets
 - o 50 x 75mm studwork
 - o 75mm extruded insulation
 - o Soft insulation
 - o Correx 'Twin Wall' protective sheeting
 - o Dust sheets
 - o Packexe protective film or similar for floors
 - o Corriboard or Correx protective board or similar for walls, joinery, windows.

358D CONTRACTOR DESIGNED TEMPORARY PROTECTION

- Provide and fix Contractor Designed site specific temporary protection.
- Protection to be independently supported, weather, vandal and burglar proof.
 - o Typical protection would generally consist of, including fixings and fixtures:
 - o 18mm marine grade plywood sheets,
 - o Monoflex sheeting,
 - o 50mm x 70mm timbers,
 - o 75mm extruded insulation,
 - o Soft insulation,
 - o Correx 'Twin Wall' protective sheeting,
 - o bubble wrap sheeting,
 - o Packexe protective film,
- Surroundings to be made good on removal of protection.

359D MAINTAINENCE / COMPLETION / REMOVAL OF PROTECTION

- Allow for any required maintenance access of the protected element during the works.
- Allow for maintenance of the protection during the works.
- Remove protection on completion, clean and leave in 'as found' condition', including all fixings and fittings and making good on completion of general works.

PROTECTION - INTERNAL

351E CARPETS AND FLOORS

- Carpets and floors along the main construction route to protected by Packexe or similar protective film.
- Use Red Packexe for carpet and
- Black Packexe for hard surface, boarding, tiling and stone.

352E TIMBER STAIRCASE – STEPS PROTECTION

- Steps to be protected with Corriboard fully taped at all joints.
- Handrails and balustrades to be protected with bubble wrap, packing foam or similar, carefully tied without damage to historic fabric.

353E DOOR SURROUNDS

- Door surrounds are to be protected with bubble wrap, packing foam or similar to ensure they are not damaged.

354E FIREPLACES –

- Allow for fabrication of protection in two pieces.
- Hearth - Lay 50mm dense insulation and fit 25mm plywood over supported on battens 50 x 75mm fixed into timber floor on three sides. Allow plywood to overrun hearth by minimum 75mm. Fit plywood into fire opening with braced back to hearth protection with two no. timber struts at 50 x 75mm

A35 SECURITY/SAFETY/PROTECTION (cont'd).

- Fire Surround - Fabricate a solid 18mm plywood box to clear mantle-piece by min 100mm at top and sides and to extend beyond the hearth protection. Box to slide over hearth protection and sit tight to wall profiled around skirting and dado rails with a compressible foam seal. Box will then be held in place by batten at base fixed through to floor joists.
- Allow for removal and replacement of at least twice during course of contract to allow works to be carried out in this area.

355E DUST PROTECTION TO HOARDING (INTERNAL & EXTERNAL)

- Dust proof sheeting taped and sealed, between hoarding and structure to prevent dust infiltration.
- Hoarding to protect against impact as well as moisture, dust, dirt etc.

PROTECTION – EXTERNAL

356E WINDOWS / WINDOW OPES

- Protection is as follows: Form frame with 100mm X 75mm timber studs cross braced, fixed with timber wedges into opening without direct fixing into historic fabric.
- Frames are to be covered with transparent "monarflex" sheeting or similar waterproof covering to form weatherproof seal and to allow light into building during works and are to be left in position following removal of windows (when they are removed for repair).

357E ROOF

- Contractor designed site specific temporary protection for; Impact and weatherproof protection to existing roofing for the duration of the works in the affected are including all flashings, ridges, eaves, verges, fascias, soffits, gutters, roof fittings etc. as required.
- Material; 'Hunton' or Tarkon' Boards by Capco or similar
- Roof to be protected by underlay between protection and roof to prevent damage to roof by protection.
- Refreshing of protection during works maybe required depending on duration of works.
- Remove protection on completion, clean and leave 'as found' condition.

358E PLANT EQUIPMENT AND PROTECTION

The Contractor is to provide all necessary plant, equipment and protection to enable the handling and storage of materials in accordance with the manufacturer's recommendations. Do not use materials which have been stored for a period in excess of the manufacturers' recommended shelf life.

A36 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING

361 METHOD/SEQUENCE OF WORK

shall be to suit the restrictions detailed elsewhere in these Preliminaries and as required by the ER as detailed in each particular Order.

362 ACCESS TO THE SITE:

See section A12.

363 USE OF THE SITE:

See section A12.

364 SCAFFOLDING:

The Contractor shall allow and include all costs in respect of bringing to site, erecting, maintaining, adapting and removing on completion all scaffolding and other apparatus as required for the use of domestic trades for the proper execution of the works, include for ensuring all test and certificates in respect of the scaffolding or equipment are issued and held on site by the necessary Contractors agent

365 WORKING HOURS:

- Generally the work to the properties shall be executed during the normal working hours
- 8.00 to 18.00 Monday – Friday

366 OVERTIME:

Where work is specifically ordered in writing to be performed outside normal working hours, the non-productive labour element will be reimbursed to the Contractor at the rates submitted in the Pricing Document, provided that accurate and detailed time sheets, verified by the ER are submitted with the measured claim to the Quantity Surveyor.

A37 FACILITIES/TEMPORARY WORK/SERVICES

371 LOCATIONS:

Inform ER and obtain ER's approval of the intended siting of all spoil heaps, temporary works and services.

372 MAINTAIN:

Maintain, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.

373 TEMPORARY ACCOMMODATION AND STORAGE:

- Space for temporary accommodation and storage will not be made available by the Employer.
- Contractor to make his own arrangements for any off site accommodation and storage required. Bear any costs arising.
- Provide for temporary toilet, washroom, drying room and canteen facilities, properly constructed of sound and suitable materials so as to exclude draughts and seepage of rain and dampness to the buildings.

A37 FACILITIES/TEMPORARY WORK/SERVICES (cont'd)

374 EXISTING ACCOMMODATION:

The existing premises may not be used as temporary accommodation.

375 TEMPORARY ROADS ETC:

Provide and maintain as required for the execution of the works and clear away on completion.

376 TEMPORARY FENCES, HOARDINGS, SCREENS AND ROOFS:

The Contractor shall provide, maintain, adapt and relocate as necessary all temporary fences, hoardings, screens and roofs as required to prevent unauthorized access to the works or phases of the works by the public at large and protect the public; it shall remain the Contractors express responsibility to ensure the safety of all persons and property affected in any way by the works.

The final location/relocation of all hoarding and Contractors respective working area shall be agreed with the Employer's Representative before erection/ relocation of same.

Provide and maintain all temporary fencing, fans, planked footways, guardrails, gantries and the like on or about the site (including identifiable site perimeters) as may be necessary for protecting the public, for the proper execution and phasing of the works and for meeting the requirements of any Local or other Authority, including all necessary lighting.

Provide and maintain all temporary guardrails and the like to floor, stair and roof edge protection on or about the site as may be necessary for protecting the personnel about the site, for the proper execution of the works, including all necessary safety nets and lighting

377 NAME BOARDS/ADVERTISEMENTS:

Contractor's/sub-contractor's name boards or advertisements will not be permitted.

378 PARKING:

- of vehicles, will be restricted to an area (where available), designated by the ER. This restriction shall not apply to vehicles delivering or collecting from the site.
- Observe all Garda Síochána regulations including those relating to loading, unloading, waiting and one way systems.

379 LIGHTING/POWER AND WATER FOR THE WORKS:

Where available, electricity supply and water from the Employer's mains may be used for the Works free of charge subject to the following:

- The Employer will not be held responsible for the effects of any failure or restriction in supply.
- All connections and disconnections shall be made by the Contractor.
- Use of the electricity supply will be limited to electrically operated portable tools with a rating of 110 volts.
- All further requirements shall be provided by the Contractor.

A37 FACILITIES/TEMPORARY WORK/SERVICES (cont'd)

371A TELEPHONES:

- The Employer's existing telephone installation shall not be used by the Contractor without the prior permission of the Tenant Services Officer.
- Provide and maintain telephone communications during the execution of the works in order to meet the requirements of the Contract.

372A TEMPERATURE AND HUMIDITY:

The permanent heating installation may be used for drying out the Works and controlling temperature and humidity levels, but:

- The Employer does not undertake that it will be available.
- The Contractor must take responsibility for operation, maintenance and remedial work, and arrange supervision by and indemnification of the appropriate contractors of the Employer, and pay costs arising.

373A THERMOMETER:

Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

A38 OPERATION/MAINTENANCE OF THE FINISHED BUILDING

381 TRAINING:

Where appropriate and before Order Completion explain and demonstrate the operation of the installation to the Employer's representatives.

382 SAFETY FILE

The PSCS shall compile all information necessary, for the compilation of the Safety File, and coordinate same for issue to the Project Supervisor for the Design Process (PSDP). The PSCS must coordinate arrangements to ensure all contractors / sub-contractors / designers forward all information necessary, for the compilation of the Safety File. The PSCS is required to document, to the PSDP, arrangements to ensure all parties (under their control) pass on Safety File information.

The PSCS is required to attend meetings with the PSDP (as required) in order to facilitate the compilation of the Safety File. Such meeting may be called by the PSDP, in addition to any scheduled site / design meetings.

The PSCS is required to provide (to the PSDP), and maintain, a comprehensive list of contractor's, sub-contractors, designer's (appointed by the main contractor or its sub-contractors):-

- names
- addresses
- office phone numbers
- mobile phone numbers
- fax numbers
- e-mail addresses
- contact persons

The indicative layout of the safety file (non-exhaustive) is provided in section 8.3 of the Preliminary Safety and Health Plan.

The PSCS shall ensure that all information, for inclusion in the Safety File, is provided as follows:-

- One copy of all information is to be provided. If the contract calls for additional copies of O&M Manuals etc., to be provided, these should be sent directly to the Client / Client's Representative, and not the PSDP.
- All information is to be provided in hardcopy format
- All information is to be provided in 4-hole A4 presentation binders.
- The front cover of all binders shall contain the following information:-
 - "Safety File"
 - the name of the Project
 - the name of the Client
 - the date the information was forwarded
 - the name of the party providing the information
 - where a party provides more than one folder "Binder No. x of y"
- The spine of all binders shall contain the following information:-
 - "Safety File"

A38 OPERATION/MAINTENANCE OF THE FINISHED BUILDING (cont'd)

382 SAFETY FILE (cont'd)

- the name of the Project
- the name of the Client
- where a party provides more than one folder “Binder No. x of y”
- Each binder shall contain a table of contents
- Each section within a binder shall be tabbed, with the appropriate section number
- A drawing register is to precede all drawings provided.
- All drawings are to be marked “As Built” or “As Installed”, folded (A4), placed in clear plastic pockets, and included in the relevant binder. Drawings are **not** to be paper-punched.

All Safety File information must be compiled and forwarded to the Project Supervisor Design Process (PSDP) on an on-going basis; this shall be monitored throughout the project at the fortnightly meetings. It must be submitted in full before substantial completion is granted.

383 SPARE PARTS:

Where appropriate and before Order Completion submit to the ER a schedule of spare parts that the Contractor recommends should be obtained and kept in stock by the Employer for maintenance of the installations. State against each item the manufacturer's current price, including packaging and delivery to site

4.2 PREAMBLES

PREAMBLES - GENERALLY

A. Method of Measurement

The Method of Measurement follows the principles of the Agreed Rules of Measurement issue Nr 4, as amended in line with the Dept. of Finance approved amendments as detailed in ARM4 Supplement 1 April 2011.

The interpretations stated in the ÀRM, issued by the Society of Chartered Surveyors, have been followed in the preparation of this pricing Document. All quantities shall be rounded up to the nearest whole unit of measure.

B. Contractor's Price

Each item shall be read in conjunction with the Contract Documents, Preliminaries, and these Preamble Clauses.

The prices and rates inserted in the Pricing Document shall be the full inclusive value of the work described to include preliminaries costs, all costs and expenses which may be required in and for the construction of the work described, together with all risks, liabilities and obligations set forth or implied in the Contract Documents, including all required investigation works for the project (this will include for all roof leaks, pipe leaks and any other works which require investigation).

Items against which no price is entered are deemed to be covered in other prices or rates in the Pricing Document.

Rates shall be in Euros and to not more than two decimal places and exclusive of VAT.

C. Ordering from the Task Order

In carrying out the work or in ordering materials, the Contractor shall be guided by the information attached to a Task Order supplied by the ER and confirmed by measurements taken on site.

D. Abbreviations

Girth, depths, and heights expressed as 1.50-3.00m, 100-200, etc. shall mean exceeding the former figure but not exceeding the latter figure.

E. Preamble Clauses

The Preambles clauses for particular trades, unless specifically excluded or alternative instructions given, are to apply equally to other trades where the materials used or labour to be executed are the same or similar.

F. Headings

Are not carried forward from page to page in the pricing Document but are deemed to apply to all items at a higher level until replaced by a heading at the same level.

G. Singular/Plural

Words imparting the singular only also include the plural and vice versa when the context requires.

GENERALLY (cont'd)

A. Figures

All descriptions are millimetres unless qualified by a unit of measurement or by a word or phrase indicating a reference, e.g., BS, pipe, grade, or are associated with a dash.

B. Fixed with/fixed to/fixing to

The above terms used in connection with any method of fixing is deemed to include the provision of all necessary fixing devices whether identified or not to complete the installation including all necessary drilling of the structures involved.

C. Holes

The provision of holes is deemed to be included in work described to be fixed with screws and bolts.

D. Plugging

The term 'plugging' means the provision and fixing of approved proprietary plugs/fixing devices and drilling the structure as required.

E. Preparation of surfaces

Description of finishings applied to new surfaces are deemed to include the preparation of these surfaces to receive the finishing.

F. Fix only

Includes for taking delivery, on site or off site at Contractor's Store handling, loading and unloading storing, protecting, transporting to the site of the work, hoisting, lowering and assembling and fixing complete and sending back returnable packings and surplus materials etc. The term 'fixings' is not used in this connection.

G. Structure

The term structure, when used in the description of fixing, shall mean any background including but not limited to steelwork, concrete, timber, brickwork, blockwork, suspended ceiling systems etc., unless identified separately.

H. Anchor bolts

The term anchor bolts is deemed to include wedgebolts, rawlbolts, ragged bolts, tubed and plated holding-down bolts and such like items.

The size of anchor bolts, except where otherwise stated, are to be determined by the Contractor bearing in mind the equipment etc. being fixed.

I. All necessary supports

The term all necessary supports shall mean all metalwork angles, rolled hollow sections, channels, anchors, clips, brackets, threaded rod and the like necessary to support the pipework, ductwork, traywork, trunking, equipment and the like designed by the Contractor in accordance with the specification and to the approval of the ER to suit the permanent works.

GENERALLY (cont'd)

A. Items "or other equal and approved"

The insertion of the name of any firm or trade name in the description of any item shall include the consideration of alternatives even when not accompanied by the words "or other equal and approved" "similar and approved" (or words to that effect). Commodities of equivalent quality or performance may be provided subject to approval.

B. Items "Pre-selected"

In this instance the insertion of the name of any firm or trade name shall preclude the consideration of alternatives.

C. Asbestos

No materials etc. containing any elements of asbestos will be allowed on the site or included within the Works.

D. Rates and Prices to Include

The rates and prices for all items contained in the Pricing Document are to include the following:

1. The words "Supply and Fix", "Provide and Fix" etc. have been omitted from the descriptions generally, but the words are **always** implied unless stated otherwise.
2. The provision of all labour, plant and materials required to complete the individual schedule items.
3. The removal of all rubbish arising from the work from the site including the hire of skips and payment of disposal charges (see general preliminaries).
4. The provisions, erection and removal on completion of ladders, trestles and all mobile tower access scaffolding required for the execution of the work including collection, delivery, return to point of purchase or hire, erection, dismantling and relocation during the execution of the work (however many times it is required) for the completion of the work.
5. The attendance of all trades on other trades where necessary.
6. Compliance with the Safety Health and Welfare at Work (Construction) Regulations 2013 and amendments there to.
7. The lifting and refixing of all floorboards, blockboards, skirting and other floor coverings as necessary.
8. The moving and replacing of all furniture, carpets, fixtures and fittings as necessary.
9. The drilling and notching of all joists as necessary.
10. The drilling of all wall beams, blockwork, concrete etc., as necessary.
11. The forming of all holes, ducts, etc., through brickwork, blockwork, concrete beams as necessary.
12. The chasing and subsequent making good all plaster, plasterboard, brickwork, concrete etc. as necessary.
13. The removal of redundant and/or defective pipework, fittings, appliances etc., as necessary.
14. The supply and fitting of all pipework, fittings, appliances, fixtures and fittings to provide a complete installation/service including electrical connections and earth bonding where necessary.
15. Provision of all necessary temporary connections and supplies and temporary power and lighting facilities.
16. Provision of all equipment, tools, steps, instruments as necessary.
17. For working in any location and at any height regardless of the difficulty that may apply in executing completion of the works, unless separately identified within the Pricing Document.
18. For all additional costs incurred in using alternative suppliers to those on which the design is based.

GENERALLY (cont'd)

A Rates and Prices to Include (Cont'd).

19. For any costs in connection with the sequence of work necessary to complete the works.
20. For drilling mortices or forming mortices in the structure by whatever means necessary including diamond drilling, abortive holes, etc.
21. Protecting the work
 - For protecting the work as the installation proceeds and after completion up to the handover.
 - For covering the work with material to the approval of the ER as the installation proceeds and after completion including removal and subsequent replacement to allow testing/commissioning etc.
22. For testing installations in accordance with the specification, including but not limited to disconnecting equipment i.e. load levellers and ancillaries i.e. flow meters, test probes and the like, inserting and later removing temporary spool pieces etc., and reconnecting equipment, ancillaries and the like following completion of test including all bolts, nuts and washers, jointing gaskets etc.
23. All Allowances for working space
24. All relevant Preliminaries items.

- B. See the Specification, Drawings and other documents referred to in the Preliminaries Section.
- C. For regulations, rules, byelaws and the like, refer to Specifications..
- D. The rates for all items of demolition's, breaking up, dismantling, cutting out etc., are to include for breaking up or cutting up into suitable handling sizes to permit the removal from restricted locations.
- E. Where new openings are formed or existing openings enlarged in existing brick walls prices shall include for quoining up jambs, inserting lintels where so described with adequate bearings bedding in mortar, making out timber floor bearers in opening and piecing in or reforming skirtings.
- F. Prices shall include for making good to walls, floors and ceilings after removal of all items and for making good any work disturbed by the demolitions and alterations in addition to the reinstatement works specifications mentioned in each item.
- G. Temporary works shall be the responsibility of the Contractor. The Contractor shall provide, maintain and remove on completion of the works all temporary works including stagings props, scaffolding etc., over roads, footpaths or unstable ground and shall make them safe and suitable in every respect to carry the load required for the works or for providing access or for any other purpose. The temporary works shall be constructed and maintained to the satisfaction of the ER.
- H. The Contractor shall be deemed to have included in the contract for the cost of executing all temporary works, whether of a special or general nature.
- I. Erection of any part of the temporary works shall not be commenced until the ER's approval for that part has been given. All temporary work shall be properly designed and constructed to transmit the loads directly to the ground.
- J. The Contractor is advised to inspect the existing structure prior to the planning of the temporary supports. The temporary props shall not have support from any of the existing upper floor structural members without the written consent of the ER.

GENERALLY (cont'd)

- A. The Contractor shall give at least 24 hours' notice to the ER before carrying out any structural alterations, and if directed, the sequence of removal shall be changed in order not to damage the fabric of the existing structure.
- B. Detailed drawings and calculations for all temporary works shall be submitted by the Contractor to the Employer's Representative, Administrator's for examination, sufficiently in advance for the ER's approval to be obtained for each part of the temporary works. The Contractor's proposals shall be subject to any amendment required by the ER.
- C. The Contractor is to secure where necessary all drainage, water, electric and gas mains, services or lines from damage so caused. In the event of any such mains, services or lines being found to obstruct the new work or requiring attention, the Contractor is to protect same and give due notice to the persons or the Authorities concerned and arrange for the diversion or removal thereof, no delay or damage to the works, caused by or through such mains, services or lines will be allowed.
- D. The rates for earthwork support are to include for any additional excavation to accommodate same and for returning, filling and ramming such excavation after removal of the earthwork supports.
- E. The prices for compacting excavations shall include consolidation with a roller, vibrating roller, mechanical rammer or other approved means.
- F. If, at the correct depth, the bottom of any excavation is not approved by the ER, the Contractor is to excavate as directed until satisfactory bottom is reached. The Contractor will be paid for this additional excavation and concrete filling at the rates or prorate thereto, contained in these schedules.
- G. The Contractor shall be responsible for ensuring that adjacent works, buildings, sewers etc. are not disturbed as a consequence of removal of water.
- H. The Contractor shall take every precaution to avoid injury to any water or gas pipes, drains, sewers, culverts, telegraph, telephone or electric cables, ducts or other apparatus that may be met in the course of excavation, together with any walls, building or other properties required.
- J. to be maintained, during the progress of the work. When any water or gas pipes, drains, cables, etc., are encountered, the Contractor must immediately notify the ER and obtain approval for the necessary supports and protective measures he proposes to adopt and obtain approval of any permanent works that may have to be put in hand for the purpose of support, protection or deviation. The Contractor will be held responsible for the cost of providing temporary means for the support and protection of these pipes, drains, cables, etc., shown on the drawings or indicated on the Public Utilities records that may be encountered as part of the works under his Contract and he will also be held responsible for the cost of making good damage to these pipes, drains, cables etc. Where these or any unknown pipes, drains, cables etc., are discovered within the area of excavations they shall be reported to the ER and dealt with as directed. The Contractor will be paid for the construction of any permanent supports or protection considered necessary by the ER as an addition to his Contract. If the ER on inspection of any existing drains, pipes, cables etc., encountered during the progress of the works considers that they are in a condition requiring repair, renewal, diversion or other work to maintain their efficiency, such work not considered due to any action on the part of the Contractor or his workmen, the ER shall be at liberty to request the Contractor to carry out such

GENERALLY (cont'd)

- A work which will be deemed as an addition to his Contract. Great care must be taken that the flow of existing sewers, drains and pipes is properly maintained during the progress of the work and all are left in complete working order. No interference with any existing sewers will be permitted and no connections to them must be made except when such interference or connection is necessary for carrying out the sewage or drainage works of the site and the consent of the ER has been obtained.

Definitions

- B. The following abbreviations may occur within the contract documents and Pricing Document.

B.S.	-	British Standard
I.S.	-	Irish Standard
C.P.	-	British Standard Code of Practice
P.C.	-	Prime Cost
mm	-	Millimetre
m	-	Metre
m ²	-	Square Metre
m ³	-	Cubic Metre
t	-	Tonnes
kg	-	Kilogram
Nr	-	Number - enumerated item
Ref	-	Reference
n.e	-	Not Exceeding
PD	-	Pricing Document
ER	-	Employer's Representative

- C. Pipe Sizes

Small pipe	-	not exceeding 55mm diameter
Large pipe	-	over 55mm but not exceeding 110mm diameter
Extra-large pipe	-	exceeding 110mm diameter

- D. Pane Sizes

Small pane	-	not exceeding 0.10m ²
Medium pane	-	0.10 - 0.50m ²
Large pane	-	exceeding 0.50m ²

Specified Products

- E. Where the supplier of a proprietary item is named, the description is deemed to include the words "or other equal and approved by the Employer's Representative". However, in the event that a tenderer should wish to use an alternative, he should advise the Employer prior to tender date and should state the name of that alternative in the tender schedules. All proprietary goods and materials shall be fixed strictly in accordance with the manufacturer's instructions.

GENERALLY (cont'd)

ER's Approval

- A. The expressions "approved", "directed", "selected" and similar shall relate to the ER's decision.

Quantities

- B. Quantities measured in tonnes shall be given to two decimal places. Other quantities shall be given to the nearest whole unit except that any quantity less than one unit shall be given as one unit.

Figures

- C. Figures in descriptions are millimetres unless qualified by a unit of measurement or by word or phrase indicating a reference, e.g. BS, pipe, grade, etc.

General

- D. Existing materials to be refixed in the works are described in the items as "set aside for re-use" and this description includes selecting, cleaning, removing from store to the appropriate location and refixing.

The words "set aside for re-use" shall mean that such items are to be taken to a safe place on site and they are to be adequately stored and protected by the Contractor who will be required to replace at his own expense any such items that may be damaged

- E. The terms "included elsewhere", "measured separately" and "measured elsewhere" qualifying any part of a description means that provision is made elsewhere in this Schedule for the part so qualified.
- F. All items measured as "overhauling or easing and adjusting windows" or the like shall be deemed to include for replacing any missing items of ironmongery, oiling pulleys and replacing damaged or broken glass, sash cords, parting beads, pocket pieces, weights or the like and installing all draught proof seals all in strict accordance with the Supervising Officer's Specification.
- G. All prices for cutting and bonding shall be deemed to include for all extra material.
- H. The term "earthwork support" is to be held to include for close boarding and for special shoring considered to be necessary in all types of ground. The rates are to include for maintaining and adjusting, all shortening of struts or shores and all restrutting and reshoring necessitated during the execution of all excavation, concrete and other works.
- I. New work in connection with items of demolition have been included in the description of the items and prices shall include for all costs included in the description of the Work.
- J. The term "fixing by" used in connection with any method of fixing is a description of fixing method only and excluding the fixing devices.
- K. The provision of holes shall be deemed to be included in Work described to be fixed with screws.

GENERALLY (cont'd)

- A. Earthwork support shall not be classified by distance between opposing faces.
- B. Plant and Protection item shall not be measured and the rates are deemed to include for all costs in connection with these items.
- C. Working space items shall not be measured and the excavation rates are deemed to include for any additional excavation for working space and all costs in connection therewith.