

PROJECT PARTICULARS & PELIMINARIES

SCHEDULE OF WORKS

For: Refurbishment of existing roof

At: St. Michael's Theatre,
South St,
New Ross,
Co. Wexford

Project: 25.003

<i>Document Control</i>		<i>Prepared by</i>		<i>Approved by</i>		<i>Issued By</i>	
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PROJECT PARTICULARS & PRELIMINARIES

(06) Preliminaries

PRELIMINARIES

PROJECT PARTICULARS AND GENERAL CONDITIONS

A Provide for any costs arising from complying with items given in the Project Particulars and General Conditions Section at the beginning of this document which are not included elsewhere

NAMES OF PARTIES

Client;

Tomás Kavanagh, St Michael's Theatre South St, New Ross, Co. Wexford

Design Team Leader, Employers Representative, Architect, Assigned Certifier, PSDP;

Conroy Architect's Ltd, 7 Glens Terrace, Spawell Road, Wexford

Quantity Surveyor;

Modia Consulting, Unit 4-4a Manor Street Business Park, Manor Street, Dublin D07 HCN1

Structural Engineer; N/A

M&E Services Engineer;

Geaney Engineering Consultants, Unit 22, Waterford Business Park, Cork Road, Waterford

EXAMINATION OF DOCUMENTS

The Contractor is to carefully examine the tender documents and satisfy himself to their accuracy. Nothing in and no omission from the pricing document or works proposals limits the scope of the works or the contractors obligations.

DESCRIPTION OF THE WORKS

The works comprise roof repairs and associated conservation works to St. Michael's Theatre, South Street, New Ross, Co. Wexford, a Protected Structure (RPS No. NR0125, NIAH Ref. 15605062).

The works include the removal and safe disposal of existing asbestos-containing roof sheeting, replacement of defective roof timbers where required, and installation of new ETERNIT FARMTEC Profile 6 fibre cement corrugated roof sheeting, including associated ridge details, eaves details and rainwater goods, all in accordance with the Architect's drawings.

The works shall also include localised repairs to the existing original plaster and lath features within the auditorium. All works shall be carried out with due regard to the building's protected status, retaining and conserving historic fabric wherever practicable.

The purpose of the works is to remedy roof leaks, remove asbestos-containing materials, undertake necessary structural repairs and safeguard the historic building.

TENDER AND CONTRACT DOCUMENTS

Tender Drawings and Documents

The Tender Drawings are as listed on the drawing registers provided by the designers

CONTRACT DRAWINGS AND DOCUMENTS

The Contract Drawings and Documents are the contents of Volume A - Work Requirements and Volume B - Form of Tender.



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QUANTITIES DRAWINGS

There is no Bill of Quantities. The drawings from which the schedule of works Pricing Document was prepared are included in the Works Requirements

PUBLIC WORKS CONTRACT FOR BUILDING WORKS DESIGNED BY THE EMPLOYER

Form of Contract - Contract for Minor Building & Civil Engineering works designed by the Employer (ref PW-CF6 current at the time of tender) The Agreement, Conditions of Contract and Schedule shall be those for use on Public Construction Contracts published by the Department of Finance entitled Contract for Minor Building & Civil Engineering works designed by the Employer Agreement and Schedule of Clauses, Contract for Minor Building & Civil Engineering works designed by the Employer

Comply with the Contract

1. Contractor shall execute and complete the Works
2. The Employer shall pay the Contractor the Contract Sum subject to all works being properly carried out in accordance with the contract documents
3. The initial Contract Sum is a lump sum and shall be only adjusted when the Contract says so
4. The Contractor has satisfied itself before entering into the Contract of all the circumstances that may affect the cost of executing and completing the Works
5. The Contract consists of the following document: the Agreement, the Letter of Acceptance and any post-tender clarifications list in it, the Conditions and completed Schedule, the Works Requirements, completed Pricing Document, and any Works Proposals identified in the completed Schedules
6. The Contract takes effect from the Contract Date. Form of Contract Public Works Contract for Building Works Designed by the Employer Provide for complying in all respects with the Articles of Agreement and Conditions of Contract as described as follows

1. THE CONTRACT

- 1.1 Definitions
- 1.2 Interpretation
- 1.3 Inconsistencies
- 1.4 Pricing Document and Works Proposals
- 1.5 Performance Bond
- 1.6 Not used
- 1.7 Joint Ventures
- 1.8 Assignment
- 1.9 Miscellaneous
- 1.10. Background Information

2. THE LAW

- 2.1. Law Governing the Contract
- 2.2. Compliance with Legal Requirements
- 2.3. Consents
- 2.4. Project Supervisor
- 2.5. Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (Construction) Regulations 2013
- 2.6. Ethics in Public Office
- 2.7. Legal Opinion

3. LOSS, DAMAGE AND INJURY

- 3.1. Employer's Risks of Loss and Damage to the Works
- 3.2. Care of the Works
- 3.3. Insurance of the Works and Other Risk Items
- 3.4. Contractor's Indemnity
- 3.5. Employer's Indemnity
- 3.6. Public Liability and Employer's Liability insurances
- 3.7. Professional Indemnity Insurance
- 3.8. Existing Facilities and Use or Occupation by Employer
- 3.9. General Requirements Concerning Insurance



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4. MANAGEMENT
4.1. Co-operation
4.2. Contractor's Representative and Supervisor
4.3. Employer's Representative
4.4. Employer's Representative's Communications
4.5. Instructions
4.6. Works Proposals
4.7. Required Contractor Submissions
4.8. Not Used
4.9. Programme
4.10. Progress Reports
4.11. Notice and Time for Employer's Obligations
4.12. Documents
4.13. Contractor's Management
4.14. Communications
4. MANAGEMENT
4.15. Meetings
4.16. Confidentiality and Secrecy
4.17. Contractor's Things Not to be Removed
4.18. Contractor's Documents
5. CONTRACTOR'S PERSONNEL
5.1. Contractor's Personnel to carry out Contractor's obligations
5.2. Qualifications and Competence
5.3. Pay and Conditions of Employment
5.4. Subcontractors and Specialists
5.5. Collateral Warranties
5.6. Removal of Workers
5.7. Weekly Labour Records
5.8 Ancillary Certificates
6. PROPERTY
6.1. Ownership of Works Items
6.2. Infringement of Property Rights
6.3. Works Requirements
6.4. Rights in Contractor's Documents
7. THE SITE
7.1. Lands Made Available for the Works
7.2. Trespassers
7.3. Contractor Responsible for all Site Operations
7.4. Services for Employer's Facilities
7.5. Security and Safety of the Site and Nuisance
7.6. Other Contractors
7.7. Setting Out the Works
7.8. Archaeological Objects and Human Remains
7.9. Access and Facilities
7.10 Not used
7.11 Not used
7.12 Charges
8. QUALITY, TESTING AND DEFECTS
8.1. Standards of Workmanship and Works Items
8.2. Quality Assurance
8.3. Inspection
8.4. Tests
8.5. Defects
8.6. Defects Period
8.7. Defects Certificate
9. TIME AND COMPLETION
9.1. Starting Date
9.2. Suspension
9.3. Delay and Extension of Time



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- 9.4. Programme Contingency
- 9.5. Omissions and Reduction of Time
- 9.6. Substantial Completion
- 9.7. Not used
- 9.8. Liquidated Damages
- 10. CLAIMS AND ADJUSTMENTS
- 10.1. Compensation Event
- 10.2. Contractor to Pay Employer's Cost of Checking Quantities
- 10.3. Contractor Claims
- 10.4. Proposed Instructions
- 10.5. Employer's Representative's Determination
- 10.6. Adjustments to the Contract Sum
- 10.7. Delay Cost
- 10.8. Price Variation (not applicable)
- 10.9. Employer's Claims
- 11. PAYMENT
- 11.1. Interim Payment
- 11.2. Unfixed Works Items
- 11.3. Retention
- 11.4. Full payment
- 11.5. Final Statement
- 11.6. Time for Payment and Interest
- 11.7. Value Added Tax
- 11.8. Withholding Tax
- 12. TERMINATION
- 12.1. Termination on Contractor Default
- 12.2. Consequences of Default Termination
- 12.3. Suspension by the Contractor
- 12.4. Termination by the Contractor
- 12.5. Termination at Employer's Election
- 12.6. Consequences of Termination by Contractor or at Employer's Election
- 12.7. Survival
- 12.8. Payment
- 12.9. Reference to Conciliation
- 13. DISPUTES
- 13.1. Conciliation
- 13.2. Adjudication
- 13.3. Arbitration
- 13.4. Jurisdiction
- 13.5. Agent for Service
- 13.6. Continuing Obligations
- PV1. PRICE VARIATION
- PV1.1 Contract Sum Adjustment
- PV1.2 Communications
- PV1.3 Compensation Events
- PV1.4 Efficiency
- PV1.5 Certificates & Payments

SCHEDULE 1

Completed by Employer as Part of Tender Documents Schedule Part 1 of the conditions of contract has been completed and included in the accompanying Form of Tender document. The Contractor shall make all necessary allowances in his tender for the inclusion of all conditions as set out in Schedule 1.

SCHEDULE 2

To be Completed by Tenderer as Part of Tender Documents Schedule Part 2 of the conditions of contract has been included in the accompanying Form of Tender document. The Contractor shall complete as is necessary all of the relevant sections of Schedule 2 and ensure all relevant information is carried forward to the tender summary.

WATER, INSURANCES ETC.



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Provide a supply of clean fresh water for use on the works, pay all fees and charges in connection therewith and carry out any necessary temporary plumbing and storage required. Maintain for the duration of the works and carry out any necessary making good on completion

Effect and maintain Public Liability and Employers Liability Insurance against injury to persons and property as required by the Conditions of Contract Effect and maintain All Risks Insurance in the joint names of the Contractor and the Employer for the full value of the works and ancillary items as required by the Conditions of Contract.

Provide for all costs in respect of all workmen for:-

A Insurance under Workmen's Compensation, Employers Liability, National Health, Unemployment, Conditions of Employment, Widows and Orphans Pensions and Fatal Accidents Acts and other Statutory Acts in force affecting the works at the date of tender

B Pensions

C Annual Public Holidays

D Industrial Training Levies

E Travelling time, expenses, fares and transport

F Guaranteed time

G Non- productive time and other expenses in connection with over-time

H Incentive and bonus payments

BUILDING CONTROL (AMENDMENT) REGULATIONS 2014 BUILDER (MAIN CONTRACTOR) OBLIGATIONS

The Builder shall carry out the works in accordance with the contract documents and comply with all statutory requirements including inter alia The Building Control Act, The Building Control Regulations, The Building Regulations, The Safety, Health and Welfare at work (Construction) Regulations, and The Construction Products Regulations.

All the obligations of the Builder as set out in this document are deemed to form part of the works requirements/ building contract and are to be included in the Builders tender costs.

The Builder shall cooperate and coordinate with the Assigned Certifier through the Contract Administrator/ Employer Representative at all times and shall do the following during the course of the works:

(a) accept from the Building Owner (the Employer as stated in the building contract) the assignment to build and supervise the building or works and provide/sign the "Undertaking by Builder", statutory forms identified in the commencement Notice;

(b) take careful note of the drawings, specifications and documents lodged with the Commencement Notice or as subsequently uploaded onto the on-line system as the works proceed;

(c) plan and agree the execution, Inspection milestones, sequence and programme of works with the Contract Administrator/ Employer Representative, & Assigned Certifier in advance of commencement of works;

(d) ensure Competent Person(s) are assigned to oversee the general construction works and/or specialist works. The specialist works and associated Assigned Certifiers which the Builder is responsible for are identified on a preliminary basis the Inspection Notification Framework issued at tender;

(e) co-operate at all times with the Contract Administrator/ Employer Representative, design team, the Assigned Certifier and other Ancillary Certifiers;

(f) ensure that the workmanship complies with the requirements of the Building Regulations;

(g) ensure that materials which they select and for which they are responsible comply with the requirements of the Building Regulations;

(h) Ensure that all products incorporated into the works are properly CE Marked where required in accordance with the Construction Products Regulations 2013 (the CPR 2013). Contractor to ensure compliance with performance criteria specified under the CPR 2013 by the Architect (and others including Engineers, subcontractors etc). At all times contractor to make available on request copy of Declaration of Performance supplied by the Manufacturer for CE Marked products incorporated into the works. Where National Annex requires minimum standards under CPR 2013 Contractor is required to comply with these standards. [A list of these standards is available on <http://www.nsai.ie/NSAI/files/b5/b5373a09-08d5-4e44-963b-1f86adc1a558.pdf>]

(i) provide written confirmations and supporting documentation at interim payment stages when requested to do so by the Contract Administrator /Employers Representative.

(j) Issue a signed statutory form- Certificate of Compliance on Completion at handover in the required format

(k) promptly provide to the Assigned Certifier, via the Contract Administrator/ Employer Representative, all documents requested by the Assigned Certifier to enable the Assigned Certifier to collate particulars for the purposes of handover and certification, and/or for further submissions to the Building Control Authority;

(l) ensure the coordination and provision of all test certificates and confirmations to the Assigned Certifier via the Contract Administrator/ Employer Representative, to the satisfaction of the Assigned Certifier;

(m) co-ordinate the work of all specialist sub-contractors and designers to ensure the coordination and provision of all test certificates and confirmations to the designated inspectors, or Ancillary Certifiers, who are required to provide



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Ancillary Completion Certificates, as identified by the Assigned Certifier at any stage during the project. A preliminary list of Ancillary Certifiers are scheduled above in section 2.7 above;

(n) maintain progress records as required by the Architect;

(o) comply with the detailed requirements of the Preliminary Inspection Plan and Inspection Notification Framework as issued at tender, and the detailed requirements of the updated Preliminary Inspection Plan and Inspection Notification Framework as coordinated and agreed with the Contract Administrator/ Employer Representative and Assigned Certifier prior to the commencement of the works, and as amended during the course of the works;

(p) provide/furnish Ancillary Completion Certificates to the Assigned Certifier via the Contract Administrator/ Employer Representative for specialist works with design, using the form of Ancillary Completion Certificate in the format required by the ancillary certifier for specialist subcontract work as identified in the Preliminary Inspection Plan and Inspection Notification Framework issued at tender and as amended during the course of the works, up to completion;

(q) co-operate with the Assigned Certifier, through the Contract Administrator/ Employer Representative in the lodgement of supplementary documentation to the Building Control Authority during the course of the works;

Incomplete design work or specialist design that is not available for submission at commencement stage can be submitted to the Building Control Authority at a later stage. Drawings and documentation for these designs should be submitted before the relevant work commences, using the form of Ancillary Design Certificate where appropriate. An Ancillary Completion Certificate needs to be issued when complete. A decision needs to be made by the Assigned Certifier whether to use this option.

(r) Between 3-5 weeks in advance of a nominated completion date, provide all completed or prospective documentation and confirmations for which the Builder is responsible for, to the Assigned Certifier through the Contract Administrator/Employer Representative, to enable the Certificate of Compliance on Completion to be registered with the Building Control Authority in accordance with clause 20F(8) of SI 9 2014.

(s) Afford the Assigned Certifier the same facilities as for the Clerk of Works under clause 12 of the contract.

STATUTORY BC(A)R ASSIGNMENT & CERTIFICATE FORMS

A In advance of the commencement of the works, in addition to and accompanying the Commencement Notice, there are 2 statutory assignments and 3 statutory certificates to be completed on-line using the Building Control Management System on-line system. The format for these are as per the Second Schedule, SI 9 2014. At completion, a 4th statutory certificate is completed on-line using the Building Control Management System on-line system. The format for this certificate is as per the Sixth Schedule, SI 9 2014. The two assignments, A1 and A2 as follows are submitted with the Commencement Notice a min of 2 weeks and max of 4 weeks prior to the commencement of the works: Notice of Assignment of Assigned Certifier (Notice of Assignment of Person to Inspect and Certify Works). This is completed by the Employer using the on-line Building Control Management System. A completed project copy should be included as an Appendix in the tender documentation. Notice of Assignment of Builder This is completed by the appointed Builder using the on-line Building Control Management System. A blank project copy should be included, for the tendering contractors information, as an Appendix in the tender documentation. The Assigned Certifier must check to ensure that the appointed Builder promptly completes the on-line Notice of Assignment of Builder otherwise there will be a delay in submitting a valid Commencement Notice. There are three statutory certificates F1, F2, F3 as follows to be submitted with the Commencement Notice a min of 2 weeks and max of 4 weeks prior to the commencement of the works:

F1) Design Certificate (Form of Certificate of Compliance-Design) This is completed by the Design Certifier (normally the Architect) and supported by Ancillary Design Certificates using the on-line Building Control Management System. A completed project copy should be included as an Appendix in the tender documentation.

F2) Undertaking by Assigned Certifier (Form of Certificate of Compliance) This is completed by the Assigned Certifier using the on-line Building Control Management System. A completed project copy should be included as an Appendix in the tender documentation.

F3) Undertaking by Builder (Form of Certificate of Compliance) This is completed by the appointed Builder using the on-line Building Control Management System. A blank project copy should be included, for the tendering contractors information, as an Appendix in the tender documentation. The Assigned Certifier must check to ensure that the appointed Builder promptly completes the on-line Undertaking by Builder otherwise there will be a delay in submitting a valid Commencement Notice. The fourth statutory certificate, F4 is co-signed by the Assigned Certifier and Builder and submitted to the Building Control Authority at project completion.

F4) Certificate of Compliance on Completion. This is signed by both the Assigned Certifier and Builder using the on-line Building Control Management System. A blank project copy should be included, for the tendering contractors information, as an Appendix in the tender documentation. A No works shall commence on site until a valid Commencement Notice, including all the associated uploaded documentation, has been submitted to, and successfully registered by the Building Control Management System.

ANCILLARY CERTIFIERS & ANCILLARY COMPLETION CERTIFICATES



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A The Builder shall co-ordinate the work of all specialist sub-contractors as listed in Section 2.7, to ensure the provision of all test certificates, Declarations of Performance back-up documentation and confirmations to the relevant Ancillary Certifiers or their designated inspectors.

B The Builder shall coordinate the work of the Ancillary Certifiers identified in section 2.7 and ensure that Ancillary Completion Certificates are promptly provided when requested by Assigned Certifier via the Contract Administrator/ Employer Representative, for all specialist sub-contract works

C Post Tender and prior to the issue of the Commencement Notice and subsequently as the works proceed, the Builder shall coordinate the notification of inspections and records with the Assigned Certifier and the Ancillary Certifiers in accordance with the Inspection Notification Framework

D The forms of Ancillary Completion Certificate to be used are to be as included in the Tender Documentation, or if not included, they must be in a form which is acceptable to the Architect.

BUILDER (MAIN CONTRACTOR) AND SUB-CONTRACTOR SUPERVISION

E The Contractor shall ensure that there are at all times on the site sufficiently suitably qualified, experienced and competent staff to supervise all work carried out under the contract. The letter of invitation will outline if the tendering contractor is

required to submit a Competency Assessment Statement as part of their tender submission, and further assessments for their sub-contractors where appointed during the course of the works. The Assigned Certifier may at any time during the

course of the works, request through the Contract Administrator/ Employer Representative, to inspect the competency assessment of all sub-contractor appointments.

F Supervision of the works shall be the responsibility of the Builder and where relevant, the Sub-Contractor(s). Provide competent supervision by experienced personnel familiar with current Standards and Codes of Practice and other requirements of this specification for all stages of the work.

G Supervisors shall be provided both on and off the site that shall instruct the Sub-Contractor's tradesmen, and properly represent the Sub-Contractor in all matters related to progress, the technical specification for the works and quality of materials and workmanship.

BUILDER (MAIN CONTRACTOR) AND SUB-CONTRACTOR SUPERVISION

A Undertake all work with skill and care in order to produce work fit for its intended purpose and of good quality under the direct supervision of operatives with suitable training, experience and competence. Craftsmen shall undertake work requiring special skill. Do not permit apprentices to work unsupervised.

B Prior to commencing the sub-contract installation, sub-contractors shall attend the necessary pre-installation meetings at the project site to review the materials, installation procedures, co-ordination with other trades, inspection protocols, builders and sub-contractors supervision, and requirements for progress and completion records. These meetings shall be organised by the builder and where

requested by the Contract Administrator/ , facilitate the inclusion of the CA/ER, Assigned Certifier, Specialist Sub-Contractor, and Manufacturer's representatives, and any trade that requires co-ordination with the work. The Builder shall keep records of all such meetings to include attendees and a summary of the main issues. These records shall be made available to the Contract Administrator/ Employer Representative and Assigned Certifier upon request.

C Before any work starts, the Sub-Contractor shall notify the Builder who shall confirm in writing to the Contract Administrator/ Employer Representative, the names of his appointed supervisors. No work of the Sub-Contractor shall be carried out unless one of the appointed supervisors is present at the place where the work is physically being carried out.

D All work shall be carried out in accordance with the terms and requirements of the works requirements and approved submissions and samples.

E The Architect or Assigned Certifier shall, if required, make random or periodic visits to suppliers premises to ensure that standards of manufacture and quality control are to their satisfaction.

THE PRELIMINARY INSPECTION PLAN

F The Preliminary Inspection Plan is a statutory requirement in a format prepared by the Assigned Certifier that is has to be submitted to the Building Control Authority by the Employer with the Commencement Notice a minimum of 2 weeks and a maximum of 4 weeks in advance of the commencement of the works At project completion the Inspection Plan as implemented is submitted to the Building Control Authority.

THE PRELIMINARY INSPECTION PLAN

A It is the responsibility of the Builder to employ to supervise the works. The Preliminary Inspection Plan shall not in any way diminish the duty of the Builder to properly supervise, and any defective works, whether identified during or after the contract period, remain the sole responsibility of the Builder.



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B The Builder shall include with his tender submission a Method Statement as set out in this document, which will include his own Preliminary Inspection Plan indicating his own inspection and supervision regime.

C The Builder shall submit a method statement at tender, for works under their control and remit, including the works of their sub-contractors. The method statement shall include their own Preliminary Inspection Plan which will indicate their own inspection and supervision regime. This will form part of the Inspection regime such that the Certificate of Compliance on Completion may be signed by both the Builder and Assigned Certifier. The Assigned Certifier and CA/ER shall not be under

a duty to approve the Builder

D A copy of the Preliminary Inspection Plan is included in the tender Information pack.

INSPECTION NOTIFICATION FRAMEWORK

The Inspection Notification Framework identifies in detail and by trade/stage and critical milestone what the Assigned Certifier, Builder, and Ancillary Certifiers (designers, sub-contractors, suppliers, w/wo design) are required to inspect, when they are to inspect, and if records are required.

E The Builder shall have regard to the Inspection Notification Framework issued at tender with respect to programming of the works. The coordination and interface of the Inspection Notification Framework with the contractors programme shall be the responsibility by the Builder and forms part of the tender.

F A copy of the Inspection Notification Framework is included in these tender documents. The tenderers are to include for all costs associated with carrying out/coordinating inspections, issuing of certificates and maintaining records for those

elements of the works identified in the Inspection Schedule for which the Builder is responsible.

G The Builder shall coordinate the inspections and provision of records of the Ancillary Certifiers for which he is responsible (listed in Section 2.7) in accordance with the inspection protocols and notifications set out in this document.

INSPECTION NOTIFICATION FRAMEWORK

A The Builder shall also at tender submit an associated method statement identifying on a preliminary basis how the requirements of the Inspection Notification Framework and Inspection Protocols as set out in this document shall be met.

B Project Specific Identified Risk Elements Project specific or particular inspection, documentation and record requirements need to be highlighted here refer to inspection Notification Framework Guidance Note

C Project Specific Tests Requirements Project specific testing requirements relating to Inspection Notification Framework need to be highlighted here- refer to inspection Notification Framework Guidance Note. The inspection requirements set out in this document do not in any way relieve, replace, or reduce the builders duty to supervise the works. Coordination of the Inspection Plan, Notification Framework, Inspections Tests & Records

D In advance of the submission of the Commencement Notice, the appointed Builder shall meet with the Contract Administrator/ Employer Representative and the Assigned Certifier, and coordinate and update both the Preliminary Inspection Plan and the Inspection Notification Framework, with the builders own tender preliminary Inspection Plan and construction programme.

E The Preliminary Inspection Plan shall be revised following this meeting showing the agreed notification, and inspection milestones. The revised Preliminary Inspection Plan shall be included with the Commencement Notice documentation to be submitted by the Assigned Certifier and Builder to the on-line Building Control Management System

F The updated and revised Inspection Notification Framework shall be based on the preliminary inspection plan and will also be subject to continuing review and change as the works progress. Changing risk profile identified by the inspection regime may give rise to further changes in the Inspection Notification Framework.

G The Builder shall program and ensure that all elements identified in the Preliminary Inspection Plan, as being available for inspection as per the Inspection Notification Framework are a) sufficiently complete, b) not concealed and c) are safely accessible.

INSPECTION PROTOCOLS

A The Builder shall facilitate random inspections by the Assigned Certifier or Ancillary Certifiers as if such inspections were identified in the Preliminary Inspection Plans and the Inspection Notification Framework.

B The Builder shall provide to the Contract Administrator/ Employer Representative and the Assigned Certifier in a timely manner all certificates Declarations of Performance and tests for materials, products and assemblies as required by the Inspection Notification Framework and the tender documents. Advance Notice and Time for Inspections:

C Due consideration shall be given by the Builder for inspection notices as identified in the Inspection Notification Framework. No claims for extension of time or additional expense shall be considered due to delays arising out of the inspection or re-inspection requirements and protocols set out in this document.



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D The Builder shall ensure advance notifications are issued with respect to works to be inspected that are identified in the Inspection Notification Framework. The minimum advance notice required for inspection of items of works is 5 working days.

Re-Inspections/Follow up inspections, Incomplete Work E The minimum notice required for reinspection of items of works not complete or requiring remedial works shall be 3 working days.

F The Assigned Certifier shall without delay notify the Builder through the Contract Administrator/ Employer Representative of any incomplete work at a given milestone identified in the Inspection Notification Framework

G The Builder shall diligently ensure that any incomplete areas of given milestones are completed and that such works are kept available for inspection again, or until a record of completion is furnished, as may be required by the Assigned Certifier.

H The Contract Administrator/ Employer Representative shall without delay notify the Builder of any area of non-compliance identified by the Assigned Certifier.

J The Builder shall diligently ensure that any areas of non-compliance are rectified and that such works are kept available for inspection again, or until a record of rectification is furnished, as may be required by the Assigned Certifier

INSPECTION PROTOCOLS

A The Builder shall ensure all tests and certificates for materials, components and assemblies listed in the Inspection Notification Framework or elsewhere in the tender documentation are undertaken in a timely way. Any test failure shall immediately be made known to the Contract Administrator/ Employer Representative, the materials/works in question shall be replaced/rectified and retested undertaken prior to proceeding with subsequent work.

B It is the responsibility of the Builder to coordinate and supervise the works and no Claim for delay or cost shall arise from the requirement to re-inspect incomplete or unacceptable work.

Non-Conformance

C Non-Conformance of the materials and workmanship, with the tender drawings, specifications, and works requirements shall be dealt with as set out in the conditions of contract.

D The Builder shall note that missed Inspections, for whatever reason, will ultimately be recorded as incomplete/missed inspections on the completed Preliminary Inspection Plan that is registered with the Building Control Authority at completion

RECORD KEEPING

E The Builder shall maintain progress records and inspection records prepared by him, and the Ancillary Certifiers listed in these tender documents, for the duration of the works until completion. These records shall be prepared in a form acceptable to the Architect and shall at all times be up to date and available for review on site. 1 Item

F The Tenderers shall include in their tender costs for the provision of progress records as the works proceed. The frequency and timing of progress records shall be as per the Inspection Notification Framework issued at tender, the Builders programme, and as subsequently agreed and coordinated with the Assigned Certifier.

G Progress records as the works proceed shall be provided by the Builder by the following means:

H Digital photographic progress records, Video via VCR, Video via mobile phone,

J Promptly provide a copy to the Assigned Certifier of all Progress records and inspection records prepared by the Builder and the Ancillary Certifiers listed if instructed to do so by the Contract Administrator/ Employer Representative.

A At completion, upon instruction from the Contract Administrator/ Employer Representative, the Builder shall issue a digital/hardcopy copy of all records, prepared by the Builder and the Ancillary Certifiers listed, to the Assigned Certifier for their records.

B The Builder shall also retain in his own central office all records prepared by the Builder and the Ancillary Certifiers listed for a minimum period of 6 years after the issue of the Final Certificate.

C One hardcopy and/or softcopy of all records relevant to the Inspection plan as implemented shall be issued 5 days in advance of the nominated completion date. If in softcopy format, these final records shall be provided by the Builder in the following format:

CD & Coordinated with the Safety File

D The record should include evidence of the successful execution of the Builders method statement on supervision, including tests,, Declarations of Performance check sheets, photographs and memos. All evidence shall be indexed by location and date.

E Acceptance of such records shall not constitute approval or imply that the content has been examined by others.

SUBSTANTIAL COMPLETION

F Substantial Completion (Practical Completion) for this contract is contingent upon the successful registration of the works on the Building Control Management System.

G The Builder shall provide, 4/6 weeks in advance of the nominated completion date, all completed and/or prospective documentation and confirmations for which the Builder is responsible for, to the Assigned Certifier through the



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Contract Administrator/ Employer Representative, to enable the Certificate of Compliance on Completion to be registered with the Building Control Authority in accordance with clause 20F(8) of SI 9 2014.

H The Assigned Certifier and the Builder shall co-sign the Completion Certificate, supported by all the Ancillary Design Certificates from other members of the design team and the Ancillary Completion Certificates from specialist sub-contractors for which the Completion Certificate is relying on.

SUBSTANTIAL COMPLETION

A The Builder shall assist and facilitate the Assigned Certifier to then lodge/upload the following onto the Building Control Authority system-

a) The signed Completion Certificate, and

b) A schedule of the Ancillary Design Certificated and Ancillary Completion Certificates from other members of the design and construction team, and

c) Outline plans, specifications and particulars for any amendments from those submitted at commencement or during the course of the works, and

d) The Inspection Plan as implemented by the Assigned Certifier during the course of the works.

B Notwithstanding any statutory duty to retain same, in advance of project completion, the Builder shall issue to the Assigned Certifier a copy of all inspection records retained by the Builder during the course of the project.

THE SITE / EXISTING BUILDINGS

Location

The site is located on South Street, New Ross Town, in a busy town centre area; tenderer is to make reference to the Architect's layout drawings in relation to location and site possession and restrictions.

Boundaries

The site boundaries are delineated on the Architect's drawing and the Contractor shall confine his operations to the areas as marked.

Position of the Works

The position of the works is as shown on the Architect's site layout drawings.

Services On and Over the Site

There are existing and live services on and adjacent to the Site. The Contractor will familiarise himself with all existing services and make allowances in his rates for working adjacent to and maintaining these live services until such time as they are

re-routed/terminated as necessary.

OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER

Items for convenience of pricing Access to and Possession or use of the site

A The site is located within a busy residential areas and access and possession to the site is as indicated on the Architect's drawings

B The contractor is to ensure the roads are reinstated as necessary to its original condition at the completion of the works

C Provide for keeping the existing public access roads and paths free and safe for access at all times.

D The contractor is to liaise with the neighbours and schedule works to suit their operations including out of hours works

E Provide for performing the work in such a manner as to cause the minimum interference with the occupants and normal routine of adjoining occupiers during the execution of the work

F The site must not be used for any purpose other than carrying out the works 1 Item

G Provide for cleaning up the Public Road and the access to the site on a daily basis

H The contractor shall restrict his operations for the works within the confines set out in Architect's site plan. Any works to be carried out outside these confines can only be done so with the consent of the Employer's representative.

J Provide for wheel washing facilities and general washing down all plant, trucks, machinery etc prior to exiting the confines of the site; to ensure that no dust, excavated material, construction materials etc are deposited on the public roadway outside the site boundary

K Any spillage of excavated material, concrete or any other material on the public roadway, driveways shall be immediately removed

L A programme of SITE CLEANLINESS shall be instituted by the Contractor and shall apply to all site personnel including sub-contractors and suppliers

CONSTRUCTION MANAGEMENT PLAN

Construction of the development needs to be in accordance with a Construction Management Plan which shall be submitted to and agreed with the Local Authority prior to works commencing. The Plan shall outline the proposed management of the works including construction practice, noise management and waste disposal.

Asbestos



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All work involving materials containing asbestos requires a written risk assessment and a plan of work to be prepared by a competent person as per the Safety, Health and Welfare at work (exposure to asbestos) Regulations 2006/2010. Under these regulations, a preliminary health and safety plan must be drawn up by the project supervisor for the design stage (PSDP) on all asbestos removal projects. Refer to Preliminary S&H Plan and Asbestos report/survey.

Limitations of working hours

The Contractor will be responsible for determining working hours required to meet the programme, taking account of his duty to avoid nuisance or disturbance to occupants. Working hours will be in accordance with planning permission

Limitations of working space

The contractor shall confine his operations within the limits of the builder's compound/ access routes shown on the Architect's site plan

Temporary Name Boards and Advertising Rights

Advertisements shall not be displayed on the site without the consent of the Architect

Maintenance of Existing Live Services

Provide for protecting and maintaining all services on or over the site

Programme of Works

Provide a detailed realistic programme for the works to permit effective monitoring of the works by the Employers Representative. The programme shall contain the following

- methods by which the contractor proposes to execute the works complying with all phasing as set out on the Architect's drawings
- details of the critical path for the works
- details of samples to be prepared and timeframe for same
- the order and times in which the works will be executed
- handover of O&M manuals to the client

Allow reasonable times for the Employer and Employer's Representative to comply with their obligations

This programme must be submitted prior to the placing of the contract and will reflect the programme submitted with the overall tender. Provide the fully contract compliant programme before the start date

Submission of this programme will not relieve the contractor of his obligations to notify and apply in writing for instruction, as required by the Conditions of Contract

Programme, Copies to the Employer's Representative

Provide 2nr paper copies and electronically (PDF Format) of the programme for the Employer's representative within one week of the date of the issue of the Letter of acceptance. Keep one further copy available for inspection in the site office

Programme, Updating

Provide for the cost of all reviews and updates of the programme when the most recent version submitted does not correspond with actual or reasonably projected progress or the Contractor's obligations and when so directed by the Employer's Representative. Provide two hard copies and one digital copy of the revised and updated programme to the Employer's representative

Progress Reports

Provide an up-to-date progress report at least two working days before the site meeting. The report shall include a progress statement by reference to the master programme for the works, details of any matters materially affecting the regular progress of the works, specialist sub-contractors' and suppliers' progress report and any requirements for further drawings or details or instructions

The Contractor is required to take photographs of the site at a minimum of twenty-five agreed locations on a weekly basis and issue these photos with the progress report. The Contractor is required to take two photos at each of the five locations. All photos should be in digital format.

Progress Meetings

The contractor and his management team shall be available for fortnightly progress meetings with the ER and Client Team. Contractor's use of Permanent Heating Systems

Use of newly constructed systems

When the permanent heating installation is complete, tested and ready for operation, the Architect may grant to the Contractor permission for the use of the permanent heating installation to dry and control the humidity of the works; the contractor shall meet all costs in connection with the use of the permanent heating installation for such purposes including insurance, fuel supplied and current consumed and shall accept liability for damage, disturbance, wear and tear however arising from such use, and the maintenance, reinstatement and making good to the satisfaction of the architect; should the contractor elect to use the permanent installation for the purpose described above this shall not affect nor diminish his responsibility to maintain suitable temperature and humidity levels

Specification Trade Names



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Where trade names are specified, the contractor may, with the prior approval of the Employers Representative, provide an alternative which meets the same specification and provides the same quality warranties as that specified. (See samples required on Architect's Drawings and Specification).

GENERAL FACILITIES AND OBLIGATIONS

Supervision and co-ordination of the Works

Provide sufficient and competent staff for all on and off-site supervision and co-ordination for the proper execution of the Works.

Items for Convenience of Pricing

Plant Tools and Vehicles

Provide all plant, tools, vehicles, moulds, profiles and other apparatus for the use of domestic trades for the proper execution of the works

Bringing to site and removing on completion

Maintaining on site for the duration of the works

Scaffolding

Provide and maintain all general scaffolding for the works. Refer to Architect's drawings for scaffolding zones in particular to neighbouring properties

Hoarding

Refer to Architect's drawing for hoarding to site; 2.4m high solid plywood painted hoarding shall be erected to the site perimeter immediately upon possession of the site by the contractor.

Site Administration and Security

Allow for all on and off-site management costs including the following:

- full time supervision on all Contractor's on-site activities
- Contractor's Representative with full authority to act on behalf of the Contractor

Allow for holding site meetings when required by the Architect; attend site meetings and arrange for attendance of Sub-Contractors when required

Provide all watching, protective lighting, barriers, fencing and everything else necessary to safeguard the works (including materials and plant) against damage and theft

Transport for workpeople

Provide all necessary transport to and from site as required

Protecting the Works from Inclement Weather

Provide for covering and protecting the works and materials as necessary against inclement weather and for making good any damage occasioned thereby.

Water for the Works

A Provide clean water for the Works including the works of all Sub-Contractors, from temporary connections, provide services for distribution about the site and storage and pay all fees and charges in connection therewith

Lighting and Power for the Works

Provide all necessary temporary lighting and electric power required for the Works including the works of all Sub-Contractors and install all temporary wiring for distribution about the site, fittings, meters, etc. and defray the cost of all current consumed and pay all fees and charges in connection therewith

Temporary Roads, Hardstandings, Crossings etc.

Provide and maintain temporary roads and hardstandings complete with adequate temporary drainage on and adjacent to the site as necessary for the execution of the Works including the works of all Sub-Contractors, reinstate the ground on completion to the original standard. Obtain sanction for, provide and maintain temporary cross overs to public footpaths, light same if and when required and pay all fees and charges in connection therewith

Temporary Accommodation for use of the Contractor

Provide suitable temporary sheds, offices, including accommodation for site meetings for approximately 15 people, mess rooms, sanitary accommodation and other buildings required for the use of the contractor. Supply electricity for heating and lighting and keep the accommodation clean during progress of the Works.

Temporary accommodation for use of the Employer

Provide suitable temporary office for site meetings with tables and chairs, heat and light

Temporary Computer, Internet Access & A1 Printing Facilities for use of the Contractor

The contractor shall provide a computer with high-speed internet access for his own use and shall pay all fees and charges in connection therewith

The contractor shall provide an A1 printer capable of printing construction drawings for his own use

Traffic Regulations

The contractor shall acquaint himself with all traffic regulations affecting the Works and shall comply therewith and shall be responsible for the observance of this condition by his Sub-Contractors

Provide for all necessary County Council licenses required for the completion of the works.



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Safety, Health and Welfare of Work People

The Contractor shall include for complying in full with the Safety, Health and Welfare at work Act, 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013

The Contractor shall include for complying in full with the Safety, Health and Welfare at work Act and Regulations current at the date of tender

The Contractor shall be appointed by the client under a collateral agreement to the main contract as Project Supervisor for the Construction Stage in respect of the project pursuant to the Safety Health and Welfare at Work (Construction) Regulations 2006. The contractor shall include all costs for the provision of the services of Project Supervisor for the Construction Stage pursuant to Regulations 6 and 7 of the regulations

The Contractor shall include for the Project Supervisor for the Construction Stage giving notice to the National Authority for Occupational Safety and Health prior to the commencement of work on site in accordance with the First Schedule of the Safety, Health and Welfare at Work (Construction) Regulations, 2006

The term "Temporary Works" shall mean all temporary works of every kind required in or about the construction, completion, and maintenance of the works; it shall include temporary works to support and ensure the stability of the particularly completed permanent works and of adjoining structures and lands, as well as such matters as trench shoring, scaffolding, propping, working platforms, gangways, access stairs and landings

Provide for employing a suitable qualified engineer as required under the Safety, Health and Welfare at Work (Construction) Regulations The main contractor shall appoint an approved, competent temporary works designer who shall take overall design responsibility for the stability of the partially completed permanent works and of adjoining structures and landscaping envisaged for the construction process and further, the main contractor shall employ a suitable qualified site engineer; both shall liaise with each other and the Project Supervisor, all in accordance with the HSA guidelines to Safety, Health and Welfare at work (Construction) Regulations 2006

The Contractor shall include for Procuring the Insurance cover required to be obtained and maintained by the Contractor pursuant to clause 3 of the main contract and shall provide indemnity in respect for any claim for bodily injury or property damage which the contract may incur by reason of the performance of the functions and duties of the Project Supervisor for the Construction Stage of the project

The Contractor shall include for providing all necessary information as requested by the Project Supervisor for the Construction Stage to enable the preparation and completion of the Safety File excluding drawings and specifications which shall be provided by the appropriate member of the design team

The Contractor shall include for providing assistance to the appropriate member of the Design Team in collating the latest issue of construction drawings for inclusion in the Safety File

The Contractor's tender shall cover all their obligations under Working Rule agreements within the industry

The Contractor shall include for any costs associated with the Project Supervisor for the design stage's Preliminary Health and Safety Plan

The Contractor shall at once dismiss from the Works any person employed by him found bringing or leaving upon the site or the premises spirituous liquors, explosives, weapons or any tools, implements, or material capable of use as such except for the Contractors legitimate purpose. The Contractor shall at once dismiss from the Works any person employed by him on the Works, who shall, in the opinion of the Architect,

misconduct himself or be incompetent. He shall produce such evidence as the Architect shall require as to the fitness of any person so employed for this work. The Contractor shall keep all work people, including those employed by Sub-Contractors, within bounds

The Contractor shall include for the following Safety and Health items; safe pass and its operations, safety officers and other competent safety personnel, tests and certificates for plant and equipment, safety signs, provision for protective clothing and personal protective equipment, emergency plans, energy distribution installations, temporary fire detection, maintain conditions, site traffic routes, first aid

The Contractor should in respect of all person and site activities provide for and ensure compliance with all Safety, Health and Welfare legislation in connection with the works

Disbursements Arising from the Employment of Work People

Provide for all labour insurance and other costs arising from the employment of work people

Maintenance of Roads, Pavings and Grassed areas

Provide for maintaining and making good damage, if any, to roads, paths, services and other property, public or private caused by or attributed in any way to the cartage of plant , materials or personnel, or the execution of the Works by either the Contractor or any Sub-Contractor and for indemnifying the Employer against loss, damage, claim or proceedings by any local authority, statutory undertaking, or others.

Ensure existing paths and paving are protected and not damaged; any damaged caused to be repaired at the contractor expense

Ensure existing grassed areas are protected and not damaged, any damaged caused to be repaired at the contractor's expense.

Work beyond the boundary of the site / works to entrance road



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Provide where work is described as being beyond the boundary of the site or the public highway, for adequate watching and lighting, traffic signalling, temporary barricades, walking platforms and warning notices sufficient to ensure the safety of all persons, and removing same on completion, giving notice to the Local Authority, paying their fees and charges and carrying out the work to their satisfaction

Adjoining properties condition

A Prior to commencing works, the Contractor is to undertake a survey of the external condition of properties and boundaries adjoining the site and take whatever record are necessary (photographic survey etc.). This is to be used as a basis for signing off on the condition of these buildings and properties on completion of the contract

Existing services

Provide also for maintaining in working order all services, conducting, telephone cables etc. and for making good any damage occasioned thereto by reason of these works to the satisfaction of the Authority concerned

Removing Rubbish, Protective Casings and Cleaning

Provide for all costs associated with complying with on site management statutory requirements,

Provide for removing from the site from time to time as necessary and on completion of the Works all rubbish, debris, surplus materials, protective casings, etc. and also on completion clean the Works internally and externally to the satisfaction of the Architect.

The Contractor should also allow for keeping the existing roads and paths clear of mud and builders rubbish, etc. including washing down from time to time as may be necessary to the entire satisfaction of the Architect

Out of sequence works

Provide for any costs arising from complying with the programme and phasing requirements which are not included elsewhere

Drying the Works

Provide and maintain the necessary equipment, fuel and attendance for drying and controlling the humidity of the works

Temporary Fencing, Hoardings, Screens, Gantries etc. (ref. Architect's and Engineer's drawings)

Provide and maintain all temporary fencing, hoardings, fans, planked footings, guard rails, gantries and the like as may be necessary for protecting the public, for the proper execution of the Works and for meeting the requirements of any local or other authority, including all necessary lighting

Provide for sound secure fence in accordance with the Architect's Specification to secure the contractor's compound from the existing public roads/paths, etc. including checking the integrity of the fence daily.

Control of Noise and Pollution

Provide for taking all precautions necessary to prevent nuisance from noise, smoke, dust, rubbish, water or any other cause

Account should be for the fact that the works are been carried out adjoining an existing residential area and alongside a MUGA sport facility

Protection of the Works

Allow for protecting all the Works in bringing the Works to completion including the works of all sub-contractors

Protection of existing building, structures, finishes, etc

Allow for protecting of all existing finishes, structures, fixtures, fittings, external finishes and structures during the works; any damage to be repaired at the contractor's expense.

Samples

The Contractor shall, at his own expense, provide and deliver samples of products, finishes and materials to the Architect's office for approval by the Design Team or at the offices of an approved testing authority as may be directed within the agreed timeframe. A schedule of samples to be provided has been produced by the Architect and is included in the tender pack.

The Contractor shall, at his own expense, provide temporary sample panels and maintain on site for the approval of the Employers Representative

A Copy of this schedule to be submitted along with the Contractor's Master Programme prior to start on site. Proposed dates for presentation of samples to be completed.

Sample schedule to be updated and submitted fortnightly with Contractor's progress Report.

Alternative proposals/samples will not be considered until all information specified is submitted.

Minimum 10 working days to be allowed in programme for issue of Initial Comments

Samples i.e. total of 20 working days for review/approvals process.

Approvals to any alternatives may be authorised by the Employers Representative only.

All samples are to be mounted on site independent of the Works unless specifically permitted

Samples are to be retained on site for the duration of the Works and are to be available for reference to all relevant construction workers, management, ER, Client and design team. Protection to be provided to prevent water or mechanical damage. Samples to be kept clean.



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Any costs incurred for work carried out or materials procured without the scheduled approvals is at the Contractor's expense.

All samples to be labelled with Manufacturer name, product name, Ref, and colour.

Defects Liability

Provide for maintaining the Works in perfect condition for 12 months after the issue of the Architect's Certificate of Practical Completion in accordance with the Conditions of Contract; any work exhibiting the defects during this period shall be made good by the Contractor at his own expense prior to the issue of the Final Certificate.

Project Board

Provide for arranging and or making, erecting, maintaining and removing on completion of work plywood project board size 3600 x 2400 x 20mm thick project board with graphics printed and mounted on durable material; designed to Architect's approval - 1 No project board

Provide for making, erecting, maintaining, plywood project board incorporating a graphic of the proposed building, the names of the project and employer, the Contractor, Sub-Contractors, and Design Team Consultants; set board steel frames and posts in concrete bases; removal on completion

Tests

Provide all apparatus, materials and transport required for testing in accordance with the Architect's and Engineers specification and include for all the costs associated with same

CONTROL OF COST

Valuations

Submit when applicable, up to date detailed claims and supporting documentation under the following items with each detailed interim account

Work properly executed

Unfixed Works items if so, provided by this Pricing Document

Price variation clause

All claims for compensation events which the contractor deems that he is entitled to.

Notices, Generally

Give early notice to the Employer's representative before pouring reinforced concrete, laying roofing membrane and otherwise proceeding with work that shall cover and conceal work, to afford him an opportunity of investigating, inspecting or testing the work. Approvals given will not relieve the Contractor from full responsibility for the quality of the work throughout. Give reasonable notice to the Architect before covering up work which the Contractor or the Employer's Representative requires to be measured

Notice, Compensation Events

Give notice to the Employer's Representative where he has directed the value of work required as a result of a compensation event is to be determined on the basis of costs of performing the work of the commencement and completion of any work for which the Contractor intends or had been directed to submit supporting evidence in accordance with the Conditions of Contract

Compensation Events

Compensation Events determined on a cost basis as determined under the Conditions of Contract will be accepted as a basis for valuing work only when the Employer's Representative has issued written instructions to the Contractor to that effect. The contractor shall submit to the Employer's Representative with each claim supporting evidence as directed which shall be supported by vouchers for the work certified by the Employer's Representative. Such endorsement shall be deemed to certify only that the labour, materials and plant used are correct

Compensation Events (Vouchers)

During the execution of compensation events to be valued on the basis of costs of performing the work, give to the Employer's Representative at or before the end of the week following that in which the work has been executed, vouchers in support of applications for payment under the Conditions of Contract. These vouchers shall give: Description of the work done. Operative's names and trade. Quantities of materials used, prices of materials used including invoices and receipts Details of plant used

Notices; delay, delay events and compensation events

Give notice in strict accordance with the contract conditions of all delays, delay events giving entitlement to being offset against the programme contingency and/or an extension of time and events to which the contractor believes he has entitlement to be paid compensation to under the contract

Completion, Maintenance Instructions



Give to the Employer' Representative at Substantial Completion two copies of all Contractor's documents required including manufacturers' suppliers' or specialist sub-Contractors' maintenance instructions, all tests and all collateral warranties required under the contract

PHASING

Items for the Convenience of Pricing

Phasing of the works

The works shall be measured separately as a single build, no allowance has been included for phasing

Allow for all works associated with the phasing of the works including additional hoarding, fencing, accommodation and all works associated with same.

Allow for providing safe temporary access to the building entrances and all gates, fencing and signage associated with same.

OPERATION / MAINTENANCE OF THE FINISHED WORKS SAFETY FILE

Provide information about the structure or materials used, which might affect the health or safety of anyone if construction works, (including cleaning, maintenance, alterations, refurbishment and demolition) is carried out Obtain or prepare the following and submit to the Project Supervisor Design Process:

Construction drawings, specification and pricing documents used and produced throughout the construction process for all design work the Contractor is responsible for.

INFORMATION FOR COMMISSIONING OF SERVICES

General

Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation, at the commencement of commissioning.

TRAINING

Generally

Before completion, explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Safety File.

Digital Safety File to Specification

PREAMBLES

Tenderer to include for all items as indicated in the Architect's preambles.



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SCHEDULE OF WORKS – ROOF WORKS	
(19) Substructures	DRAINAGE (BELOW GROUND) Clean out and repair existing rainwater gulleys and traps.
(21) External Walls	IN-SITU CONCRETE; REINFORCED Poured in-situ Concrete infills to wall plate of existing walls; 215 x 450mm Concrete infill to top of stone work for repairs to form columns; 35N concrete vibrated; all as per Architect's & engineer's drawings and specifications; REPAIR TO FRONT FAÇADE Repair granite ashlar facade, including removal of redundant services and repointing. Apply lead flashing (code 5) to stringcourses and copings.
(27) Roofs	TIMBER TRUSS AND ASSOCIATED STRUCTURAL REPAIRS (FINAL SCOPE TO BE AGREED FOLLOWING OPENING-UP WORKS) The contractor shall allow for the execution of the following timber truss repair and strengthening works, together with all associated opening-up, inspection, temporary support, and making good, as required to safely complete the works. The roof structure comprises the following principal truss types: 5 no. large original trusses (Type A) on GL 5–9; 6 no. trusses (Type B) on GL A, I, 1, 3, 14 and 15; and 2 no. short trusses (Type C) on GL E2 & E9. There are also 25plus pulins which all require planing and repair, account for 20% replacement of these purlins. The scope of works shall include, but shall not be limited to, the following: • Repair of existing timber trusses, rafters, and purlins, with no wholesale replacement of trusses proposed. Allow for repair and retention of all existing trusses, with the extent of works anticipated to comprise approximately 20% extensive repair, 40% moderate repair, and 40% minimal repair and cleaning, subject to confirmation following opening-up. Repairs shall include removal of localised unsound timber where necessary and insertion of new matching timber sections of equivalent species and size, fixed and detailed to prevent moisture entrapment. • Bearing-end repairs to timber trusses, including exposure of all bearing ends for inspection and repair. Allow for bearing-end works across all trusses on the basis of approximately 20% extensive repair, 40% moderate repair, and 40% minimal repair and cleaning, subject to confirmation following opening-up. Extensive repairs shall include scarf joint splicing where bearing ends are significantly degraded. To facilitate access, it is proposed to carefully disassemble and subsequently rebuild the eaves wall locally around truss bearing positions, allowing full access for inspection, repair, and splicing as required. All scarf joints shall be formed using timber of similar species, age, grain, and moisture content, with concealed fixings and detailing to maintain ventilation. All splice proposals and eaves wall reinstatement details shall be subject to Architect approval prior to execution. • Treatment of existing timber trusses with boron rods, to approximately 40% of trusses, installed in accordance with the manufacturer's instructions to protect against fungal decay and insect attack.



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	• Structural strengthening works to timber trusses, including local reinforcement of weakened members using approved methods to restore structural capacity with minimal intervention, in accordance with the Structural Engineer's details. Load-sharing works between Truss Type B and the stage girder, including packing or connections to redistribute loads and limit truss deflection, in accordance with the structural engineer's details. Opening-up works shall include removal of finishes as required to expose truss members, joints, and bearing ends. Temporary supports shall be provided where necessary, and all opening-up shall be controlled and recorded. The contractor shall provide safe access for inspection by the architect and structural engineer and shall not close up works until approval has been given. All works shall be carried out in a careful and sympathetic manner appropriate to a historic timber roof structure. Photographic and written records of opening-up and repairs shall be provided, together with final as-built documentation on completion. NEW ROOF ELEMENTS New ridge board, timber purlins fixed to existing timber rafters with 300x30x30mm galvanised mild steel angle plates all to structural engineers details/approval. New rafters on new purlins in areas marked on Architect's drawings.
	(35) SUSPENDED CEILINGS N/A
	(37) Roofs: Completions ACCESS HATCH Access hatch to attic to have a new access trap door and ladder access. Install a proprietary Wellhöfer airtight attic access hatch in the existing ceiling opening, providing a fully insulated 60 mm-thick timber trap door with Class 4 airtight seals, continuous vapour-control layer, and a factory-finished white face ready for painting to match the ceiling. Fit a permanent fixed ladder system: a heavy-duty timber or metal ladder below the hatch, complete with handrails and anti-slip treads, and a continuation ladder or aluminium access steps above the hatch, all rated to 150 kg and compliant with EN 131 / ISO 14122 for safe vertical access. Install hatch and ladders securing frames and ladder fixings to existing structure, reinstating surrounding finishes. Provide integrated locking hardware, operating pole, and matching ceiling trims; paint exposed timber and powder-coat metal components to coordinate with interior finishes. MAINTENANCE WALKWAY / ATTIC CATWALK Install a permanent maintenance walkway (attic catwalk) within the attic void, providing safe access to services and plant, as indicated on the Architect's drawings. Form the walkway as a continuous 1200 mm wide raised walking surface constructed as follows: Joists: 225 × 44 mm C24 softwood joists at 400 mm centres, with solid bridging at mid-span, fixed to the existing roof structure in accordance with the Structural Engineer's details.



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Decking: 20 mm OSB/3 sheeting to BS EN 300 suitable for walk-on loads, laid staggered with long edges perpendicular to supports and all joints fully supported.

Fixings: 5.0 × 50 mm galvanised wood screws at 150 mm centres to board edges and 300 mm centres elsewhere, using a collated screw gun. Ensure fixings are flush and boards are clean and dry before completion.

Support & bracing: 100 × 50 mm timber uprights and diagonal bracing, C24 grade or equal approved, securely fixed to the existing roof joists / structure.

Handrail: 100 × 50 mm timber handrail in selected hardwood or softwood, sanded smooth with rounded edges, fixed to supports along exposed sides of the walkway as indicated.

The walkway shall comply with BS EN ISO 14122-2:2016 for permanent access to machinery. The route shall be continuous, level and free of trip hazards, with adequate headroom and bearing capacity for maintenance loads. Any insulation disturbed during installation must be carefully reinstated without undue compression.

M&E CONTAINMENT TO ATTIC WALKWAY

Provide a new M&E containment system along the attic walkway to accommodate new and existing electrical and mechanical services.

Install cable trays, trunking and pipe support brackets as required, fixed to the structure or designated supports in accordance with the M&E Engineer's details. Ensure all containment is level, secure and maintains required access and clearance along the walkway. Coordinate service routing to avoid clashes with structure, insulation or ceiling systems.

Clearly label and identify all services. Install in accordance with manufacturers' recommendations, M&E drawings and current regulations including ET101 and relevant CIBSE guidance. Existing electrical and data services in the attic space are to be consolidated and routed along the maintenance walkway for inspection and maintenance.

FALL ARREST SYSTEM

Provide a proprietary horizontal lifeline fall arrest / restraint system (Kee Safety "KeeLine" or equal approved) fixed to the primary timber roof structure. System to comply with EN 795 and CEN/TS 16415, designed for a maximum of three users. Layout, fixing centres and structural capacity to be subject to specialist design. Provide full certification, commissioning and as-built documentation on completion.

(41) Wall Finishes Externally

PLASTERING

Repair existing plaster to top of walls. New plaster to underside of eaves of new roof covering. Stainless steel render beads for stop, control joints and drips; Expamet or similar beads set in sand cement mortar to the profiles indicated in the drawings. Note the requirements for beads and patent reveals at changes in surface finishes, openings, and heads.

HERITAGE MASONRY REPAIRS

Carefully dismantle loose or defective masonry as indicated on the drawings. Rebuild using salvaged materials where possible and matching new materials where required. All work to be carried out using appropriate lime mortar. Cementitious mortars are not permitted. Workmanship and materials to be approved by the Architect prior to closing up.



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(45) Ceiling Finishes

N/A

(47) Roof Finishes

ROOF COVERING

Provide new ETERNIT FARMTEC fibre cement sheeting (Profile 6) with matching two-piece adjustable ridge capping to all pitched roof areas indicated on the Architect's drawings. Include all required verge, abutment, eaves and barge flashings, closures and fittings to form a complete weather-tight system in accordance with the ETERNIT FARMTEC installation manual and the Architect's details.

Carefully remove and dispose of the existing asbestos cement roof sheeting, gutters and ridge by a licensed asbestos contractor in accordance with current HSA and HSG248 regulations. Inspect the existing roof structure on completion of strip-out and replace damaged or defective rafters with 175 × 75 mm timber rafters at 550-600 mm c/c as required. Retain existing trusses where found to be sound, all to the Structural Engineer's design.

Provide and install Tyvek Supro water-resistant breather membrane over the roof structure strictly in accordance with the manufacturer's recommendations, including all laps, upstands and penetrations.

NEW WALL PLATE

Carefully dismantle loose masonry and re-build in matching lime mortar approx. 550mm deep. Use existing building materials, any replacement material to be approved.

PRODUCT & INSTALLATION

Fix ETERNIT FARMTEC Profile 6 fibre cement corrugated profiled sheeting to timber or steel purlins at centres to the Structural Engineer's design. All fixings to be stainless steel or galvanised proprietary fasteners with neoprene washers and colour-matched caps, fixed through the crown of the corrugation in accordance with the ETERNIT FARMTEC installation manual.

Provide one-corrugation side laps and end laps to the manufacturer's minimum requirements for exposure, with profiled fillers, seal strips and closures at eaves, verges, ridges and abutments to achieve a fully weather-tight finish.

Form ridge conditions using two-piece adjustable fibre cement ridge capping compatible with ETERNIT FARMTEC Profile 6 sheeting. At hipped and complex junctions, provide Code 5 lead flashings laid under ridge capping and dressed over the upper course of roof sheeting, formed, clipped and fixed in accordance with current LSA guidance. Fix ridge cappings using galvanised hook bolts with neoprene washers and compressed seal strips.

Install new aluminium rainwater gutters and downpipes to match the layout indicated on the drawings, coordinated with the Alumasc Apex Heritage system described in the Drainage section.

All works to be carried out by trained operatives using appropriate working-at-height protection, in accordance with the manufacturer's specification, the Structural Engineer's details and current Building Regulations.

SUBSTRUCTURE

Sheets to be fixed to timber or steel purlins at centres not exceeding 1375mm, subject to confirmation by the structural engineer based on location and wind exposure. Purlins must be aligned accurately to suit fixing points and sheet lengths.

FIXINGS

Fix sheeting using stainless steel or galvanised self-tapping tech screw for New 35x50mm timber battens for fibre cement sheeting, complete with sealing washers and colour-matched domed caps. Sheets to be



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fixed through the crown of the corrugation at every second corrugation on every purlin, with a minimum of three fixings per sheet per purlin.

LAPS AND SEALING

Provide a minimum side lap of one corrugation and an end lap of 150mm in standard conditions (300mm in exposed areas). Install profiled fillers at eaves and ridges and use Euronit sealing strips where required for weather resistance. For ventilation supply and install Profile 6 Fibre Cement Cranked Vented Ridge 750mm every 3-4 sheets. Supply and install proprietary Euronit ridge pieces, barge boards, eaves fillers, flashings, and rooflights where required.

INSTALLATION

All installation to be in accordance with the Euronit Technical Handbook and BS 8219:2001. Sheets to be laid in accordance with the prevailing wind direction. Cutting of sheets to be carried out by guillotine or slow-speed reciprocating saw only—no angle grinders permitted. All works to be carried out by trained operatives using appropriate PPE and working at height measures.

PORCH ROOF

Porch roof to be cleaned and repaired. New flashings to wall caps and rainwater outlets.

FALL-ARREST SYSTEM

Provide fall-arrest system to rear flat roof: Kee Safety "Keeline" horizontal lifeline (or equal and approved) fixed to the primary timber structure below the ETERNIT FARMTEC Profile 6 sheeting using engineered post anchors. System to provide fall-arrest / fall-restraint to EN 795 and CEN/TS 16415 for up to 3 users, including stainless-steel cable, shock absorbers, intermediate posts, corner brackets and end anchors. No fixings are to penetrate the fibre cement sheeting. Layout and fixing centres to specialist design and Structural Engineer's approval.

(52) Drainage and Refuse Disposal

PRODUCT

Provide Alumasc Apex Heritage Beaded Half Round cast-aluminium gutters, 150 mm (6") nominal diameter in a factory-applied two-pack epoxy primer and topcoat finish. The range features authentic sand-cast profiles, offering durability, vandal resistance, and over 40 years' service life, with colour options per the architect's palette.

GUTTER LENGTHS & FIXINGS

Supply gutter sections in 1.83 m (6 ft) lengths with socketed ends. Install using Drive in Rise & Fall with 330mm Stay - Beaded Half Round fixed at maximum 900 mm centres for half-round profile, with additional brackets at outlets and changes in direction. Join sections with wet-sealed bolted joints, using Hydrostrip EPDM rubber seals to ensure weatherproofing

LAPS & SEALANTS

Half-round gutters to have cast-aluminium sockets with recommended Hydrostrip EPDM seals. Bolted joints securely tightened after seal placement to provide watertight connections.

DOWNPIPES & FITTINGS

Provide Alumasc Apex Heritage Apex Heritage - Circular Pipe 100mm (4"), with fixing ears, in the same RAL colour as the guttering. Downpipes shall be fixed to the building with eared sockets or pipe clips, aligned with manufacturer's instructions, at maximum 1.83 m centres. All joints and fittings must match the guttering in colour and finish. Include all required fittings—e.g. offsets, shoes, unions—and accessories, installed in accordance with the architect's drawings.

INSTALLATION STANDARD



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	Install gutter and downpipe systems in accordance with Alumasc Technical Handbook and BS 460:2002 for cast-iron rainwater goods. Supports and fixings to be secure, plumb, and aligned accurately to drawings.
	(59) Mechanical Installation N/A
	(69) Electrical Installation MAINTENANCE WALKWAY / ATTIC CATWALK Existing electrical and data services in attic space are to be consolidated and run along the maintenance walkway for inspection and maintenance.
	(10) Prepared Site CLEARING SITE: The area outline in red on the site plan is to be cleared and cleaned for the setting up of scaffolding around the building. Neighbouring properties are to be cleared and made ready for scaffolding with the written consent from the owners beforehand. Clean all rubbish and debris from the attic space. Carefully removing any loose structure. FALL ARREST PROTECTION: Provide temporary fall arrest and debris protection netting to the full extent of the attic space prior to commencement of roof works. Netting shall be designed, supplied and installed to prevent personnel or debris falling into the occupied space below during the removal of existing roof coverings and construction of the new roof. Safety netting shall comply with I.S. EN 1263-1 and I.S. EN 1263-2, and shall be installed, inspected and maintained by a competent contractor in accordance with the manufacturer's instructions, the safety, health and welfare at work (general application) regulations 2007-2020, and hsa guidance on work at height. Contractor to provide all necessary supports, fixings, inspections and certification for the duration of the works. ASBESTOS REMOVAL: Carefully remove existing corrugated asbestos cement roof sheeting, ridges and gutters by a licensed asbestos contractor in accordance with current HSA regulations. Allow for method statements, temporary weather protection, air monitoring, waste disposal to licensed facility and provision of clearance certification prior to commencement of new roof works. All asbestos-containing materials are to be carefully removed and disposed of to a licensed facility by a specialist asbestos contractor, in full compliance with current HSA requirements and HSG248 guidance. Dust levels are to be controlled and contained at all times during removal. Existing corrugated asbestos roof sheeting, gutters and ridge are to be removed in a controlled sequence, with appropriate enclosure, negative pressure / extraction and air monitoring as required. Issue waste transfer documentation and clearance certificates as part of the Safety File and handover information. ROOF DEMOLITION: Carefully remove roof rafters identified by architect / structural engineer from the existing roof. Remove existing rafter set on stone/brick Wall plate and remove the existing glass fibre insulation surrounding the rafters at wall plate level. Remove and clear any loose stone or brick at wall plate level, repair stone and brick leaving a level surface for a new wall plate to be fixed to. Remove all ivy, vegetation and root growth from external walls prior to repair works. Vegetation shall be carefully cut back at its base and allowed to die back prior to removal to minimise damage to existing



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	masonry, render, pointing and historic fabric. Contractor shall allow sufficient time between cutting and removal of ivy to facilitate die-back. Remove vegetation by hand using non-abrasive methods only. No mechanical removal methods, chemical treatments or high-pressure cleaning shall be used without prior approval of the architect. Any loose or damaged mortar, stonework or render revealed during removal shall be recorded and reported to the architect prior to repair. Remove all vegetation, roots and arisings from site and dispose of off-site in an approved manner. All works shall be carried out with due care and attention to the protected structure.
	(30) Site Enclosures n/a
	(40) Roads, Paths, Pavings Repair any damage caused to the existing access routes.
	(50) Site Services (Mainly Piped & Ducted) SURFACE WATER DRAINAGE: If required, replace asbestos AJs and BIGT with square single sealed galvanised locking covers and frames Trapped Gulleys, "Wavin AJ" or equal and approved. Clean existing drainage before commissioning.



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SUMMARY – ROOF WORKS	
(19) Summary: Building Substructure	
(29) Summary: Building Structure	
(39) Summary: Building Structure Completions	
(49) Summary: Building Finishes	
(69) Summary: Building Services (Mainly Electrical)	
(9) Summary: Site	
SUMMARY	