

Drew's Park, Thomas Wyatt Road, Devizes, SN10 5FE

External Joinery Repairs & Redecoration

Part 1 - Preliminaries

External Joinery Repairs & Redecoration in respect of:

- 1-12, 14-20 Bowes Court
- 1-9 Burnham Court & East Tower
- 1-8 Cedar Court
- 1-9 Chapel Court
- 1-10 Cooke Court & West Tower
- 1-12 & 14 Clock Tower Lodge
- 1-9 Elm Court & Common Area
- 1-8 Speer Court
- 1-12 & 14-41 Thurnham Court
- 1-12 & 14-18 Wyatt Court



Contents

PM_10 Project information	1
PM_30 Site, ground and environmental information	6
PM_35 Project performance requirements	7
PM_40 Design and approvals information	8
PM_50 Financial and commercial information	11
PM_55 Contract information	13
PM_60 Construction management information	19
PM_70 Testing, commissioning and completion information	35
PM_80 Asset management information	39
Roles	40

PM_10 Project information

Project management

PM_10_10_60/10 Project description

1. Project reference: 471304
2. Project title: Drew's Park, Thomas Wyatt Road, Devizes - External Redecoration
Project description: External Redecoration of:

1-12, 14-20 Bowes Court

1-9 Burnham Court & East Tower

1-8 Cedar House

1-9 Chapel Court

1-10 Cooke Court & West Tower

1-12 & 14 Clock Tower Lodge

1-9 Elm Court & Common Area

1-8 Speer Court

1-12 & 14-41 Thurnham Court

1-12 & 14-18 Wyatt Court

Common Bin Stores, Tower Feature and Gas governor.

PM_10_10_60/20 Drawings and other documents

1. Details: As per Drawing Issue Sheet
2. Reference: PART 4 Drawing Issue Sheet Drews Park Dec 2020.pdf
3. Status: For Information.
4. Format: Electronic.
5. Provision: Provided.
6. Contract drawings
 - 6.1. Generally: The same as the tender drawings.
7. Cross-references
 - 7.1. Accuracy: Check remainder of the annotation or item description against the terminology used in the cited section or clause.
 - 7.2. Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the Specification will apply.
 - 7.3. Relevant clauses: Clauses in the cited specification section dealing with general matters, ancillary products and execution also apply.
 - 7.4. Discrepancy or ambiguity: Give immediate notice in writing setting out the nature and assessed impact of the conflict. Do not proceed until instructions are received.
 - 7.5. Document precedence: Specification takes precedence over referenced documents.
8. Dimensions: Use numbered dimensions only. Do not scale direct from drawings.
9. Additional copies: Issued free of charge.

PM_10_10_60/30 Project location

1. Details: Existing building referenced as:

- 1-12, 14-20 Bowes Court
- 1-9 Burnham Court & East Tower
- 1-8 Cedar House
- 1-9 Chapel Court
- 1-10 Cooke Court & West Tower
- 1-12 & 14 Clock Tower Lodge
- 1-9 Elm Court & Common Area
- 1-8 Speer Court
- 1-12 & 14-41 Thurnham Court
- 1-12 & 14-18 Wyatt Court
- 8 Bin Stores, Tower Feature and Cupboard.

2. Address

- 2.1. Number/ Street: Thomas Wyatt Road
- 2.2. Town/ City: Devizes
- 2.3. Post code: SN10 5FA through 5FL

3. Site grid reference: OS Grid Ref: SU 00918 59920

Latitude: 51° 20' 18" N
Longitude: 1° 59' 17" W

4. Site altitude: 110m

PM_10_10_60/40 Existing buildings on, or adjacent to the site

1. Details:

The site comprises, what we understand was formerly the 'Roundway County Asylum'. 'Roundway Hospital' was a psychiatric hospital near Devizes, Wiltshire. It was originally called the Wiltshire County Lunatic Asylum and later the Wiltshire County Mental Hospital, we understand. It opened, we understand, in about 1851 and closed in 1995 where it was sold for conversion to houses.

The buildings themselves, although not inspected in detail are mainly formed of stone facades beneath pitched slate tiled roof coverings, most of which appear to be original to the construction of the buildings some 150 years ago. Mainly the construction (where seen) seems normal domestic type, with timber framed floors and roof structures supported off load bearing walls.

The building has been the subject of some alteration, as from the information we have seen there were other buildings on the site as well, when it was a Hospital facility. Added to this the building was sub-divided internally to form the layouts now evident. In the late 1990's Planning Permission was granted for conversion and we understand the first completed renovated houses were occupied in about 2000. Set in acres of fully maintained communal grounds in a park-like setting, bordered on three sides by an ancient woodland reserve.

We believe the buildings at Drews Park are Grade II listed and as such restrictions on maintenance and alterations will be in place, requiring consultation with the Local Authority and Conservation Officer before major works are done. The site, we understand, was converted into 130 houses plus about 19+ social housing units.

The site forms a number of Courtyards and interesting shaped layouts. The layout and numbering of properties are set out in the enclosed site plan enclosed as an appendix.

The site in question is made up as follows:-

Bowes Court: 19 Houses

Burnham Court: 10 Houses

Cedar House: 8 Houses

Chapel Court: 12 Houses

Clock Tower Lodge: 13 Houses

Cooke Court: 11 Houses

Elm Court: 9 Houses/Flats and Common Areas

Speer Court: 8 Houses

Thurnham Court: 40 Houses

Wyatt Court: 17 Houses

8 Bin Stores, Tower Feature and Cupboard.

PM_10_10_60/60 Access

1. **Details:** Access is off Byron Road, onto Thomas Wyatt Road, which is a circular route through Drew's Park and rejoins Byron Road.
2. **Limitations:** None.

PM_10_10_60/80 The Works/ Services

1. **Details:** The repair and external redecoration of the existing doors and window to the following properties:

1-12, 14-20 Bowes Court

1-9 Burnham Court & East Tower

1-8 Cedar House

1-9 Chapel Court

1-10 Cooke Court & West Tower

1-12 & 14 Clock Tower Lodge

1-9 Elm Court and Common Parts

1-8 Speer Court

1-12 & 14-41 Thurnham Court

1-12 & 14-18 Wyatt Court

8 Bin Stores, Tower Feature and Cupboard.

Redecoration of all fascia's and soffits to the building, a number of painted timber features to the main buildings and Clock Tower Lodge.

2. **Related works:** Provide trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive new work.

PM_10_10_60/90 Section details

1. Details: Section 1: 10 – 20 Bowes Court & 7 Cooke Court.
2. Details: Section 2: 1 – 7 Speer Court & 1 – 3 Bowes Court.
3. Details: Section 3: 6 – 8 Bowes Court & 2 – 4 Cooke Court.
4. Details: Section 4: 1 – 5 Thurnham Court & 8 Speer Court.
5. Details: Section 5: 6 – 14 Thurnham Court & 4 – 5 Bowes Court.
6. Details: Section 6: 1 – 4 Wyatt Court, 5 – 10 Cooke Court & West Tower.
7. Details: Section 7: 15 – 22 Thurnham Court & 5 – 6 Wyatt Court.
8. Details: Section 8: 7 – 11 Wyatt Court.
9. Details: Section 9: 23 – 30 Thurnham Court & 12 – 14 Wyatt Court.
10. Details: Section 10: 15 – 18 Wyatt Court, 1 – 6 Burnham Court & East Tower.
11. Details: Section 11: 4 – 5 Chapel Court & 31 – 38 Thurnham Court.
12. Details: Section 12: 7 – 9 Burnham Court & 6 – 9 Chapel Court.
13. Details: Section 13: 39 – 41 Thurnham Court & 1 – 3 Chapel Court.
14. Details: Section 14: 1 – 14 Clock Tower Lodge.
15. Details: Section 15: 1 – 8 Cedar House.
16. Details: Section 16: 10 – 12 Chapel Court, 10 Burnham Court & 1-9 Elm Court & Common Areas.
17. Details: Section 17: 8 Bin Stores, Tower Feature & Cupboard.

PM_10_10_60/220 Provisional sum for defined work

1. Details: N/A
The RICS NRM describes a provisional sum for defined work as: '*a sum provided for work that is not completely designed but for which the following information shall be provided:*
(1) *the nature and construction of the work;*
(2) *a statement of how and where the work is fixed to the building and what other work is to be fixed thereto;*
(3) *a quantity or quantities which indicate the scope and extent of the work; and*
(4) *any specific limitations identified.*
Where provisional sums are given for defined work, the Contractor will be deemed to have made due allowance in their programming, planning and pricing preliminaries.
2. Provisional Sum: N/A
3. General attendance: Provide.

PM_10_10_60/230 Provisional sum for undefined work

1. Details: To be expended or deducted in whole or part if not so expended at the discretion of the CA for unforeseen timber repairs.
The RICS NRM describes a provisional sum for defined work as: '*a sum provided for work that is not completely designed but for which the following information shall be provided:*
(1) *the nature and construction of the work;*
(2) *a statement of how and where the work is fixed to the building and what other work is to be fixed thereto;*
(3) *a quantity or quantities which indicate the scope and extent of the work; and*
(4) *any specific limitations identified.*
Where any aspect of this information cannot be given, work shall be described as an 'undefined' provisional sum.
Where provisional sums are given for undefined work, the Contractor will be deemed not to have made any allowance in programming, planning and pricing preliminaries.'
2. Provisional Sum: £5,000(*five Thousand Pounds only*)

3. General attendance: Provide.

PM_30

Site, ground and environmental information

Project management - No Amendments

Ground investigation reports - No Amendments

Environmental information - No Amendments

Hazardous substances information - No Amendments

Ω End of Section

PM_35

Project performance requirements

Project management - No Amendments

Ω End of Section

PM_40 Design and approvals information

Project management

PM_40_60_05 Activities terminology

1. **Advise:** See 'Communicate'.
2. **Agree:** See 'Communicate'.
3. **Approve:** Record conformance of work to specified criteria by giving formal or official sanction.
4. **Communicate:** Includes advise, inform, agree, confirm, notify, seek or obtain information, consent or instructions, or make arrangements.
5. **Confirm:** See 'Communicate'.
6. **Ease:** Adjust moving parts of designated products, systems or work to achieve free movement and good fit in open and closed positions.
7. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging; to include labour, materials and site equipment for that purpose.
8. **Give notice:** Communicate in writing to the person administering the Contract at the address listed therein.
9. **Inform:** See 'Communicate'.
10. **Keep for recycling:** As 'keep for use' but relates to a naturally occurring material rather than a manufactured product.
11. **Keep for reuse:** Do not damage designated products, systems or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or Purchaser, or for use in the Works as instructed.
12. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat.
13. **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
14. **Notify:** See 'Communicate'.
15. **Quote:** Use 'Estimate'.
16. **Recycle:** Collect, sort, process and convert discarded or recovered components into raw materials for use in the creation of new products.
17. **Refix:** Fix previously removed products.
18. **Remove:** Disconnect, dismantle as necessary and take out the designated products or work, together with associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.
Removal of an item excludes removal and disposing of associated pipework, wiring, ductwork or other services.
Removal of a system includes this work.
19. **Remediate:** Action or measures taken to lessen, clean-up, remove or mitigate the existence of hazardous materials existing on a property; in accordance with standards, specifications or requirements as may be required by statutes, rules, regulations or specification.
20. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat.
Excludes redecoration and replacement.
21. **Replace:** Supply and fix new products matching those removed. Execute work to match the original new state of that removed.
22. **Reuse:** Recover complete items to be fixed or used in the project or elsewhere without the requirement for recycling.

23. **Submit:** Deliver in a specified format to a specified person within a specified timeframe.
24. **Submit proposals:** Submit information in response to specified requirements.
25. **Supply and fix:** Supply of products, components or systems to be fixed, together with everything necessary for their fixing.

PM_40_60_22 Data security policy

1. **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the [Freedom of Information Act](#).
2. **Received requests:** Obtain instruction before proceeding.
Do not supply information to those who are not project participants without express written permission.
3. **Confidentiality:** Maintain at all times.

PM_40_60_23 Description terminology

1. **Attendance:** Includes
The use of the Main Contractor's temporary roads, pavings and paths, standing scaffolding, standing power operated hoisting plant;
The provision of temporary lighting of an equivalent brightness to the finished lighting brightness;
The provision of water;
The clearing away of rubbish and paying all charges in connection with its disposal, the provision of secure hard standing space for the sub-contractor's own offices, plant and material storage;
The use of standing mess rooms, sanitary accommodation and welfare facilities and
The provision of all Health and Safety facilities and all Fire Safety precautions, services, equipment, signage, facilities, marshals and the like necessary to comply with the relevant parts of the Joint Fire Code.
Additional requirements should be described as 'Special attendance'.
2. **Building Manual:** A document containing information of use to subsequent building owners, occupiers and users about the requirements and procedures for effective operation, maintenance, decommissioning and demolition of the building.
3. **Construction Work:** Permanent work together with temporary work.
4. **Contractor :** The party who undertakes to perform the services, supply goods or carry out work defined in a contract. Includes Main Contractor, Prime Contractor, Supplier, Service provider, Builder, Subcontractor, etc. as the context dictates, which may be defined terms in certain standard contract forms.
5. **Contractor's choice:** Selection delegated to the Contractor, but liability to remain with the specifier.
6. **Contractor's design:** Design to be carried out or completed by the Contractor, supported by appropriate contractual arrangements, to correspond with specified requirements.
7. **Cost:** The amount paid or given by one party to another in exchange for goods, work, supplies or services.
8. **Designer:** A person or organization carrying out design on a project.
9. **Deviation:** Difference between a specified dimension or position and the actual dimension or position.
10. **Drawings:** Definitions as [BSRIA Building Applications Guide: Design framework for building services. 5th edition](#)
11. **Employer:** The party to the Contract for whom the goods, work, supplies or services are provided. Includes Client (in consultancy contracts and CDM Regulations), the Employer, Building owner or Purchaser (in construction contracts), the Developer (in development agreements and funding agreements), or the 'Main' contractor in contractor/ subcontractor agreements - which may be defined terms in certain standard contract forms
12. **Estimate:** An approximate evaluation of quantity, number, extent, time or cost of part or the whole of a project.

13. **Execute:** To complete a task fully and put into effect. To fix, apply, install or lay products securely, accurately, plumb and in alignment.
14. **Existing:** Items retained in place to receive new work.
15. **Fastener:** Device for mechanically attaching something to something else.
16. **Manufacturer and Product reference:** Manufacturer – the person or legal entity under whose name or trademark the particular product, component or system is marketed.
Product reference – the proprietary brand name and/ or identifier by which the particular product, component or system is described.
References are as specified in the manufacturer's technical literature current on the date specified.
17. **Manufacturer's standard:** Where used in conjunction with a specified proprietary product, accessories to be those recommended by the product manufacturer.
18. **Permanent Work:** Work to be constructed and completed in accordance with the Contract.
19. **Price:** An indication of the amount required to be paid by one party to another in exchange for goods, work, supplies or services.
20. **Product:** Material, both manufactured and naturally occurring, goods and accessories for permanent incorporation into the Works.
21. **Requirements:** A description in outline or detailed form of the development, or a part of it, which one party wants another to undertake, design and/or construct.
22. **Schedule of rates:** The subdivision of product and execution prices by a pre-determined unit basis.
23. **Schedule of Work/ Work Schedule:** The subdivision of work items by a pre-determined classification. Can form the basis of a pricing document where Bills of Quantities are not used.
24. **Schematic:** A drawing of a system showing components, products, systems and their interconnections.
25. **Site equipment:** The Contractor's apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works and the remedying of defects.
Includes Appliances, vehicles, consumables, tools, temporary work, scaffolding, cabins and other site facilities.
Excludes: Temporary work, Employer's products and equipment or anything intended to form or forming part of the permanent Works.
26. **Specification:** Written description of requirements.
27. **System:** Products, components, equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
28. **Temporary work:** Incidental work to undertaken during construction but not intended to form part of the completed work.

Ω End of Section

PM_50

Financial and commercial information

Project management

PM_50_50_15 Tender invitation

1. Number of tenders to be invited (maximum): 4.

PM_50_50_30 Tender acceptance criteria

1. **Tender acceptance period:** Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 13 weeks from the date for return of Tender.
2. **Assurance:** Nothing contained in this Document or its application should be inferred to guarantee that a Tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

PM_50_50_35 Tender documents

1. **The Tender documents:** As described in the Project Definition section.
2. **Number of hardcopy documents provided:** 1.

PM_50_50_45 Tender clarification report

1. **Notification requirements:** Give notice in writing to the Issuing Authority as soon as possible and not less than ten working days before the date for return of Tenders.

PM_50_50_50 Tender instruction

1. **Qualifications:** Do not amend or alter documents without written instruction.
2. **Confidentiality:** Do not reveal details of parts of the Tender or supporting documents (except for the necessary purposes of preparing that Tender) without express written permission.

PM_50_50_50/10 Compliance with Tender rules

1. **Compliance:** Failure to comply may result in Tenders being rejected at the sole discretion of the Employer.
2. **Costs:** No liability is accepted for costs incurred in the preparation of a Tender.

PM_50_50_50/20 Pricing

1. **Pricing:** Price and extend each item individually as instructed. Do not group items together.
2. **Currency:** Pounds sterling.

PM_50_50_55 Tender site visit strategy

1. **Nature of the site:** Ascertain before Tendering, including access thereto and local conditions and restrictions likely to affect the execution of the Work.

Arrangements for visit:

Imogen Nicoll,

Senior Housing Officer (Home Ownership)

Aster - Hampshire and Wiltshire

Phone 03334008222

Email Imogen.Nicoll@aster.co.uk

2. PM_50_50_60 Tender return
 1. Return of Tender
 - 1.1. Destination: Aster via In-Tend Online system(see separate details).
 - 1.2. Time and date: 12noon on 29th January 2021
 - 1.3. Format: Tenders to be returned electronically via In-Tend Online system.
 - 1.4. Special procedures: Tenders to be returned electronically via In-Tend Online system.
 2. Documents to be returned with the Tender: We will expect a completed and priced Part 3 as part of the tender return to allow a clear distinction of tenderers. We will expect these to be supported by a copy of insurances, Programme, case studies showing previous experience of similar sized projects.
 3. Inability to tender: Advise immediately if the work as defined in the Tender documents cannot be tendered.
Define those parts, stating reasons for the inability to tender.

PM_50_50_65 Tender assessment report

1. Assessment of Tenders
 - 1.1. Number to be assessed in detail: Two.
 - 1.2. Assessment criteria: Best price.
2. Alternative Tenders
 - 2.1. Submission: Permitted in conjunction with compliant tender.
 - 2.2. Basis : Method based alternatives.

PM_50_50_75/10 Error resolution

1. **Arithmetical errors:** Tender price will prevail. An opportunity will be given to confirm the Tender or withdraw.
2. **Technical errors:** The Tender is deemed to meet or exceed the requirements of the Tender documents. Amendment of the Tender to reflect this will not constitute a variation and no claim for additional costs will be accepted.
3. **Corrections:** An endorsement will be added to the priced documents indicating that rates or prices (excluding preliminaries, contingencies, Prime cost and Provisional sums) inserted therein will be adjusted in the same proportion as the corrected total differs from that stated incorrectly.

PM_50_50_75/20 Error resolution

1. **Arithmetic and technical errors:** The Tenderer will be given an opportunity to confirm an offer or amend it to correct genuine errors. If correction means that the Tender is no longer eligible for acceptance under the selected assessment criteria, then it will be disqualified from that process.

PM_50_50_90 Tender notification

1. **Notification method:** In writing - as a minimum, details will be given of the number of Tenders received and the amount of each Tender.

Ω End of Section

PM_55

Contract information

Clauses

JCT Intermediate Building Contract (IC)

- The Contract: JCT Intermediate Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described

THE RECITALS

First The Works

- The Works comprise: The repair and external redecoration of the existing doors and window to the following properties:
 - 1-12, 14-20 Bowes Court
 - 1-9 Burnham Court & East Tower
 - 1-8 Cedar House
 - 1-9 Chapel Court
 - 1-10 Cooke Court & West Tower
 - 1-12 & 14 Clock Tower Lodge
 - 1-9 Elm Court & Common areas
 - 1-8 Speer Court
 - 1-12 & 14-41 Thurnham Court
 - 1-12 & 14-18 Wyatt CourtBin Stores, Tower Feature and gas governor.
- Location of the works: Drews Park, Thomas Wyatt Road, Devizes, SN10 5FL

Second Contract drawings

- The Contract Drawings: See section 4 of these documents.

Third Other documents supplied by the Employer

- Comprise: the Specification.
- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fourth A Pricing by the Contractor

- Pricing by the Contractor: Option A will apply and option B will be deleted.
- Priced document: Work Schedules.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will not be deleted.

Sixth Information release schedule

- The Sixth Recital: Will be deleted.

Eighth Division of the works into sections

- The Eighth Recital: Will not be deleted.

ARTICLES

3 Contract Administrator

- Contract Administrator: Adam Grant - Aster

5 Principal Designer

- Principal Designer (RIBA STAGES 1-4): Savills (UK) Ltd
- Principal Designer (RIBA STAGES 4 Onwards): Aster Communities

6 Principal Contractor

- Principal Contractor: <<TBC>>

CONTRACT PARTICULARS

Fifth Recital and Clause 4.6 Construction industry scheme (CIS)

- Employer at the Base Date: Is not a 'contractor' for the purposes of the CIS.

Seventh Recital CDM Regulations

- The project: Is notifiable.

Eighth Recital Description of Sections

- Description of Sections: Refer to Sections as defined in the Schedule of Works

Ninth Recital Framework Agreement

- Framework agreement: Does not apply.

Tenth Recital and Schedule 5 Supplemental provisions

- Collaborative working: Supplemental provision 1 applies.
- Health and safety: Supplemental provision 2 applies.
- Cost savings and value improvements: Supplemental provision 3 applies.
- Sustainable development and environmental considerations: Supplemental provision 4 applies.
- Performance indicators and monitoring: Supplemental provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental provision 6 applies.
- Where Supplemental Provision 6 applies
 - Employer's nominee (Or such replacement as may be notified): Mark Curtis, Assistant Director Technical Services – Aster.
 - Contractor's nominee (Or such replacement as may be notified): TBC by Contractor

Article 8 Arbitration

- Article 8 and clauses 9.3 to 9.8 (arbitration): Apply.

Clause 1.1 Base Date

- Base date: 1st January 2021

Clause 1.1 Dates for completion of Sections

- Dates for completion of sections
 - Description: SECTION 1: 10-20 Bowes Court & 7 Cooke Court
 - Completion date: 23rd April 2021

 - Description: SECTION 2: 1-7 Speer Court & 1-3 Bowes Court
 - Completion date: 7th May 2021

 - Description: SECTION 3: 6-8 Bowes Court & 2-4 Cooke Court
 - Completion date: 21st May 2021

 - Description: SECTION 4: 1-5 Thurnham Court & 8 Speer Court
 - Completion date: 28th May 2021

 - Description: SECTION 5: 6-14 Thurnham Court & 4-5 Bowes Court
 - Completion date: 11th June 2021

 - Description: SECTION 6: 1-4 Wyatt Court, 5-10 Cooke Court & West Tower
 - Completion date: 25th June 2021

 - Description: SECTION 7: 15-22 Thurnham Court & 5-6 Wyatt Court
 - Completion date: 9th July 2021

 - Description: SECTION 8: 7-11 Wyatt Court
 - Completion date: 16th May 2021

 - Description: SECTION 9: 23-30 Thurnham Court & 12-14 Wyatt Court
 - Completion date: 30th July 2021

 - Description: SECTION 10: 15-18 Wyatt Court, 1-6 Burnham Court & East Tower
 - Completion date: 13th August 2021

 - Description: SECTION 11: 4-5 Chapel Court & 31-38 Thurnham Court
 - Completion date: 27th August 2021

 - Description: SECTION 12: 7-9 Burnham Court & 6-9 Chapel Court
 - Completion date: 3rd September 2021

 - Description: SECTION 13: 39-41 Thurnham Court & 1-3 Chapel Court
 - Completion date: 17th September 2021

- Description: SECTION 14: 1-14 Clock Tower Lodge
- Completion date: 24th September 2021

- Description: SECTION 15: 1-8 Cedar House
- Completion date: 8th October 2021

- Description: SECTION 16: 10-12 Chapel Court, 10 Burnham Court & 1-9 Elm Court
- Completion date: 22nd October 2021

- Description: SECTION 17: Bin Stores, Tower Feature and Cupboard.
- Completion date: 22nd October 2021

Clause 1.7 Addresses for service of notices

- Employer
 - Address: Sarsen Court, Horton Avenue, Devizes Wiltshire, SN10 2AZ, United Kingdom
 - Email: chris.chapman@aster.co.uk
- Contractor
 - Address: tbc
 - Email: tbc

Clause 2.4 Date of possession of the site

- Date of Possession of the site: 29th March 2021

Clause 2.5 Deferment of possession of the site

- Clause 2.5: Does not apply.

Clause 2.23.2 Liquidated Damages

- Damages
 - Rate: £770
 - Period: Per section, per calendar week, or pro-rata thereto.

Clause 2.30 Rectification period

- Period following date of practical completion: Twelve months, for each and every section.

Clause 4.3 and 4.9 Fluctuations provision

- Fluctuations Provision: No Fluctuations Provision applies.

Clause 4.7 Advance payment and advance payment bond

- Clause 4.7: Does not apply.

Clause 4.8 Interim payments – Interim Valuation Dates

- The first Interim Valuation Date: *one month after the Date of Possession*
- Subsequent dates: The same date each month or the nearest Business Day in that month.

Clause 4.9.1 Interim payments - percentage of value

- Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is: 95.0%
- Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is: 97.5%

Clause 4.10.4 Listed items - uniquely identified

- Listed items: The contract particulars entry for clause 4.10.4 will be deleted

Clause 4.10.5 Listed items – not uniquely identified

- Listed items: The contract particulars entry for clause 4.10.5 will be deleted.

Clause 6.4.1 Contractor's Public Liability Insurance: Injury to persons or property

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000.00

Clause 6.5.1 Insurance - liability of Employer

- Insurance: Not required.

Clause 6.7 and Schedule 1 Works insurance - insurance options

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.
- Where Insurance option C applies, paragraph C.1: Applies.

Clause 6.10 and Schedule 1 Terrorism cover

- Details of cover: Full Re-cover is required.

Clause 6.15 Joint Fire Code

- The Joint Fire Code: Applies
- The insurer under Insurance Option A, B or C (paragraph C.2) has specified that the works are a 'Large Project': Yes.

Clause 7.2.1 Performance bond or guarantee

- Performance bond or guarantee from bank or other approved surety: Is not required.
- Required form:

Clause 7.2.2 Guarantee from contractor's parent company

- Guarantee: Is not required.

Clause 7.3 Collateral warranties

- Details: Is not required.

Clause 8.9.2 Period of suspension (termination by Contractor)

- Period of suspension: Two months.

Clauses 8.11.1.1 to 8.11.1.5 Period of suspension (termination by either Party)

- Period of suspension: Two months.

Clause 9.2.1 Adjudication

- The Adjudicator is: To be appointed by Nominating body.
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors.

Clause 9.4.1 Arbitration

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institution of Chartered Surveyors.

CONDITIONS - No Amendments

Section 1: Definitions and Interpretation - No Amendments

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works - No Amendments

Section 4: Payment - No Amendments

Section 5: Variations - No Amendments

Section 6: Injury, Damage and Insurance - No Amendments

Section 7: Assignment and Collateral Warranties - No Amendments

Section 8: Termination - No Amendments

Section 9: Settlement of Disputes - No Amendments

EXECUTION

EXECUTION

- The Contract: Will be executed under hand.

Main Items - No Amendments

Ω End of Section

PM_60

Construction management information

Project management

PM_60_10_50 Site access information

1. **Details:** Access is off Byron Road, onto Thomas Wyatt Road, which is a circular route through Drew's Park and rejoins Byron Road.
2. **Limitations:** Working Hours restricted to 7.30am – 6pm Monday to Friday and 8am – 6pm Saturday's. Sunday working not permitted.
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

PM_60_10_55/10 Name boards and advertisements

1. **Name boards and advertisements:** Not permitted.

PM_60_10_65/10 Health and Safety information

1. **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include:**
3. **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
 - 3.1. **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - 3.2. **Training:** Records of training and training policy.
 - 3.3. **Personnel :** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
4. **Submittal date:** With the tender.

PM_60_10_75/10 Use of the site

1. **General:** Do not use the site for any purpose other than carrying out the contract work.
2. **Limitations:** Contractors compound as PCI information. No storage outside this area. Working Hours restricted to 7.30am – 6pm Monday to Friday and 8am – 6pm Saturday's. Sunday working not permitted.

PM_60_10_75/30 Traffic and vehicles

1. **Limitations:** Roads are designated one way and this applies to everyone including the contractor.

PM_60_10_75/40 Storage, accommodation, mechanical plant, temporary works and services

1. **Position:** Submit proposed details of intended siting.
2. **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

PM_60_10_75/50 Management and staff – Contract minimum requirement

1. **Details:** Allow for compliance with contract obligations.
2. **Cost significant items:**
 - Project Specific management and staff.
 - Visiting management and staff.

- Extraordinary support costs.
- Staff travel.

PM_60_10_75/60 Management and Staff – Additional requirement

1. Dedicated staff role: Customer / building occupier liaison

PM_60_10_75/70 Control and protection – contract minimum requirement

1. Details: Allow for compliance with Contract obligations.
2. Cost significant items:
 - Protection of works.
 - Samples.

PM_60_10_75/110 Thermometers

1. General: Provide on site and maintain in accurate condition a maximum and minimum thermometer. Measure atmospheric shade temperature in an approved location.

PM_60_10_77/10 Security – contract minimum requirement

1. Details: Allow for compliance with Contract obligations.
2. Cost significant items:
 - Hoardings fences and gates.
 - Scaffold Alarms

PM_60_10_77/30 Safety and environmental protection – contract minimum requirement

1. Details: Allow for compliance with Contract obligations.
2. Cost significant items:
 - Barriers and safety scaffolding to protect the general public.

PM_60_10_83 Temporary services information

1. Details: Allow for compliance with Contract obligations.
2. Cost significant items:
 - Temporary electric supply.

PM_60_10_83/10 Water

1. Supply: The existing mains may be used for the Works but to be contractor organized:
2. Metering: Metered by the Employer and charged to the Contractor.
3. Source: Elm Court Common Parts or other stand pipes by arrangement with the client
4. Point of supply: TBC
5. Conditions and restrictions: <<TBC
6. Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/60 Lighting and power

1. Supply: Electric power from the existing mains may be used for the Works as follows:
2. Metering: Metered by the Employer and charged to the Contractor.
3. Point of supply: TBC
4. Available capacity: TBC

5. Frequency: 50 Hz, Alternating.
6. Phase: TBC
7. Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

PM_60_10_83/100 Telephones

1. **Temporary on site mobile telephone:** Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay charges.
2. **Responses:** Make arrangements (e.g. call diverts) to ensure that incoming calls are answered promptly.

PM_60_10_83/150 E-mail and internet facility

1. **General:** As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated connection, for the use of the Contractor, Subcontractors and other members of the project team.

PM_60_10_83/190 Beneficial use of installed systems

1. **Permanent systems:** Do not use for any purpose other than running in, testing and commissioning.
2. **Other uses:** If permission is given for any other use of a system before the Works are accepted as complete, enter into a separate written agreement recording details of the terms and conditions of use.

PM_60_10_85/60 Temporary works – contract minimum requirement

1. **Details:** Allow for compliance with Contract obligations.
2. **Cost significant items:**
 - Access scaffolding.

PM_60_20_60/10 Preconstruction information

1. **Scope:** Integral with the project specification, including but not restricted to the following:
 - Description of project.
 - Client's consideration and management requirements.
 - Environmental restrictions and on-site risks.
 - Significant design and construction hazards.
 - The Health and Safety File.

PM_60_20_64/80 Daywork vouchers

1. **Notice:** Give reasonable notice to person countersigning daywork vouchers before starting work to be recorded and agreed in writing.
2. **Information requirements**
 - 2.1. **Details:** Include a full description of the work undertaken time spent on individual tasks.
 - 2.2. **Reference:** To the instruction under which the work is authorized.
 - 2.3. **Signature:** Sign by Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.
 - 2.4. **Submittal date:** No later than the end of week following that in which the work has been done.

Contract programme and progress

PM_60_30_19/20 Divergence from the statutory requirements

1. **Divergence:** Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
2. **Action:** Give notice immediately.

PM_60_30_19/40 Method statements

1. **Method statements:** Prepare describing how and when the following procedures are to be carried out.
2. **Procedures:** Scaffold erection , other invasive and potentially noisy works to minimize the impact upon the existing occupants
3. **Submittal date:** Within one week of request.

PM_60_30_19/80 Alternative method proposals

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

PM_60_30_19/90 Alternative time proposals

1. **General:** In addition to and at the same time as undertaking to complete the contract work by the date for completion or period specified in the Contract, an alternative proposal based upon a different date or period may be submitted.
2. **Date for Completion:** If any such proposal is accepted, the date for completion or period inserted in the Contract will be the date stated in or determined from the alternative proposal.

PM_60_30_20/10 Programme

1. **Master programme:** When requested and before starting work on site, submit in an approved form a master programme for the Works.
2. **Include**
 - 2.1. **Information:** Design, production information and proposals provided by the Contractor, subcontractors or suppliers, including inspection and checking.
3. **Planning:** Planning and mobilization by the Contractor.
4. **Dates:** Earliest start and finish dates for each activity and identification of critical activities.
5. **Exclusions:** Work that is not well defined: where and to the extent that the programme implications for this are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
6. **Number of copies:** One copy.
7. **Submittal date:** With tender.

PM_60_30_45/40 Adjoining property restrictions

1. **Precautions:** Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. Pay charges. Remove temporary protection and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.

PM_60_30_45/90 Scaffolding

1. **Scaffolding:** Make available to subcontractors and others at all times.

PM_60_30_57 Notice of commencement

1. **Part of the works:** Next work section.
2. **Notice period (minimum):** One week.

PM_60_30_66/30 Progress report

1. **Submittal date:** At least two business days before the site meeting.
2. **Requirement:** Notwithstanding the Contractor's obligations under the Contract the report must include the following.
3. **Progress statement:** Detailing matters materially affecting the regular progress of the Works with reference to the master programme.
4. **Progress reports:** Subcontractors and suppliers.
 - 4.1. **Information:** Requirements for further drawings or details or instructions to fulfil obligations under the Conditions of Contract.

PM_60_40_40/20 Domestic subcontracts - list

1. **Content:** Details of proposed subcontractors and the work for which they will be responsible.
2. **Submittal date:** With the tender.

PM_60_40_40/100 Ownership of products

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

PM_60_40_40/150 Listed products stored off site

1. **Evidence of title:** Submit reasonable proof that the property in 'listed items' is vested in the Contractor
2. **Supplier:** For products purchased from a supplier include a copy of the contract of sale and a written statement from the supplier that conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to encumbrance or charge.
3. **Subcontractor:** For products purchased from a supplier by a subcontractor or manufactured or assembled by a subcontractor, copies of the subcontract with the Subcontractor and a written statement from the Subcontractor confirming that conditions relating to the passing property have been fulfilled and the products are not subject to encumbrance or charge.

PM_60_40_60/10 Monitoring

1. **Progress**
 - 1.1. **Records:** Record on a copy of the programme kept on site.
 - 1.2. **Delays:** Minimize. Take appropriate action to recover lost time.
 - 1.3. **Corrective action:** Where progress falls below target, submit proposals.

- 1.4. Submittal date: As soon as possible.
- 1.5. Completion forecast: Submit on the last working day of each week.

PM_60_40_60/20 Progress meetings

1. **General:** Meetings will be held to review progress and other matters arising from administration of the Contract.
2. **Frequency:** Every month.
3. **Venue:** To be agreed.
4. **Accommodation:** Ensure availability at the time of such meetings.
5. **Attendees:** Contractor's person in charge and Subcontractors, as appropriate.
6. **Chairperson:** .Contract Administrator
 - 6.1. **Name:** Aster Communities
 - 6.2. **Duties:** The Chairperson will send invitations, receive apologies, distribute agendas, take and distribute minutes.

PM_60_40_60/30 Contractor's progress meetings

1. **General:** Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

PM_60_50_12 Cash flow forecast

1. **Submission:** Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based on the programme for the Works.

PM_60_50_17 Completion certificate

1. **Notice:** Give reasonable notice to person countersigning daywork vouchers before starting work to be recorded.
2. **Information requirements**
 - 2.1. **Description:** Include a full description of the work undertaken time spent on individual tasks.
 - 2.2. **Reference:** To the instruction under which the work is authorized.
 - 2.3. **Signature:** Sign by Contractor's person in charge as evidence that the operatives' names, the time spent by each, the plant and materials shown are correct.
 - 2.4. **Submittal date:** No later than the end of week following that in which the work has been done.

PM_60_50_23/30 Proposed instructions

1. **Estimates:** If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
2. **Include**
 - 2.1. **Cost breakdown:** A detailed breakdown of cost, including allowance for direct loss and expense.
 - 2.2. **Resources:** Details of additional resources required.
 - 2.3. **Programme:** Details of adjustments to be made to the programme for the Works.
 - 2.4. **Other:** Other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
3. **Inability to comply:** Inform immediately if it is not possible to comply with any of the above requirements.

PM_60_50_63/40 Contract Sum Analysis

1. Content: A breakdown of the contract sum into the following categories.
2. Fully priced copy - submittal date: With the tender.

PM_60_60_26/10 Temporary protection to existing trees and vegetation

1. Trees and vegetation
 - 1.1. Requirement: Protect before starting work.
 - 1.2. Standard: Relevant measures to [BS 5837](#).
2. Areas of structural landscaping to be protected from construction operations
 - 2.1. Requirement: Protect from effects of construction operations.
3. Integrity of protection: Maintain for the duration of the Works.
4. Completion: Remove on completion of the Works and make good disturbed areas.

PM_60_60_26/40 Noise and vibration

1. Noise control: In accordance with [BS: Code of practice for noise and vibration control on construction and open sites. Noise](#) ,
2. Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
3. Restrictions: Obtain consent before using percussion tools and other noisy appliances. Do not use radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

PM_60_60_26/60 Pollution

1. Prevention: Protect the site, the Works and the general environment including the atmosphere, land, and water courses against pollution.
2. Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

PM_60_60_26/120 Nuisance

1. Duty: Prevent nuisance from smoke, noise, dust, rubbish, vermin and other causes.
2. Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

PM_60_60_26/130 Asbestos containing materials

1. Requirement: Report immediately suspected materials discovered during execution of the Works. Do not disturb and agree methods for safe removal or encapsulation.

PM_60_60_26/160 Moisture

1. Wetness or dampness: Prevent, where this may cause damage to the Works.
2. Drying out: Control humidity and the application of heat to prevent:
Blistering and failure of adhesion.
Damage due to trapped moisture.
Excessive movement.

PM_60_60_26/180 Infected timber and contaminated materials

1. Removal: Where instructed to remove material affected by fungal and/or insect attack from the building, minimize the risk of infecting other parts of the building.

2. **Testing:** Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro-organisms are within acceptable levels.

PM_60_60_26/190 Waste

1. **Includes:** Rubbish, debris, spoil, containers and surplus material.
2. **Requirement:** Keep the site and Works clean and tidy. Remove rubbish, dirt and residues before closing voids and cavities in the construction.
3. **Waste:** Remove frequently and dispose off site in a safe and competent manner as approved and directed by the Waste Regulation Authority.
4. **Recyclable material:** Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
5. **Documentation:** Retain waste transfer documentation on site.

PM_60_60_26/210 Invasive species

1. **General:** Prevent the introduction or spread of species (e.g. plants or animals) that may adversely affect the site and the Works economically, environmentally or ecologically.
2. **Requirement:** Report immediately suspected invasive species discovered during execution of the Works. Do not disturb and agree methods for safe eradication or encapsulation.

PM_60_60_26/230 Existing services

1. **Confirmation:** Notify service authorities, statutory undertakers and/ or adjacent owners of proposed work not less than one week before commencing site operations.
2. **Identification:** Before starting work, check and mark positions of mains and services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
3. **Work adjacent to services:** Comply with service authority's or 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.
4. **Identifying services**
 - 4.1. **Below ground:** Use signboards, giving type and depth.
5. **Overhead:** Use headroom markers.
6. **Damage to services**
 - 6.1. **Action:** Immediately give notice and notify appropriate service authority or statutory undertaker.
 - 6.2. **Repair:** Make arrangements for making good without delay to the satisfaction of service authority, statutory undertaker or other owner as appropriate.
7. **Liability:** Measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
8. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's or statutory undertakers recommendations.

PM_60_60_26/250 Roads and footpaths

1. **Duty:** Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. **Damage:** Make good if caused by site traffic, or otherwise consequent upon the Works, to the satisfaction of the Employer, Local Authority or other owner.

PM_60_60_40/10 Insurance

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

PM_60_60_40/110 Insurance claims

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

PM_60_60_60/10 Removal or replacement of existing work

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

PM_60_60_60/20 Ownership of materials

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

PM_60_60_60/30 Measurement

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

PM_60_60_60/40 Service runs

1. **General:** Provide adequate space and support for services, including unobstructed routes and fixings.
2. **Ducts, chases and holes:** Form during construction rather than cut in situ.
3. **Coordination with other works:** Submit details of locations, types and methods of fixing of services to fabric and identification of runs and fittings.

PM_60_60_60/50 Security

1. **Protection:** Safeguard the site, the Works, products, materials, and existing buildings affected by the Works from damage and theft.
2. **Access:** Take reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

PM_60_60_60/70 Stability

1. **Responsibility:** Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
2. **Design loads:** Obtain details, support as necessary and prevent overloading.

PM_60_60_60/80 Occupied premises

1. **Extent:** Existing buildings will be occupied and/ or used during the Contract.
2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

PM_60_60_60/100 Occupier's rules and regulations

1. Occupier's rules and regulations: Comply.
2. Details
 - 2.1. Location: Interior of houses, especially the Social Housing, where internal decorations are to be made good.
 - 2.2. Arrangements for inspection: via Contract Administrator.

PM_60_60_70/10 Climatic conditions - records

1. Climatic conditions: Record accurately and retain.
2. Information
 - 2.1. Air temperatures: Daily maximum and minimum, including overnight.
 - 2.2. Delay records: Due to adverse weather, include description of the weather, types of work affected and number of hours lost.

PM_60_60_75/50 Fire prevention

1. Requirement: Prevent personal injury or death, and damage to the Works or other property from fire.
2. Standard: Comply with 'Fire prevention on construction sites' - the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation.

PM_60_60_75/60 Smoking on site

1. Smoking on site: Not permitted.

PM_60_60_75/70 Burning on site

1. Burning on site: Not permitted.

PM_60_60_75/150 Existing features

1. Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
2. Special requirements: All Historic building features, such as stonework, and other elements to be suitably protected during the works.

PM_60_60_75/160 Existing work

1. Protection: Prevent damage to existing work, structures or other property during the execution of the Works.
2. Removal: Minimum amount necessary.
3. Replacement work: To match existing.

PM_60_60_75/170 Building interiors

1. Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the execution of the Works.

PM_60_60_88/10 Meter readings

1. Charges for service supplies: Where to be apportioned ensure that:
Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
Copies of readings are supplied to interested parties.

PM_60_60_88/20 Mechanical plant – contract minimum requirement

1. Details: Allow for compliance with Contract obligations.
2. Cost significant items:
 - Hoists.

PM_60_70_17/10 Outline Construction Phase Health and Safety Plan

1. Content
 - 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.2. **Management system:** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
 - 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self employed and designers.
 - 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - 1.5. **Emergency:** Procedures including those for fire prevention and escape.
 - 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - 1.7. **Personnel :** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
 - 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
2. Submittal date: Within one week of request.

PM_60_70_17/20 Construction phase health and safety plan

1. **Delivery to the Client:** No later than two weeks before commencement on site.
2. **Confirmation:** Do not start construction work until written confirmation is received that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
3. **Content:** Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan and the Preconstruction information.

PM_60_70_20/10 Execution hazards

1. **Common hazards:** Not listed. Control by good management and site practice.
2. **Significant hazards:** Removal and manual handlings of existing window sashes.
3. **Hazard:** Injury to operative.
4. **Precautions assumed:** Comply with manual handling guidelines.

PM_60_70_25/10 Health and safety hazards

1. **Hazards:** Presence of Asbestos & lead based paints. Unlikely, but precautions to be undertaken.
2. **Limitations:** The nature and condition of the site and/ or buildings cannot be fully ascertained before they are opened up.

3. **Information:** The accuracy and sufficiency of this information provided about existing hazards is not guaranteed by the Employer/Purchaser or their representative. Ascertain if additional information is required to ensure the safety of persons and the Works.
4. **Training:** Ensure that all relevant personnel are aware of the hazards listed and have received appropriate training to deal with them.

PM_60_70_40/20 Health and safety information

1. **Content:** Describe the proposed organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include**
 - 2.1. **Policy document:** A copy of the Contractor's health and safety policy documents, including risk assessment procedures.
 - 2.2. **Records:** Accident and sickness records for the past five years and of any previous Health and Safety Executive enforcement action.
 - 2.3. **Training:** Records of training and training policy.
 - 2.4. **Personnel :** The proposed number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submittal date:**

PM_60_70_40/60 Outline construction phase health and safety plan

1. **Content**
 - 1.1. **Risk assessment:** Method statements on how risk from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. Procedures for carrying out risk assessment and for managing and controlling the risk.
 - 1.2. **Management system :** Details of the proposed management structure, responsibilities and arrangements for issuing health and safety directions. Include procedures for informing other contractors and employees of health and safety hazards.
 - 1.3. **Selection:** Proposed procedure for ensuring competency of other contractors, the self employed and designers.
 - 1.4. **Communication:** Procedures for communications between the project team, other contractors and site operatives. Include arrangements for cooperation and coordination between contractors.
 - 1.5. **Emergency:** Procedures including those for fire prevention and escape.
 - 1.6. **Records:** Arrangements for ensuring that accidents, illness and dangerous occurrences are recorded.
 - 1.7. **Personnel :** Procedures for ensuring that persons on site have received relevant health and safety information and training. Include arrangements for consulting with and taking the views of people on site, for preparing site rules and drawing them to the attention of those affected and ensuring compliance.
 - 1.8. **Monitoring:** Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.
2. **Submittal date:** Within one week of request.

PM_60_70_40/80 Health and safety file information

1. **Information:** Provide as required by Principal Designer.
2. **Details:** Detailed photographic record of works as they are undertaken and completed is required which might be useful to the Employer but which may not normally be requested as part of compliance with the CDM Regs.
3. **Specification reference:** NA

PM_60_70_60/10 Product hazards

1. **Hazardous substances:** Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document [EH 40](#)
2. **Common hazards:** Not listed. Control by good management and site practice.
3. **Significant hazards:** N/A

PM_60_70_75/10 Supervision

1. **Requirement:** The whole of the contract work and any significant parts must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality, progress and coordination.
2. **Evidence:** Submit, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.
3. **Submittal date:** One week before start on site.
4. **Replacement of supervisory personnel:** Give maximum possible notice before changing supervisory personnel.

PM_60_70_75/20 Coordination of engineering services

1. **Suitability:** Site organization staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally, only if needed.
2. **Evidence:** Submit on request, including details of the person proposed; their relevant skills, training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history; work related assessments and management structure.

PM_60_70_80 Social responsibility registration scheme

1. **Registration:** Before starting work, discuss registering with the Clients CSS Scheme and pay the appropriate fee.
2. **Address:** TBC
3. **Standard:** TBC

PM_60_90_40/10 Safety provisions for site visits

1. **Access:** Provide at reasonable times.
2. **Inspections:** Agree dates and times several days in advance, to enable affected parties to be present.
3. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious) which will require compliance when visiting the site.
4. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the site.

PM_60_90_40/30 Inspections

1. **Standard:** Inspection, or other action, of products or executions must not be taken as approval unless confirmed in writing including the following:

Date of inspection.
Part of the work inspected.
Respects or characteristics which are approved.
Extent and purpose of the approval.
Associated conditions.

PM_60_90_40/40 Defects in existing work report

1. **Undocumented defects:** When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. **Documented remedial work:** Do not execute work which may hinder access to defective products or executions, or be rendered abortive by the remedial work.

PM_60_90_70 Quality control and management report

1. **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered.
2. **Compliance:** Substitutions accepted will be subject to verification requirements detailed in the specification.

PM_60_90_70/20 Substitution of products

1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons and relevant information for the proposed substitution.
3. **Information to be submitted:** Manufacturer and product reference.
Cost.
Availability.
Relevant standards.
Performance.
Function.
Compatibility of accessories.
Proposed revisions to drawings and specification.
Compatibility with adjacent work.
Appearance.
Copy of warranty or guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.
5. **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

PM_60_90_70/30 Equivalent products

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

PM_60_90_70/40 Substitution of standards

1. **Specification:** To British Standard or European Standard.
2. **Substitution:** May be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognized in the UK.
3. **Ordering:** Submit notification of all such substitutions before ordering.
4. **Documentary evidence:** Submit for verification when requested. Submitted foreign language documents must be accompanied by certified translations into English.

PM_60_90_70/60 Currency of documents

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

PM_60_90_70/70 Incomplete documentation

1. **Products and executions:** Where and to the extent that products or executions are not fully documented, they are to be as follows.

2. Requirements
 - 2.1. **Standard:** Of a kind and quality appropriate to the nature and character of that part of the Works where they will be used.
 - 2.2. **Suitability:** Suitable for the purposes stated or reasonably to be inferred from the project documents.
3. **Contract documents:** Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from obligations or liabilities under the Contract.

PM_60_90_70/80 Workmanship skills

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

PM_60_90_70/100 Quality of products

1. **Generally:** New.
2. **Supply:** Each product from the same source or manufacturer.
3. **Quantity:** Whole quantity of each product required to complete the Works of a consistent kind, size, quality and overall appearance.
4. **Tolerances:** Where critical, measure a sufficient quantity to determine compliance.
5. **Deterioration:** Prevent, order in suitable quantities to a programme and use in appropriate sequence.
6. **Recycling:** Proposals for recycled products may be considered.

PM_60_90_70/180 Quality of execution

1. **Generally:** Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
2. **Colour batching:** Do not use different colour batches where they can be seen together.
3. **Dimensions:** Check on-site.
4. **Finished work:** Not defective damaged, disfigured, dirty, faulty, or out of tolerance.
5. **Appearance:** Adjust joints open to view so they are even and regular.

PM_60_90_70/260 Samples

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

PM_60_90_70/270 Approval of products

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

PM_60_90_70/280 Approval of execution

1. **Programme:** Undertake or arrange submissions, samples, inspections and tests to suit the Works programme.
2. **Approval:** Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.

3. Complying sample: Retain in good, clean condition on site. Remove when no longer required.

PM_60_90_70/330 Quality control

1. Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
2. Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
3. Content of records
 - 3.1. Identification: Of each element, item, batch or lot including location in the Works.
4. Inspections, tests and approvals: Purpose and dates.
 - 4.1. Description: Nature and extent of nonconforming work found.
 - 4.2. Corrective action: Details of work carried out.

PM_60_90_70/350 Quality control resource statement

1. Resources: Describe the proposed organization and resources to control the quality of the Works, including the work of subcontractors.
2. QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
3. Submittal date: With the tender.

Ω End of Section

PM_70

Testing, commissioning and completion information

Project management

PM_70_85_13/30 The Building Manual

1. Purpose: The Building Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It must provide an overview of the main design principles and describe key components and systems within the finished Works to enable proper understanding, efficient and safe operation and maintenance.
2. Scope
 - 2.1. Part 1: General.
 - 2.2. Part 2 : Fabric.
 - 2.3. Part 4: The Health and Safety File
3. Responsibility for production: Principal Contractor.
4. Date required: Before the date for completion of the Works
5. Information provided by others: N/A
6. Compilation: Prepare all information for Contractor designed or performance specified work including as-built drawings. Obtain or prepare all other information to be included in the Manual.
7. Reviewing the Manual: Prepare and circulate a complete draft. Amend in the light of any comments and recirculate. Do not proceed with production of the final copies until authorized.
8. Final copies of the Manual
 - 8.1. Number of copies: Two
 - 8.2. Format: Paper (two copies) and electronic.
 - 8.3. Latest date for submission: One week before the date for completion stated in the contract.

PM_70_85_13/80 Content of the Building Manual part 1: General

1. Content: Obtain and provide the following, including all relevant details not included in other parts of the Manual:
2. Index: List the constituent parts of the Manual, together with their location in the document.
3. The Works: Description of the buildings and facilities.
Ownership and tenancy, where relevant.
Health and Safety information – other than that specifically required by the [Construction \(design and management\) regulations](#)
4. The Contract: Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
Overall design criteria.
Environmental performance requirements.
Relevant authorities, consents and approvals.
Third party certification, such as those made by 'competent' persons in accordance with the Building Regulations.
5. Operational requirements and constraints of a general nature: Maintenance contracts and contractors.
Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors, location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
Emergency procedures and contact details in case of emergency.
Other specific requirements.
6. Timescale for completion: One week before the date for completion stated in the contract.

PM_70_85_13/90 Content of the Building Manual Part 2: Building fabric

1. Content: Obtain and Provide the following, including all relevant details not included in other parts of the Manual:
 - 1.1. Detailed design criteria: Including:
 - Floor and roof loadings
 - Durability of individual components and elements
 - Loading restrictions
 - Insulation values
 - Fire ratings
 - Other relevant performance requirements
 - 1.2. Construction of the building: A detailed description of methods and materials used. As-built drawings recording the construction, together with an index. Information and guidance concerning repair, renovation or demolition/ deconstruction.
 - 1.3. Periodic building maintenance guide chart: Provide for all significant items of work
 - 1.4. Inspection reports: Photographic Record of Timber Repairs.
 - 1.5. Manufacturer's instructions index, : Include relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
 - 1.6. Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors: Obtain from manufacturers, suppliers and subcontractors.
2. Timescale for completion: One week before the date for completion stated in the contract.

PM_70_85_13/100 Content of the Building Manual Part 3: Building services - NOT APPLICABLE

1. Timescale for completion:

PM_70_85_13/110 Content of the Building Manual Part 4: the Health and Safety File

1. Content: Obtain and provide the following, including all relevant details not included in other parts of the Manual, including:
 - Residual hazards and how they have been dealt with.
 - Hazardous materials used.
 - Information regarding the removal or dismantling of installed plant and equipment.
 - Health and safety information about equipment provided for cleaning or maintaining the structure.
 - The nature, location and markings of significant services.
 - Information and as-built drawings of the structure, its plant and equipment.
2. Information prepared by others:
3. Timescale for completion:
4. Submit to:

PM_70_85_13/120 Content of the Building Manual Part 5: the Building User Guide NOT APPLICABLE

1. Timescale for completion: One week before the date for completion stated in the contract.

PM_70_85_13/140 Presentation of Building Manual

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

PM_70_85_20 Defects rectification report

1. Non-compliant items
 - 1.1. Opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution: Submit proposals
 - 1.2. Submittal date: So soon as possible after discovery of items which are or appear to be non-compliant.
2. Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

PM_70_85_20/30 Measures to establish acceptability

1. General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures will be at the expense of the Contractor and will not be considered as grounds for revision of the completion date.

PM_70_85_20/40 Rectification and defects

1. Notice: Give reasonable notice for access to the various parts of the Works.
2. Access arrangements: Via Contract Administrator
3. Completion: Give notice when remedial works have been completed.

PM_70_85_30/10 Tests and inspection schedule

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

PM_70_85_35/40 Partial possession by Employer

1. General: If clauses 2.25 to 2.29 of the Condition of Contract are applied ensure necessary access, services and other associated facilities are also complete.

PM_70_85_35/60 Completion in sections or in parts

1. General: Where it is proposed to take possession of a Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site, complete that other work in time to permit such possession to take place.
2. Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

PM_70_85_35/100 Work before completion

1. General: Make good damage consequent upon the Works. Remove temporary markings, coverings and protective wrappings unless otherwise instructed.
2. Cleaning: Clean the Works thoroughly inside and out, including accessible ducts and voids. Remove splashes, deposits, efflorescence, rubbish and surplus materials.
3. Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
4. COSHH dated data sheets: Obtain for materials used for cleaning and ensure they are used only as recommended by their manufacturers.

5. **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
6. **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
7. **Security at completion**
 - 7.1. **General:** Leave the Works secure with accesses closed and locked, where appropriate.
 - 7.2. **Keys:** Account for and adequately label keys. Hand over to the duly authorized person with an itemized schedule. Retain a duplicate schedule signed by that person as a receipt.

PM_70_85_52/10 Manufacturer's recommendations and instructions

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

PM_70_85_96 Works completion certificate

1. **Requirement:** Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. **Associated work:** Ensure necessary access, services and facilities are complete.
3. **Period of notice (minimum):** One week, for each and every section.

PM_70_90/20 Technical information

1. **Retain:** Available on site for reference by supervisory personnel.
2. **Information:** Manufacturer's current information and relevant British Standards, relating to products to be used in the Works.

Ω End of Section

PM_80

Asset management information

Project management

PM_80_10_50/10 Maintenance instructions and guarantees

1. Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. Information location: In Building Manual.

Ω End of Section

Roles

Roles

Ro_10_20_14 Client (K)

1. Name: Aster Communities
2. Address: Sarsen Court, Horton Avenue, Devizes
Wiltshire, SN10 2AZ, United Kingdom
3. Contact: TBC post tender
4. Telephone: TBC post tender
5. Email address: TBC post tender

Ro_10_20_26 Employer

1. Name: Aster Communities
2. Address: Sarsen Court, Horton Avenue, Devizes
Wiltshire, SN10 2AZ, United Kingdom
3. Contact: TBC post tender
4. Telephone: TBC post tender
5. Email address: TBC post tender

Delivery team roles

Ro_30_10_13 Clerk of works

1. Name: Bob East - Aster
2. Address: TBC post tender
3. Contact: TBC post tender
4. Telephone: TBC post tender
5. Email address: TBC post tender

Ro_30_10_19 Contract administrator

1. Name: Adam Grant - Aster
2. Address: TBC post tender
3. Contact: TBC post tender
4. Telephone: TBC post tender
5. Email address: TBC post tender

Official roles

Ro_30_30_67 Principal contractor

1. Name: TBC post tender
2. Address: TBC post tender
3. Contact: TBC post tender
4. Telephone: TBC post tender
5. Email address: TBC post tender

Ro_30_30_68 - RIBA STAGES 1 - 4 (PRE-TENDER) Principal designer

1. Name: Savills (UK) Ltd

2. Address: 2 Charlotte Place, Southampton,
SO14 0TB, United Kingdom
3. Contact: Nicholas Ireland
4. Telephone: 023 8071 3900
5. Email address: nireland@savills.com

Ro_30_30_68 - RIBA STAGE 4 ONWARDS Principal designer

1. Name: Chris Chapman - Aster
2. Address: Sarsen Court, Horton Avenue, Devizes
Wiltshire, SN10 2AZ, United Kingdom
3. Contact: TBC post tender
4. Telephone: TBC post tender
5. Email address: TBC post tender

Design roles - No Amendments

Ω End of Section



Specification created using NBS Chorus