

**PART 3:**  
**THE EMPLOYER'S REQUIREMENTS**

<b><u>Section</u></b>	<b><u>Section Title</u></b>
<b>Section 1</b>	- General Information
<b>Section 2</b>	- Preliminaries and General Conditions
<b>Section 3</b>	- Materials and Workmanship
<b>Section 4</b>	- Performances Specification 4.1 Demolition and Site Clearance 4.2 Infrastructure 4.3 Village Hall and Changing Rooms 4.4 External Works
<b>Section 5</b>	- Contract Sum Analysis
<b>Section 6</b>	- Appendices 6.1 Location Plans 6.2 Pre – Application Advice 6.3 Acoustic Performance Specification

*This document has been prepared in order to outline the requirements for the proposed Community Centre and follows the standard format for an invitation to tender.*

*As the chosen route is a self-build project, this document will be used as a guide to ensure the requirements of the Langley Community Centre Committee are met. It can also be adapted to issue invitations to tender for any works which cannot be undertaken by voluntary labour.*

**EMPLOYER'S REQUIREMENTS**

for

**REPLACEMENT LANGLEY COMMUNITY AND  
SPORTS CENTRE**

at

**Langley Village Green  
Langley Upper Green  
Saffron Walden  
Essex  
CB11 4RY**

VERSION 1  
20 April 2016

**EMPLOYER:**  
LANGLEY COMMUNITY CENTRE COMMITTEE  
c/o Greenleas  
Langley Upper Green  
Saffron Walden  
Essex  
CB11 4RU

**EMPLOYER'S AGENT:**  
WILLIAM I BAMPTON  
Want Cottage  
The Want  
Langley Upper Green  
Saffron Walden  
Essex  
CB11 4RU

These are the 'Employer's Requirements' prepared by William I Bampton and referred to in the Contract dated:

..... between:

**EMPLOYER:**

.....  
.....  
.....  
.....

Signed: .....

**CONTRACTOR:**

.....  
.....  
.....  
.....

Signed: .....

## CONTENTS

Section	Page No
<b>1. GENERAL INFORMATION</b>	
<b>2. PRELIMINARIES AND GENERAL CONDITIONS</b>	
<b>3. MATERIALS AND WORKMANSHIP</b>	
<b>4. PERFORMANCE SPECIFICATION</b>	
4.1 Demolition and Site Clearance	
4.2 Infrastructure	
4.3 Village Hall with Changing Rooms	
4.4 External Works	
<b>5. CONTRACT SUM ANALYSIS</b>	
<b>6. APPENDICES</b>	
6.1 Location Plan	
6.2 Pre-app advice	
6.3 Acoustic Performance Specification	



**SECTION 1**  
**GENERAL INFORMATION**

**1. GENERAL INFORMATION**

The purpose of Section 1 of the 'Employer's Requirements' is to provide the Contractor with a general overview of the project. More detailed information is contained within Sections 2 to 6.

**1.1 THE PROJECT**

1.1.1 Title of Project - Langley Community and Sports Centre.

1.1.2 Brief description - Proposed Village Hall with Changing Rooms, car parking and associated works.

1.1.3 Primary user - The Community.

**1.2 THE SITE**

- 1.2.1 Full site address - Langley Village Green  
Langley Upper Green  
Saffron Walden  
Essex  
CB11 4RY
- 1.2.2 Grid reference - Easting: 544682, Northing: 235231.
- 1.2.3 Location plan - Pelham Structures drawing no. [ ]
- 1.2.4 Location description - northern edge of Langley Village Green.
- 1.2.5 Site area - as measured from Pelham Structures site plan [ ] the areas are as follows:
- |   |               |
|---|---------------|
| • Existing site area, car park hall, pavilion and store | 6,538 SQ FT   |
| • New site area, car park, community and sports centre  | 7,381 SQ FT   |
| • Total area including village green (approx.)          | 122,612 SQ FT |
- \* The exact areas are to be plotted by the Contractor and an accurate site plan/conveyance plan produced.
- 1.2.6 Present use – Community Centre, cricket/sports pavilion, storage building and car parking
- 1.2.7 Present ownership – Langley Parish Council. LCCC has a [ ] year lease granted on [ ]
- 1.2.8 Purchase arrangements - the Landowner has made the site available to the LCCC on a long term lease.
- 1.2.9 Purchase conditions – It is envisaged that the lease will be altered to reflect the revised area and scheme.
- 1.2.10 Site visit arrangements – by arrangement with LCCC. Email secretary.
- 1.2.11 Topographical Survey - to be prepared by the Contractor.

**1.2 THE SITE (Continued)**

1.2.12 Site surveys and Reports

- a) Asbestos Survey of existing changing accommodation - to be prepared by the Contractor (if required).
- b) Site investigation report including ground conditions and contamination levels - to be prepared by the Contractor.
- c) Flood Risk Assessment – not required.
- d) Ecological appraisal – to be prepared by the Contractor.
- e) Site Access Survey – to be prepared by the Contractor.
- f) Tree/Woodland Report – to be prepared by the Contractor.
- g) Bat Survey - to be prepared by the Contractor.
- h) Specialist Amphibian Survey - to be prepared by the Contractor.
- j) Nature Conservation Survey and or Protected Species Survey (Condition 33) - to be prepared by the Contractor.
- k) Agronomist Report - to be prepared by the Contractor.

1.2.13 Archaeological Report/Assessment – to be prepared by the Contractor (if required by Uttlesford District Council).

1.2.14 External Services - see Section 4.

1.2.15 Drainage - see Section 4.

1.2.16 Rights of Way

Access to the existing Community Centre and village green except site area is to be maintained until handover of the completed facility.

### 1.3 THE PARTIES

The following parties have been involved in the project to date:

- 1.3.1 The Employer – Langley Community Centre Committee (LCCC)
- 1.3.2 Managing Charitable Trust - to be advised prior to commencement on site.
- 1.3.3 Design work - Pelham Structures Ltd.
- 1.3.4 Employer's Agent/CDM Co-ordinator – William I Bampton
- 1.3.5 Services Engineer - to be appointed by the Contractor if required.
- 1.3.6 Structural Engineer – David Gaillard of Peter Dann.
- 1.3.7 Lighting Consultant - to be appointed by the Contractor.
- 1.3.8 Planning Consultant - the Planning process is to be instigated by the Client.
- 1.3.9 Acoustic Consultant – to be appointed by the Contractor.
- 1.3.10 Site Owner – Langley Parish Council.
- 1.3.11 Planners - Uttlesford District Council
  - Contact Nigel Brown, Development Manager
- 1.3.12 Sport England
- 1.3.13 Football Foundation - are being consulted by the Employer.
- 1.3.14 Football Association - are being consulted by the Employer.
- 1.3.15 Tree Specialist – to be appointed by the Contractor.
- 1.3.16 County Council - Essex County Council
- 1.3.17 Youth Organisation - [ ? ]
- 1.3.18 Sue Shepard - [ ? ]

**1.4 FINANCIAL**

- 1.4.1 Contract Sum - to be Fixed Price. Contractor to complete the 'Contract Sum Analysis' as contained in ER's Section 5.
- 1.4.2 VAT - the Employer is seeking advice with reference to a registered charity/zero rating.
- 1.4.3 Grants - the Employer is investigating various grants.
- 1.4.4 Fund Raising Events
- 1.4.5 Bequests
- 1.4.6 Loans from the local committee
- 1.4.7 Pledges of materials and assistance should the self-help route be chosen.

## **1.5 TARGET PROGRAMME**

### **1.5.1 Legal Matters**

- a) Lease – Variation to the lease should this be required, to be agreed with the Parish Council and draft prepared prior to submitting planning application.

### **1.5.2 Design**

- a) Design review and Project Brief - finalised by mid-July 2016.
- b) Site surveys and Site Investigation - July 2016.
- c) Services Enquiries – all services except telephone line already on site.
- d) Tender documentation ie 'Employer's Requirements' - released to the Contractor – to be confirmed
- e) Preparation and agreement of Scheme Design drawings – July 2016 to September 2016. NB: Scheme Design frozen on 30<sup>th</sup> September 2016.
- f) Approval of Scheme Design drawings/resolution of any design queries for planning drawings – 30<sup>th</sup> September 2016.
- g) Pricing by Contractor – October/December 2016.
- h) Tender examination/negotiation/agreement – January/February 2017.
- i) Full Planning Application submission - October 2016.
- j) Target Planning approval date - within 12 weeks of Application.
- l) Detail Design - dependent upon Planning.
- m) Building Regulation Application - dependent upon Planning.

### **1.5.3 Construction**

- a) On site - Summer 2017.
- b) Completion/Handover - to be agreed.

### **1.5.4 Fitting Out/Occupation - to be agreed.**

**1.6 EXISTING SERVICES/DRAINAGE**

Preliminary enquiries revealed the following:

- 1.6.1 Electricity – single phase is connected to existing village hall and pavilion.
- 1.6.2 Gas - none available.
- 1.6.3 Water – is connected to both the village hall and pavillion.
- 1.6.4 Communication - BT available adjacent to site.
- 1.6.5 Surface water drainage – investigate capacity of existing soakaway and connect if suitable or enlarge.
- 1.6.6 Foul water drainage – connected to existing village hall and pavillion.
- 1.6.7 Further enquiries/quotations - all further enquiries to be made by the Contractor.



**1.7 PERMISSIONS AND CONSENTS**

- 1.7.1 A very positive pre-app advice response has been received and is appended
- 1.7.2 Full Planning Permission - to be obtained by LCCC or their agent.
- 1.7.3 Tree Preservation Orders – none that effect the proposals
- 1.7.4 Building Regulations Approval - to be the responsibility of the Contractor.
- 1.7.5 Current Site Owner's Approval – see section 1.5 regarding Lease.
- 1.7.6 Diversion of public right of way - permissions to be obtained by the Contractor if required.
- 1.7.7 Football Foundation - Scheme Design approval will be required only if a FF Grant is obtained.
- 1.7.8 Sport England - approval required in their role as a statutory planning consultant.

**1.8 EXCLUSIONS**

1.8.1 The following items/costs are to be **excluded** from the Building Contract:

- a) Loose furniture including tables, chairs, lockers etc.
- b) Loose sports equipment.
- c) Litter bins.
- d) Improvements to the grass cricket pitch *and new cricket practice strip*.
- e) Equipment for the external football pitches ie goal posts, corner flags etc.

1.8.2 Please Note that for the sake of clarity the following items/costs which are specified later in this document under Section 4, are to be **included** in the Building Contract:

- a) Whitegoods, ie refrigerators, ovens, washing machines etc.
- b) Curtain battens over windows with curtains or blinds.
- c) Fire extinguishes and blankets.
- d) Burglar alarms.
- e) IT/Telephone installation.
- f) TV aerial installation.
- g) Landscaping.
- h) Dustbins/Paladins.
- i) Dog bins.
- j) Induction loop.
- k) External signage.

**1.9 DEVELOPMENT AGREEMENT/BUILDING CONTRACT/TENDER DOCUMENTATION**

1.9.1 Building Contract - for the purpose of this document the building contract has been based on the JCT Design and Build Contract *2011 Edition*. The terms and conditions may be subject to modification.

1.9.2 Tender Documentation - the tender/negotiation documentation comprises the following:

- a) The 'Employer's Requirements' document.
- b) Contract Sum Analysis - included in Section 5 of the ER's.
- c) Health and Safety Plan.
- d) Planning drawings.

## **1.10 CONTRACTOR'S TENDER**

1.10.1 With the exception of the items listed in 1.8.1 the Contractor's tender is to be **totally inclusive** of all works, services and payments required to develop the design of the scheme and the construction of the works including the following:

- a) Professional fees and expenses in connection with surveys, site investigation, Scheme Design, Detail Design, Production Information and Site Supervision of the works.
- b) Building Regulations fees.
- c) Site clearance.
- d) Building and Civil Engineering works including any service diversions and connections and all payments to 'Statutory Authorities'.
- e) On and off site overheads including a full site management team.

1.10.2 The Contractor's tender submission should comprise the following documentation:

- 1) The completed 'Contract Sum Analysis' (see Section 5).
- 2) The 'Contractor's Proposals' incorporating:
  - A full elemental specification in the format indicated in Section 5 of this document.
  - Appropriate design drawings to demonstrate the Contractor's Proposals.

**SECTION 2**  
**PRELIMINARIES AND GENERAL CONDITIONS**

**A10 PROJECT PARTICULARS****110 THE PROJECT**

- Name: Langley Community and Sports Centre
- Location: Langley Village Green, Langley Upper Green, Saffron Walden, Essex, CB11 4RY
- Length of contract: To be agreed.

**120 EMPLOYER (CLIENT)**

- Name: Langley Community Centre Committee (LCCC)
- Address: c/o Greenleas, Langley Upper Green, Saffron Walden CB11 4RU
- Telephone: Anne Rivett 01799 550240

**130 PRINCIPAL CONTRACTOR (CDM)**

- The Contractor.

**140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER**

- Title: Employer's Agent.
- Name: **TBC**
- Address:
- Telephone:
- Email:

**150 CDM COORDINATOR (PRE-CONTRACT)**

- Name: **TBC**
- Address:
- Telephone:
- Email:

**150A CDM COORDINATOR (POST CONTRACT)**

- The Principal Contractor.

**A11 TENDER AND CONTRACT DOCUMENTS**

**110 TENDER DRAWINGS**

- The tender drawings will be Pelham Structures Planning drawings 319 LAN SK02 C or revised as instructed by LCCC.

**120 CONTRACT DRAWINGS**

- Will be the relevant Contractor's Proposal drawings and as 110 above.

**160 PRECONSTRUCTION INFORMATION**

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

**A12 THE SITE/ EXISTING BUILDINGS****110 THE SITE**

- Description: Is located at the northern end of Langley Upper Green village, east of Butt Lane as defined on the location plan
- The site boundaries are to be as follows:
  - Western boundary - existing playing field boundary (to be agreed on site),
  - Northern boundary – existing playing field boundary (to be agreed on site).
  - Eastern boundary – existing playing field boundary (to be agreed on site).
  - Southern boundary – Car Park/Public Highway

**120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE**

- Description: All as shown on the location plan.

**140 EXISTING MAINS AND SERVICES**

- Indicative information - as explained in (Section 1.6 preliminary)
- The information is indicative only and the Contractor is requested to make his own investigation prior to confirmation of the design and price.

**170 SITE INVESTIGATION**

- To be arranged by the Contractor.

**200 ACCESS TO THE SITE**

- Description: Is to be directly from the existing access from the public highway.

**210 PARKING**

- Restrictions on parking of the Contractor's and employees' vehicles: Will be restricted to the Contractor's compound located within the development site and the existing car park, subject to weekly agreement by LCCC.

**220 USE OF THE SITE**

- General: Do not use the site for any purpose other than carrying out the Works.

**230 SURROUNDING LAND/ BUILDING USES**

- General: Adjacent or nearby uses or activities are as follows:
  - Playing fields, housing and existing village hall.

**240 HEALTH AND SAFETY HAZARDS**

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up.
- Information: Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

**250 SITE VISIT**

- Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.



Preliminaries

£ p

**A13 DESCRIPTION OF THE WORKS**

**120 THE WORKS**

- Description: The design and construction of a Village Hall with Changing Rooms.

**140 COMPLETION WORK BY OTHERS**

- Description: Loose furniture/lockers, loose sports equipment and litter bins.

To Collection £

**A20 JCT DESIGN AND BUILD CONTRACT (DB)**

**221 JCT DESIGN AND BUILD CONTRACT**

- The contract:
  - The Development Agreement/Building Contract is subject to further discussion between the parties.
  - However, for the purposes of this Employer's Requirements document the building contract conditions are based on the *JCT Design and Build Contract 2011 Edition*.

**CONTRACT GUARANTEE BOND**

- Contract Guarantee Bond: To be agreed.

**A30 TENDERING/ SUBLETTING/ SUPPLY****MAIN CONTRACT TENDERING****110 SCOPE**

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

**160 EXCLUSIONS**

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

**170 ACCEPTANCE OF TENDER**

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

**180 CDM PLANNING PERIOD**

- To be agreed.

**190 PERIOD OF VALIDITY**

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 2 months.
- Date for possession/ commencement: See section A20.

**PRICING/ SUBMISSION OF DOCUMENTS****220 PRICING OF PRELIMINARIES**

- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items.

**250 PRICED DOCUMENTS**

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.

**310 TENDER**

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

**440A CONTRACT SUM ANALYSIS**

- Must be in the form stipulated and included within ERs Section 5.

**A30 TENDERING/ SUBLETTING/ SUPPLY (Continued)****480 PROGRAMME**

- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
- Submit: Within 2 weeks of request.

**520A DESIGN DOCUMENTS**

- Scope: Include the following in the Contractor's Proposals:
  - Design drawings: Floor plan, sections, elevations and site layout.
  - Technical information: An elemental specification of the works.

**530 SUBSTITUTE PRODUCTS**

- 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.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

**550 HEALTH AND SAFETY INFORMATION**

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
  - A copy of the contractor's health and safety policy document, including risk assessment procedures.
  - Accident and sickness records for the past five years.
  - Records of previous Health and Safety Executive enforcement action.
  - Records of training and training policy.
  - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

**A30 TENDERING/ SUBLETTING/ SUPPLY (Continued)****570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Content: Submit the following information within one week of request:
  - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
  - Details of the management structure and responsibilities.
  - Arrangements for issuing health and safety directions.
  - Procedures for informing other contractors and employees of health and safety hazards.
  - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
  - Procedures for communications between the project team, other contractors and site operatives.
  - Arrangements for cooperation and coordination between contractors.
  - Procedures for carrying out risk assessment and for managing and controlling the risk.
  - Emergency procedures including those for fire prevention and escape.
  - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
  - Arrangements for welfare facilities.
  - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
  - Arrangements for consulting with and taking the views of people on site.
  - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
  - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
  - Review procedures to obtain feedback.

**SUBLETTING/ SUPPLY****630 DOMESTIC SUBCONTRACTS**

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: Within 1 week of request.

**A31 PROVISION, CONTENT AND USE OF DOCUMENTS****DEFINITIONS AND INTERPRETATIONS****110 DEFINITIONS**

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

**120 COMMUNICATION**

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

**130 PRODUCTS**

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

**135 SITE EQUIPMENT**

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

**140 DRAWINGS**

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

**145 CONTRACTOR'S CHOICE**

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

**A31 PROVISION, CONTENT AND USE OF DOCUMENTS  
(Continued)****200 SUBSTITUTION OF PRODUCTS**

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - 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/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturer's guarantees: If substitution is accepted, submit before ordering products.

**210 CROSS REFERENCES**

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

**220 REFERENCED DOCUMENTS**

- Conflicts: Specification prevails over referenced documents.

**250 CURRENCY OF DOCUMENTS**

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

**260 SIZES**

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
  - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
  - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

**DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER****410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS**

- Additional copies: 2 copies will be issued free of charge.

**A31 PROVISION, CONTENT AND USE OF DOCUMENTS  
(Continued)****440 DIMENSIONS**

- Scaled dimensions: Do not rely on.

**460 THE SPECIFICATION**

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

**470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS**

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

**DOCUMENTS PROVIDED BY CONTRACTOR/  
SUBCONTRACTORS/ SUPPLIERS****600 CONTRACTOR'S DESIGN INFORMATION**

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
  - Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and reinspection.
- Information required: \_\_\_\_\_
  - Number of copies: 2.
- Submit: Within one week of request.

**610 PRODUCTION INFORMATION**

- Submit:
  - For comment and make any necessary amendments.
  - Sufficient copies of final version for distribution to all affected parties.

**620A AS BUILT DRAWINGS AND INFORMATION**

- Contractor's designed work: Provide drawings/ information.
- Submit: At least two weeks before date for completion.

**630 TECHNICAL LITERATURE**

- Information: Keep on site for reference by all supervisory personnel:
  - Manufacturers' current literature relating to all products to be used in the Works.
  - Relevant British Standards.

**640A MAINTENANCE INSTRUCTIONS AND GUARANTEES**

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Emergency call out services: Provide telephone numbers for use after completion.



**A32 MANAGEMENT OF THE WORKS****GENERALLY****110 SUPERVISION**

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

**115 CONSIDERATE CONSTRUCTORS SCHEME**

- Registration: Before starting work, register the site and pay the appropriate fee:
- Contact:
  - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
  - Tel. 01920 485959.
  - Fax. 01920 485958.
  - Free phone 0800 7831423.
  - Web. [www.ccscheme.org.uk](http://www.ccscheme.org.uk)
- Standard: Comply with the Scheme's Code of Considerate Practice.

**120 INSURANCE**

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

**130 INSURANCE CLAIMS**

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

**140 CLIMATIC CONDITIONS**

- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

**150 OWNERSHIP**

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

**A32 MANAGEMENT OF THE WORKS (Continued)****PROGRAMME/ PROGRESS****210 PROGRAMME**

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
  - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
  - Planning and mobilization by the Contractor.
  - Earliest and latest start and finish dates for each activity and identification of all critical activities.
  - Running in, adjustment, commissioning and testing of all engineering services and installations
  - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
  - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: 2 copies to EA.

**230 SUBMISSION OF PROGRAMME**

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

**240 COMMENCEMENT OF WORK**

- Notice: Before the proposed date for commencement of work on site give minimum notice of 2 weeks.

**250A MONITORING**

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

**260 SITE MEETINGS**

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Monthly.
- Location: On site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Employer's Agent.

**A32 MANAGEMENT OF THE WORKS (Continued)****265 CONTRACTOR'S PROGRESS REPORT**

- General: Submit a progress report at least 2 days before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must 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.
  - Subcontractors' and suppliers' progress reports.
  - Any requirements for further drawings or details or instructions.

**270 CONTRACTOR'S SITE MEETINGS**

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

**290 NOTICE OF COMPLETION**

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): 7 days.

**310 EXTENSIONS OF TIME**

- Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the conditions of contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - All other relevant information required.

**410 CASH FLOW FORECAST**

- 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. Base on the programme for the Works.

**A32 MANAGEMENT OF THE WORKS (Continued)****430 PROPOSED INSTRUCTIONS**

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

**440 MEASUREMENT**

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

**450 DAYWORK VOUCHERS**

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery, each voucher must be:
  - Referenced to the instruction under which the work is authorized.
  - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.

**460 INTERIM VALUATIONS**

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

**470 PRODUCTS NOT INCORPORATED INTO THE WORKS**

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

**475 LISTED PRODUCTS STORED OFF SITE**

- Evidence of Title: Submit reasonable proof that the property in items stored off site to be included in valuations is vested in the Contractor.
- Include for products purchased from a supplier:
  - a copy of the contract of sale;
  - a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
  - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

**A32 MANAGEMENT OF THE WORKS (Continued)**

**480 LABOUR AND EQUIPMENT RETURNS**

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:
  - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
  - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

To Collection £

**A33 QUALITY STANDARDS/ CONTROL****STANDARDS OF PRODUCTS AND EXECUTIONS****110 INCOMPLETE DOCUMENTATION**

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents.
  - Contract documents: Omissions or errors in description and/or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

**120 WORKMANSHIP SKILLS**

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

**130 QUALITY OF PRODUCTS**

- Generally: New (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

**135 QUALITY OF EXECUTION**

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

**140 COMPLIANCE**

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.
  - Analysis of results.

**A33 QUALITY STANDARDS/ CONTROL (Continued)****150 INSPECTIONS**

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.

**160 RELATED WORK**

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

**170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

**180 WATER FOR THE WORKS**

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
  - Evidence of suitability is provided.
  - Tested to BS EN 1008 if instructed.

**SAMPLES/ APPROVALS****210 SAMPLES**

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

**220 APPROVAL OF PRODUCTS**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- 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.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.



**A33 QUALITY STANDARDS/ CONTROL (Continued)****230 APPROVAL OF EXECUTION**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- 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.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

**ACCURACY/ SETTING OUT GENERALLY****320 SETTING OUT**

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

**330 APPEARANCE AND FIT**

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

**360 RECORD DRAWINGS**

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

**SERVICES GENERALLY****410 SERVICES REGULATIONS**

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

**420 WATER REGULATIONS/ BYELAWS NOTIFICATION**

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.



**A33 QUALITY STANDARDS/ CONTROL (Continued)****430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE**

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - The Contractor's name and address.
  - A statement that the installation complies with the relevant Water Regulations or Byelaws.
  - The name and signature of the individual responsible for checking compliance.
  - The date on which the installation was checked.

**435 ELECTRICAL INSTALLATION CERTIFICATE**

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

**440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE**

- Before the completion date stated in the contract: Submit a certificate stating:
  - The address of the premises.
  - A brief description of the new installation and/ or work carried out to an existing installation.
  - Any special recommendations or instructions for the safe use and operation of appliances and flues.
  - The Contractor's name and address.
  - A statement that the installation complies with the appropriate safety, installation and use regulations.
  - The name, qualification and signature of the competent person responsible for checking compliance.
  - The date on which the installation was checked.
- Certificate location: To be lodged in the Building Manual.

**450 MECHANICAL AND ELECTRICAL SERVICES**

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

**SUPERVISION/ INSPECTION/ DEFECTIVE WORK****510 SUPERVISION**

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

**A33 QUALITY STANDARDS/ CONTROL (Continued)****520 COORDINATION OF ENGINEERING SERVICES**

- Suitability: Site organisation 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.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

**530 OVERTIME WORKING**

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

**550 ACCESS FOR INSPECTION**

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than 5 working days.

**560 TESTS AND INSPECTIONS**

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

**610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS**

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

**620 MEASURES TO ESTABLISH ACCEPTABILITY**

- 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.
  - Will not be considered as grounds for revision of the completion date.

**630 QUALITY CONTROL**

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
  - Identification of the element, item, batch or lot including location in the Works.
  - Nature and dates of inspections, tests and approvals.
  - Nature and extent of nonconforming work found.
  - Details of corrective action.

**A33 QUALITY STANDARDS/ CONTROL (Continued)****WORK AT OR AFTER COMPLETION****710 WORK BEFORE COMPLETION**

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

**720 SECURITY AT COMPLETION**

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

**730 MAKING GOOD DEFECTS**

- Remedial work: Arrange access with the Employer.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

**740 HIGHWAY/ SEWER ADOPTION**

- Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104.
- Work for adoption must be:
  - Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued.
  - Subject to a Defects Liability/ Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars).
  - Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/ Sewer Authorities.

**A34 SECURITY/ SAFETY/ PROTECTION****SECURITY, HEALTH AND SAFETY****110 PRECONSTRUCTION INFORMATION**

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
  - The Health and Safety File: Section A37.

**140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Submission: Present to the Employer/ Client no later than 2 weeks before commencement of the works.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

**150A SECURITY**

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

**160 STABILITY**

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

**210 EMPLOYER'S REPRESENTATIVES SITE VISITS**

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

**PROTECT AGAINST THE FOLLOWING****310 EXPLOSIVES**

- Use: Not permitted.

**A34 SECURITY/ SAFETY/ PROTECTION (Continued)****330A NOISE CONTROL**

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
  - Pneumatic drills and other noisy appliances without consent during the hours of 6.00pm to 8.00am.
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

**340 POLLUTION**

- Prevention: Protect the site, the Works and the general environment including the atmosphere, lands, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

**350 PESTICIDES**

- Use: Not permitted.

**360 NUISANCE**

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

**370 ASBESTOS CONTAINING MATERIALS**

- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

**375A ANTIQUITIES**

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
- Preservation: Keep objects in the exact position and condition in which they were found.

**380 FIRE PREVENTION**

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

**A34 SECURITY/ SAFETY/ PROTECTION (Continued)****400 BURNING ON SITE**

- Burning on site: Permitted subject to compliance with relevant regulations. Ensure fires:
  - Do not contain plastics, flammable liquids or other hazardous materials likely to generate dark or toxic smoke or toxic residues.
  - Are not situated within 10 metres of any tree canopy, shrubs, buildings, structures, combustible materials, etc or a public highway.
  - Are not lit if there is a danger of sparks reaching adjacent flammable areas, e.g. heathland, forests or ripe cereal crops.
  - Do not produce drifting smoke where it may be hazardous, e.g. across highways.
  - Will not interfere with amenity enjoyment of a site.
  - Are never left unattended.
  - Are extinguished at the end of each working day.

**410 MOISTURE**

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

**430 WASTE**

- Includes: Rubbish, debris, spoil, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy.
- Remove: Frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

**440 ELECTROMAGNETIC INTERFERENCE**

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

**450 LASER EQUIPMENT**

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.



**A34 SECURITY/ SAFETY/ PROTECTION (Continued)****PROTECT THE FOLLOWING****510 EXISTING SERVICES**

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertaker's recommendations.

**520 ROADS AND FOOTPATHS**

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

**530 EXISTING TOPSOIL/ SUBSOIL**

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

**540 RETAINED TREES/ SHRUBS/ GRASSED AREAS**

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

**A34 SECURITY/ SAFETY/ PROTECTION (Continued)****550 RETAINED TREES**

- Protected area: Unless agreed otherwise do not:
  - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
  - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
  - Change level of ground within an area 3 m beyond branch spread.

**555A WILDLIFE SPECIES AND HABITATS**

- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

**560A EXISTING FEATURES**

- 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.

**625 ADJOINING PROPERTY RESTRICTIONS**

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



**A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING****110 SCOPE**

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

**130 METHOD/ SEQUENCE OF WORK**

- Specific Limitations: Include the following in the programme:
  - See Development Agreement.

**140 SCAFFOLDING**

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

**170 WORKING HOURS**

- Specific limitations: In accordance with Planning requirements.

**180 COMPLETION IN SECTIONS OR IN PARTS**

- General: Where the Employer is to take possession of any section or part of the Works and such section or part will, after its possession, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- 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.

**A36 FACILITIES/ TEMPORARY WORK/ SERVICES****GENERALLY****110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES**

- Location: Give notice of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

**ACCOMMODATION****210 ROOM FOR MEETINGS**

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 6 people.

**260 SANITARY ACCOMMODATION**

- Facilities: Provide and maintain in a clean condition, sanitary accommodation for the Employer's representatives, either separate or shared with the Contractor's supervisory staff.

**TEMPORARY WORKS****310A ROADS**

- Permanent roads, hard standings and footpaths onto the existing Playing Fields site are not to be used by the Contractor.

**320 TEMPORARY WORKS**

- Employer's Specific Requirements: Provide: temporary fencing comprising unclimbable security fencing minimum 2m high around the Contractor's compound and all working areas to prevent unauthorised access.

**330A TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION**

- Temporary protection: Provide before starting work.
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

**340 NAME BOARDS/ ADVERTISEMENTS**

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
  - Title of project.
  - Name of Employer.
  - Names of Consultants: On 1200 x 300mm boards.
  - Names of Contractor and Subcontractors.

**A36 FACILITIES/ TEMPORARY WORK/ SERVICES (Continued)****SERVICES AND FACILITIES****410 LIGHTING**

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

**420A LIGHTING AND POWER**

- The supply of temporary electricity and the payment of all associated costs is the responsibility of the Contractor.

**430A WATER**

- The supply of water for the works and the payment of all associated costs is the responsibility of the Contractor.

**440 MOBILE TELEPHONES**

- Direct communication: As soon as practicable after the start on site:
  - provide the Contractor's person in charge with a mobile telephone.
  - pay all charges reasonably incurred.

**520 USE OF PERMANENT HEATING SYSTEM**

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
  - Take responsibility for operation, maintenance and remedial work.
  - Arrange supervision by and indemnification of the appropriate Subcontractors.
  - Pay costs arising.

**550 THERMOMETERS**

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

**560 SURVEYING EQUIPMENT**

- General: Provide on site and maintain in accurate condition.

**570 PERSONAL PROTECTIVE EQUIPMENT**

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.
  - High visibility waistcoats to BS EN 471 Class 2. Number required: 2.
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2.
  - Disposable respirators to BS EN 149.FFP1S.
  - Eye protection to BS EN 166.
  - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2.
  - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS****GENERALLY****110 THE BUILDING MANUAL**

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
  - Part 1: General: [Content as clause 120].
  - Part 2: Fabric: [Content as clause 130].
  - Part 3: Services: [Content as clause 140].
  - Part 4: The Health and Safety File: [prepared and supplied by the CDM Coordinator]. [Content as clause 150].
- Responsibility: The Building Manual is to be produced by the Contractor and must be complete no later than Practical Completion.
- 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.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
  - Number of copies: 2.
  - Format: To be agreed.
  - Latest date for submission: 2 weeks before the date for completion stated in the contract.
- As-built drawings and schedules:
  - Number of copies: 2.
  - Format: Paper folded to A4.

**115 The Health and Safety File**

- Responsibility: The Contractor.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS  
(Continued)**

- 120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL
- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
  - Index: list the constituent parts of the manual, together with their location in the document.
  - 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.
  - 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.
  - 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.
  - Description and location of other key documents.
  - Timescale for completion: By Practical Completion.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS  
(Continued)****130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING  
FABRIC**

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
  - Floor and roof loadings.
  - Durability of individual components and elements.
  - Loading restrictions.
  - Insulation values.
  - Fire ratings.
  - Other relevant performance requirements.
- 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.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
  - Air permeability.
  - Resistance to passage of sound.
  - Continuity of insulation.
  - Electricity and Gas safety.
- Timescale for completion: By Practical Completion.

**140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING  
SERVICES**

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
  - Services capacity, loadings and restrictions.
  - Services instructions.
  - Services log sheets.
  - Manufacturers' instruction manuals and leaflets index.
  - Fixtures, fittings and component schedule index.
- Detailed description of methods and materials used.
- As-built drawings for each system recording the construction, together with an index, including:
  - Diagrammatic drawings indicating principal items of plant, equipment and fittings.
  - Record drawings showing overall installation.
  - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
  - Identification of services – a legend for colour coded services.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS  
(Continued)**

## 140 (Continued)

- Product details, including for each item of plant and equipment:
  - Name, address and contact details of the manufacturer.
  - Catalogue number or reference.
  - Manufacturer's technical literature, including detailed operating and maintenance instructions.
  - Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
  - Starting up, operation and shutting down.
  - Control sequences.
  - Procedures for seasonal changeover.
  - Procedures for diagnostics, troubleshooting and faultfinding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
  - Electrical circuit tests.
  - Corrosion tests.
  - Type tests.
  - Work tests.
  - Start and commissioning tests.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.
- Lubrication: Schedules of all lubricated items.
- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.
- Timescale for completion: By Practical Completion.

**150A CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE**

- 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.
- Timescale for completion: By Practical Completion.
- Submit to: CDM Co-ordinator.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS  
(Continued)****151A CONTENT OF THE BUILDING MANUAL PART 5: THE  
BUILDING USER GUIDE**

- Content: Obtain and provide the following:
  - Building services information.
  - Emergency information.
  - Energy & environmental strategy.
  - Water use.
  - Transport facilities.
  - Materials & waste policy.
  - Re-fit/ re-arrangement considerations.
  - Reporting provision.
  - Training.
  - Links & references.
- Timescale for completion: By Practical Completion.

**160 PRESENTATION OF BUILDING MANUAL**

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

**210 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.
- Time of submission: At commencement of commissioning.

**220 TRAINING**

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Operating time: Include a minimum of 2 days.

**230 SPARE PARTS**

- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
- Content: Include in the priced schedule for:
  - Manufacturers' current prices, including packaging and delivery to site.
  - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
  - Referencing to the plant and equipment list in Part 3 of the Building Manual.
  - Painting, greasing, etc. and packing to prevent deterioration during storage.



**A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF**

110 MANAGEMENT AND STAFF

**A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION**

110 SITE ACCOMMODATION

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.

**A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES**

110 POWER

120 LIGHTING

130 FUELS

140 WATER

150 TELEPHONE AND ADMINISTRATION

160 SAFETY, HEALTH AND WELFARE

- See clause A34/210.

170 STORAGE OF MATERIALS

180 RUBBISH DISPOSAL

- See clause A34/430.

190 CLEANING

- See clause A33/710.

200 DRYING OUT

- See clause A34/410.

210 PROTECTION OF WORK IN SECTIONS

220 SECURITY

- See clause A34/150.

230 MAINTAIN PUBLIC AND PRIVATE ROADS

- See clause A34/520.

240 SMALL PLANT AND TOOLS

250 OTHERS

- \_\_\_\_\_

To Collection £

Preliminaries  
£ p

**A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT**

- 110 CRANES
- 120 HOISTS
- 130 PERSONNEL TRANSPORT
- 140 TRANSPORT
- 150 EARTHMOVING PLANT
- 160 CONCRETE PLANT
- 170 PILING PLANT
- 180 PAVING AND SURFACING PLANT
- 200 ADDITIONAL MECHANICAL PLANT

**A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS**

- 110 TEMPORARY ROADS
- 120 TEMPORARY WALKWAYS
- 130 ACCESS SCAFFOLDING
- 140 SUPPORT SCAFFOLDING AND PROPPING
- 150 HOARDINGS, FANS, FENCING, ETC.
- 160 HARDSTANDING
- 170 TRAFFIC REGULATIONS
- 200 ADDITIONAL TEMPORARY WORKS

To Collection £

A54 PROVISIONAL WORK/ ITEMS

590 CONTINGENCIES

- Provisional sum: Include: The Provisional Sum of £10,000.00.

Preliminaries  
£ p

10,000 00

To Collection £

Collection

Page No 2/1  
Page No 2/2  
Page No 2/3  
Page No 2/4  
Page No 2/5  
Page No 2/6  
Page No 2/7  
Page No 2/8  
Page No 2/9  
Page No 2/10  
Page No 2/11  
Page No 2/12  
Page No 2/13  
Page No 2/14  
Page No 2/15  
Page No 2/16  
Page No 2/17  
Page No 2/18  
Page No 2/19  
Page No 2/20  
Page No 2/21  
Page No 2/22  
Page No 2/23  
Page No 2/24  
Page No 2/25  
Page No 2/26  
Page No 2/27  
Page No 2/28  
Page No 2/29  
Page No 2/30  
Page No 2/31  
Page No 2/32  
Page No 2/33  
Page No 2/34  
Page No 2/35  
Page No 2/36  
Page No 2/37  
Page No 2/38

TO CONTRACT SUM ANALYSIS £

**SECTION 3**  
**MATERIALS AND WORKMANSHIP**

**SECTION 4**  
**PERFORMANCE SPECIFICATION**

4.1

**DEMOLITION AND SITE CLEARANCE**

**4.1 DEMOLITION AND SITE CLEARANCE**

**4.1.1 PHASE 1**

Existing pavilion and store to be demolished and cleared from site prior to commencement of the new Hall and Club Room

**4.1.2 PHASE 2**

Existing hall is to be kept operational at all times until the new Hall and Club Room are handed over, following which the existing hall is to be demolished, cleared from site and the area reinstated.



4.2

**INFRASTRUCTURE**

## **4.2 INFRASTRUCTURE**

### **4.2.1 GENERALLY**

- a) Layout - to be generally as indicated on approved drawing no. 319LAN SK02 C.
- b) Scope - provide comprehensive site infrastructure and services of adequate capacity to serve the proposed new Community Centre.

### **4.2.2 SITE ENTRANCE**

- a) A temporary accessway is to be provided directly from the Duddenhoe End road as indicated on plan no. [REDACTED]

### **4.2.3 EXISTING CAR PARK**

- a) Can be used for contractors parking by arrangement with LCCC subject to operational requirements of the existing Village Hall which is to remain operational until the new facility is handed over.

### **4.2.4 PUBLIC RIGHTS OF WAY**

- a) The village green is a public open space and will be in use through the construction phase. It is to be kept clear at all times other than the area specifically specified as the construction site and storage area.

### **4.2.5 FOUL DRAINAGE**

- a) Provision - as noted in 4.2.1 above, a foul drainage system to comply with current regulations is to be provided to serve the Community Centre.

### **4.2.6 SURFACE WATER DRAINAGE**

- a) Provision - as noted in 4.2.1 above, a surface water system to comply with current regulations is to be provided.

### **4.2.7 EXTERNAL SERVICES**

Provide adequate mains/upgrades/substations etc to serve the Community and Sports Development with the following services:

- a) Electricity.
- b) Gas – Liquid petroleum gas (LPG).
- c) Water.
- d) Communications.

### **4.3**

#### **VILLAGE HALL WITH CHANGING ROOMS**

- **Design**
- **Accommodation/Room Data Sheets**
- **Specific Elemental Requirements**

### **4.3 VILLAGE HALL with CHANGING ROOMS**

#### **4.3.1 DESIGN**

- a) Generally - to comply with:
- 'Employer's Requirements' documents
  - Planning Permissions
  - Building Regulations and the appropriate association standards mentioned later in this document. If the Contractor discovers a discrepancy between the various design standards then the higher standard shall prevail subject to advising the Employer's Agent in writing.
- b) External Building Design - key requirements are:
- Single storey.
  - Detached.
  - Low maintenance.
  - Aesthetically pleasing - for a 'rural' environment.
  - Oriented as indicated on the site plan approved within the Planning Permission.
  - To have an external lobby to the main entrance.
  - To have a terrace/play area outside the Club Room overlooking the cricket pitch.
  - To have a separate 'players' entrance' with boot scraper, external tap and gulley etc.
  - To have a canopy along the south elevation overlooking the cricket pitch suitable for spectators and pushchairs etc.
  - To have a clock on the gable end overlooking the cricket pitch.

**4.3 VILLAGE HALL with CHANGING ROOMS (Continued)**

**4.3.1 DESIGN (Continued)**

- c) Internal Building Design - key requirements are:
- Low maintenance and running costs.
  - Robust.
  - DDA compliant. All areas must be suitable for wheelchair users.
  - Enhanced acoustic control, particularly to the Main Hall.
  - Compliance with Sport England requirements including in particular the following Guidance Notes:
    - Village and Community Halls
  - Compliance with 'Football Foundation' standards (Changing Rooms) - subject to Sport England comments.
  - Compliance with Music and Dance Licence Standards (Main Hall).
  - Accommodation requirements and the interrelationship between each room are defined in Section 4.3.2.
  - The Employer's 'Specific Elemental Requirements' are defined in Section 4.3.3 below.
- d) 'Green' systems and energies - the Employer would like to incorporate 'green' systems and energies within the design such as:
- High levels of insulation.
  - Air source heat pumps.
  - Minimum air leakage [ 3 to 4 ACPH ]
  - Photovoltaic roof/panels.

The Contractor is requested to evaluate and report on appropriate systems as part of the Detailed Design process.

**4.3 VILLAGE HALL with CHANGING ROOMS (Continued)**

**4.3.2 ACCOMMODATION/ROOM DATA SHEETS**

- a) Accommodation - the scheme is to provide the following accommodation:
- R1 - Multi-Use Hall
  - R2A, B and C - Main Hall Stores
  - R3 - Kitchen
  - R4 - Entrance Foyer
  - R5A and B - Toilets (Male and Female)
  - R6 - Cloakroom
  - R7 - Cleaner's Store
  - R8 - Boiler Room
  - R9 - Unisex Disabled WC
  - R10 - External access to Store
  - R11 - 'Dirty Area' corridors
  - R12A and B - Team Changing Rooms/Showers
  - R13 - Club Room with the ability to open up in the Main Hall
  - R14 - Tea Point/Kitchen
- b) Room Data Sheets - the following Room Data Sheets provide a summary of the individual room/space requirements cross referenced where appropriate to the Employer's 'Specific Elemental Requirements' contained in Section 4.3.3.
- c) Unless stated otherwise, all windows and external doors to be white pvc and comply to BS 6375.
- All glazing to be low energy Pilkington K glass or similar and to be BS kite marked and are to be installed in the positions indicated on the planning drawings.
- All internal doors unless stated otherwise to be flush veneered doors.

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET		LANGLEY COMMUNITY AND SPORTS CENTRE	
<b>ROOM</b>	<b>R1 - MULTI-USE HALL</b>	<b>Section 4.3.3</b>	
<b>USE/DESIGN</b>	Village events, clubs and societies, amateur productions, wedding receptions. Exercise classes 'Community/Recreational' use with all wall and door surfaces built flush to minimise risk of injury.		
<b>WINDOWS &amp; DOORS</b>	<ul style="list-style-type: none"> <li>• Windows Refer to 4.3.2 c)</li> <li>• External Doors Refer to 4.3.2 c)</li> <li>• Internal Doors Refer to 4.3.2 c) Soundproof sliding/folding screen to Club Room with high sound insulation. Angle protection to lower exposed door reveals</li> </ul>		
<b>FINISHES</b>	<ul style="list-style-type: none"> <li>• Walls Plaster and emulsion with feature boarding with chair rail to lower sections.</li> <li>• Floors Multi-purpose semi-sprung hardwood strip floor to BS7044. Timber skirting - large.</li> <li>• Ceilings Robust lined vaulted ceiling with acoustic panels/lining</li> </ul>		
<b>FITTINGS</b>	<ul style="list-style-type: none"> <li>• Fitted (within Building Contract) Fire extinguishers.</li> <li>• Whitegoods (within Building Contract) None</li> </ul>		
<b>SERVICES</b>	<ul style="list-style-type: none"> <li>• Sanitaryware None</li> <li>• Mechanical                             <ul style="list-style-type: none"> <li>- Water None</li> <li>- Heating ✓</li> <li>- Ventilation ✓</li> </ul> </li> <li>• Electrical                             <ul style="list-style-type: none"> <li>- Lighting ✓</li> <li>- Power ✓</li> </ul> </li> <li>• - Fire Protection ✓</li> <li>• - Communication TV point (with aerial in roof) IT sockets Induction loop</li> </ul>	}	

## 4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

## 4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
ROOM	R2A, B AND C - MAIN HALL STORES	Section 4.3.3
USE/DESIGN	2Nr stores to store chairs, tables, and general equipment for clubs and societies. 1Nr store for Pre-school use.	
SIZE	As per planning drawings	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors</li> </ul>	None.  None.  Flush veneered double doors	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Fermacell 12.5mm and emulsion.  Non-slip vinyl sheet. Coved vinyl skirting.  Suspended.	}
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>• Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	Shelving and racking for equipment - allow a Provisional Sum.  None.  Sports equipment, furniture etc.	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Sanitaryware</li> <li>• Mechanical <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	None.  None. None. None.  ✓ ✓ ✓ None	} 5



4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
<b>ROOM</b>	<b>R3 - KITCHEN</b>	
<b>USE/DESIGN</b>	Fully equipped kitchen for catering purposes with servery to Hall and Club Room designed for use by outside caterers.	
<b>SIZE</b>	As per planning drawings	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors/Hatches</li> </ul>	Refer to 4.3.2 c  Refer to 4.3.2 c  Single flush glazed veneered double action ½ door to Hall. Flush serving hatch to Hall and Club Room (hinged) Manual roller shutter security screen to both serving openings	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Plaster. Fully glazed tiled.  Non-slip vinyl sheet. Coved vinyl skirting.  Suspended.	
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	Fully fitted kitchen with stainless steel surfaces, base units, worktops, double bowl/double drainer sink unit and wall units. Fire extinguishers and blanket. Soap dispenser. Hooks for tea towels. Curtain battens and blinds to windows - allow a Provisional Sum.  Commercial equipment comprising cooking range with four ring hot plates, large oven with extractor hood, dishwasher, microwave and large full height fridge/freezer, separate warming oven and separate hot water boiler.  Loose equipment.	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Sanitaryware</li> <li>• Mechanical                             <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical                             <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	Stainless steel wash hand basin.  Hot and cold water.  ✓ ✓ ✓ ✓ ✓ ✓	

## 4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

## 4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
ROOM	R4 - ENTRANCE FOYER	Section 4.3.3
USE/DESIGN	Main entrance foyer	
SIZE	As per planning drawings	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors</li> </ul>	Refer to 4.3.2 c.  Flush veneered doors to individual rooms.	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Plaster and emulsion.  Barrier carpet. Hardwood skirting.  Suspended.	
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>• Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	Fire extinguishers. Coat Hooks Letterbox and flap.  None.  None.	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Sanitaryware</li> <li>• Mechanical               <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical               <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	None.  None. ✓ ✓ ✓ ✓ ✓ Door bell. Burglar alarm panel.	

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

<b>ROOM DATA SHEET</b>	<b>LANGLEY COMMUNITY AND SPORTS CENTRE</b>	
<b>ROOM</b>	<b>R5A and B TOILETS (MALE AND FEMALE)</b>	<b>Section 4.3.3</b>
<b>USE/DESIGN</b>	Male and female toilets serving the Main Hall, Club Room etc	
<b>SIZE</b>	Suitable for maximum occupancy of Hall during weddings	
<b>WINDOWS &amp; DOORS</b>	Refer to 4.3.2 c	
• Windows		
• External Doors		
• Internal Doors		
<b>FINISHES</b>	Robust panelled wall system - pre-plumbed sanitaryware. Plaster and emulsion. Glazed tile splashbacks - 3 courses - 150 x 150mm tiles.	
• Walls		
• Floors		
• Ceilings	Suspended.	
<b>FITTINGS</b>	Mirrors over each wash hand basin. Toilet roll holders. Soap dispensers. Door WC symbols.	
• Fitted (within Building Contract)		
• Whitegoods (within Building Contract)		
• Loose (excluded from Building Contract)	-	
<b>SERVICES</b>	WCs. Urinals (including 1Nr low level for Pre-school use). Wash hand basins.	
• Sanitaryware		
• Mechanical - Water	Hot and cold water.	
- Heating	✓	
- Ventilation	Extract fans.	
• Electrical - Lighting	✓	
- Power	Electric hand dryers.	
- Fire Protection	None.	
- Communication	None.	

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
<b>ROOM</b>	<b>R6 - CLOAKROOM</b>	<b>Section 4.3.3</b>
<b>USE/DESIGN</b>	Located off main entrance foyer.	
<b>SIZE</b>	To house [ ] Nr coats.	
<b>WINDOWS &amp; DOORS</b>		
• Windows	None	
• External Doors	None.	
• Internal Doors	None	
<b>FINISHES</b>		
• Walls	Plaster and emulsion.	
• Floors	Carpet.	
• Ceilings	Suspended.	
<b>FITTINGS</b>		
• Fitted (within Building Contract)	Hangers for [ ]Nr coats.	
• Whitegoods (within Building Contract)	None.	
• Loose (excluded from Building Contract)	None.	
<b>SERVICES</b>		
• Sanitaryware	None.	
• Mechanical - Water	None.	
- Heating	None	
- Ventilation	None	
• Electrical - Lighting	✓	
- Power	None	
- Fire Protection	✓	
- Communication	None.	

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
ROOM	R7 - CLEANER'S STORE	Section 4.3.3
USE/DESIGN	Accessed from toilet corridor also containing electrical switchgear.	
SIZE	-	
WINDOWS & DOORS		
• Windows	None.	
• External Doors	None.	
• Internal Doors	Single flush painted door.	
FINISHES		
• Walls	Fermacell 12.5mm and emulsion.	
• Floors	Non-slip vinyl sheet. Coved vinyl skirting.	
• Ceilings	Suspended.	
FITTINGS		
• Fitted (within Building Contract)	Adjustable shelving to one wall. Electrical cupboard.	
• Whitegoods (within Building Contract)	None.	
• Loose (excluded from Building Contract)	-	
SERVICES		
• Sanitaryware	Butler's bucket sink and drainer.	
• Mechanical - Water	None	
- Heating	None	
- Ventilation	None	
• Electrical - Lighting	✓ } To include electrical distribution board etc.	
- Power	✓ }	
- Fire Protection	✓	
- Communication	None.	

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
<b>ROOM</b>	<b>R8 - BOILER ROOM</b>	
<b>USE/DESIGN</b>	Main plant room with access to rear meter cupboard.	
<b>SIZE</b>	To accommodate easy access to all main plant and meters .	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors</li> </ul>	None  UPVC board effect.  None.	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Fermacell 12.5mm and emulsion.  Screed and floor paint. No skirting.  Fireboard lined.	
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>• Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	None.  None.  -	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Sanitaryware</li> <li>• Mechanical               <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical               <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	None.  Ecocent heater/water cylinder  Wall mounted LPG gas boiler  All to comply with relevant regulations  Mains services plant  None	

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
<b>ROOM</b>	<b>R9 – UNISEX DISABLED WC</b>	<b>Section 4.3.3</b>
<b>USE/DESIGN</b>	For wheelchair users and visitors requiring baby changing facilities.	
<b>SIZE</b>	As per planning drawings	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors</li> </ul>	Refer to 4.3.2 c	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Plaster and emulsion. Glazed tile splashback - 3 courses - 150 x 150mm tiles.  Non-slip vinyl sheet. Coved vinyl skirting.  Suspended.	
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>• Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	Mirror. Full disabled fittings, support rails. Toilet roll holder. Soap dispenser. WC symbol. Fold-down baby changing station with bag hooks.  None.  -	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Sanitaryware</li> <li>• Mechanical                             <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical                             <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	WC. Wash hand basin.  Hot and cold water.  ✓  Extract fan.  ✓  Electric hand dryer.  None.  Disabled alarm.	

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
<b>ROOM</b>	<b>R10 - STORE</b>	<b>Section 4.3.3</b>
<b>USE/DESIGN</b>	Accessed externally	
<b>SIZE</b>	As per planning drawings	
<b>WINDOWS &amp; DOORS</b>		
<ul style="list-style-type: none"> <li>• Windows</li> </ul>	None.	
<ul style="list-style-type: none"> <li>• External Doors</li> </ul>	UPVC mock boarded High security locking	
<b>FINISHES</b>		
<ul style="list-style-type: none"> <li>• Walls</li> </ul>	Fermacell 12.5mm and emulsion.	}
<ul style="list-style-type: none"> <li>• Floors</li> </ul>	Non-slip vinyl sheet. Coved vinyl skirting.	
<ul style="list-style-type: none"> <li>• Ceilings</li> </ul>	Suspended.	
<b>FITTINGS</b>		
<ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> </ul>	Shelving - allow a Provisional Sum.	
<ul style="list-style-type: none"> <li>• Whitegoods (within Building Contract)</li> </ul>	None.	
<ul style="list-style-type: none"> <li>• Loose (excluded from Building Contract)</li> </ul>	None.	
<b>SERVICES</b>		
<ul style="list-style-type: none"> <li>• Sanitaryware</li> </ul>	None.	} 5
<ul style="list-style-type: none"> <li>• Mechanical</li> </ul>		
- Water	None.	
- Heating	None.	
- Ventilation	None.	
<ul style="list-style-type: none"> <li>• Electrical</li> </ul>		
- Lighting	✓	
- Power	✓	
- Fire Protection	✓	
- Communication	None.	



## 4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

## 4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	MANUDEN COMMUNITY AND SPORTS CENTRE	
<b>ROOM</b>	<b>R11 - 'DIRTY AREA' CORRIDORS</b>	<b>Section 4.3.3</b>
<b>USE/DESIGN</b>	Corridors serving the changing rooms and toilets.	
<b>SIZE</b>	As per planning drawings	
<b>WINDOWS &amp; DOORS</b>		
• Windows	None.	
• External Doors	Single glazed door leading to pitches.	
• Internal Doors	To individual rooms - single flush painted doors.	
<b>FINISHES</b>		
• Walls	Fermacell, plaster skim and emulsion.	}
• Floors	Heavy duty non-slip vinyl. Coved vinyl skirting.	
• Ceilings	Suspended.	
<b>FITTINGS</b>		
• Fitted (within Building Contract)	None.	
• Whitegoods (within Building Contract)	None.	
• Loose (excluded from Building Contract)	None.	
<b>SERVICES</b>		
• Sanitaryware	None.	}
• Mechanical	None.	
- Water	None.	
- Heating	✓	
- Ventilation	✓	
• Electrical	✓	
- Lighting	✓	
- Power	✓	
- Fire Protection	✓	
- Communication	None.	

4.3 VILLAGE HALL with CHANGING ROOMS (Continued)  
 4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
ROOM	R15A AND B - TEAM CHANGING ROOMS/SHOWERS	Section 4.3.3
USE/DESIGN	Two blocks of team changing rooms with associated shower area	
SIZE	As per planning drawings	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors</li> </ul>	2Nr high level - obscure glass.  None.  Single flush painted doors.	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Wipe down surfaces. Showers and toilets to have a robust panelled wall system with pre-plumbed sanitaryware.  Heavy duty non-slip vinyl sheet - floor gullies or channels. Coved vinyl skirting.  Suspended - moisture resistant.	
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>• Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	Bench seating Vandal-resistant hooks on backboard. Mirror over wash hand basin. Whiteboard in each changing room. Toilet roll holder. Soap dispenser.  None.  Lockers.	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Mechanical                             <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical                             <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	Hot and cold water to showers  ✓  ✓  ✓  Electric hand dryers.  ✓  None.	

## 4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

## 4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	LANGLEY COMMUNITY AND SPORTS CENTRE	
ROOM	R13 - CLUB ROOM	Section 4.3.3
USE/DESIGN	Social room where players and spectators can assemble for refreshments with views over the cricket pitch and the mini soccer pitch. This room may also be used as a changing facility for younger players.	
SIZE	As per planning drawings	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors</li> </ul>	Refer to 4.3.2 c	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Plaster and emulsion with feature boarding, chair rail to lower sections Timber chair/dado rail.  Multi-purpose semi-sprung hardwood strip floor to BS7044.  Suspended.	
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>• Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	Fire extinguisher. Curtain battens and curtains to windows and doors - allow a Provisional Sum.  Dishwasher within cupboard  Furniture.	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Sanitaryware</li> <li>• Mechanical <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	None.  None. ✓ ✓ ✓ ✓ ✓ TV point (with aerial in roof). IT sockets - broadband.	

## 4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

## 4.3.2 ACCOMMODATION/ROOM DATA SHEETS (Continued)

ROOM DATA SHEET	MANUDEN COMMUNITY AND SPORTS CENTRE	
ROOM	R14 - TEA POINT	Section 4.3.3
USE/DESIGN	Room for preparation of light refreshments.	
SIZE	Minimum 4m <sup>2</sup> .	
<b>WINDOWS &amp; DOORS</b> <ul style="list-style-type: none"> <li>• Windows</li> <li>• External Doors</li> <li>• Internal Doors</li> </ul>	Overlooking the mini soccer pitch. <u>NB:</u> an external serving hatch is <u>NOT</u> required.  None.  Pair of flush painted doors.	
<b>FINISHES</b> <ul style="list-style-type: none"> <li>• Walls</li> <li>• Floors</li> <li>• Ceilings</li> </ul>	Plaster and emulsion. Glazed tile splashback - 3 courses - 150 x 150mm tiles.  Non-slip vinyl sheet. Coved vinyl skirting.  Suspended.	}
<b>FITTINGS</b> <ul style="list-style-type: none"> <li>• Fitted (within Building Contract)</li> <li>• Whitegoods (within Building Contract)</li> <li>• Loose (excluded from Building Contract)</li> </ul>	Fully fitted kitchen with worktops, base units, single bowl/single drainer sink unit and wall units. Fire extinguisher and blanket. Soap dispenser. Hooks for tea towels. Curtain batten and blind to window.  Cooker, refrigerator and microwave.  Loose equipment.	
<b>SERVICES</b> <ul style="list-style-type: none"> <li>• Sanitaryware</li> <li>• Mechanical               <ul style="list-style-type: none"> <li>- Water</li> <li>- Heating</li> <li>- Ventilation</li> </ul> </li> <li>• Electrical               <ul style="list-style-type: none"> <li>- Lighting</li> <li>- Power</li> <li>- Fire Protection</li> <li>- Communication</li> </ul> </li> </ul>	Sink.  Hot and cold water. ✓  Extract fan.  ✓ ✓ ✓  None.	}

### 4.3 VILLAGE HALL with CHANGING ROOMS (Continued)

#### 4.3.3 SPECIFIC ELEMENTAL REQUIREMENTS

Generally - The Employer requires the Contractor to put forward a suitable elemental specification as part of the 'Contractor's Proposals' submission in compliance with the Design Standards set out in Section 4.3.1 and the Room Data Sheets contained in Section 4.3.2.

Please note the following Specific Elemental Requirements required by the Employer which have been referenced using the Standard BCIS reference numbers.

##### 2C Roof

- a) Type – pitched and vaulted to Hall and Club Room with feature softwood glulam trusses. Acoustic lining to vaulted areas.
- b) Coverings - slate.

##### 2E External Walls

- a) Pressure treated timber frame - lightly coloured cement based boarding above a raised plinth.

##### 2F Windows and External Doors

- a) Type – High performance UPVC
- b) Weather stripping - to all edges
- c) Glazing - toughened safety glass, double glazed, obscure where stipulated. *Direct glazed to Glulam truss separating Hall and Club Room with black-out feature/screens.*
- d) Ironmongery - schedule to be agreed with the Employer including lockable fasteners to ensure windows are totally secure.

##### 2G Internal Walls

##### 2H Internal Doors

- a) Type - all areas (except toilets and changing rooms) - hardwood door frames and architraves with flush solid core veneered doors.
  - toilets and changing rooms - to be softwood painted door frames and architraves with flush solid core painted doors.
- b) Size - designed for full wheelchair access.
- c) Glazing - toughened glass.
- d) Ironmongery - robust, high quality. Schedule and master suiting to be agreed with the Employer. All doors to have push plates, kick plates, door stops and appropriate symbols.

**4.3 VILLAGE HALL with CHANGING ROOMS (Continued)**

**4.3.3 SPECIFIC ELEMENTAL REQUIREMENTS (Continued)**

**3 Wall, Floor and Ceiling Finishes - Generally**

- a) Specification - the selection of the correct wall, floor and ceiling finishes is considered to be a KEY issue, to ensure suitability of use combined with low maintenance, especially in the 'Main Hall'.
- b) Samples - The Contractor is requested to provide a full specification and material samples for consideration/approval by the Employer.

**3A.1 Robust panelled wall system**

- a) Type - toilets and showers are to have a robust panelled wall system using a strong metal framework on blockwork partitions with high performance solid grade laminate moisture resistant wall panels with pre-plumbed sanitaryware.
- b) Manufacturer and reference - Armitage Venesta 'IPS Evolve' or similar equal and approved.

**3C.1 Acoustics**

The Employer is particularly concerned to achieve good acoustics within the Main Hall consequently an Acoustic Performance Specification is included. Please refer to Appendix 6.4.

**4. Fittings**

In addition to the fittings listed in the Room Data Sheets the following are also required:

- 4.1 Curtains rails
- 4.2 Internal and external signage including compliance with statutory requirements.
- 4.3 Main external building sign

**4.3 VILLAGE HALL with CHANGING ROOMS (Continued)**

**4.3.3 SPECIFIC ELEMENTAL REQUIREMENTS (Continued)**

5. Services

The Contractor is to provide a comprehensive services installation ensuring high levels of comfort with flexible response heating, lighting and ventilation systems incorporating the following particular requirements:

5A Sanitary Appliances

- To include a low level urinal as stipulated.

5C Disposal Installations

- Controlled flushing of toilets (particularly urinals).

5D Water Installations

- Meters to be located externally.
- External frost-proof taps as indicated.
- *Water softener.*

5E Heating

- Fully controllable zoned system giving flexibility of use.
- Main controls located in Cleaners Store.
- Tamper-free thermostats.

5G Ventilation System – to be natural ventilation

5H Electrical Installations

- Meters to be located externally.
- Distribution board in cupboard in Cleaner's Store.
- Generous supply of twin socket outlets.
- Lighting to suit the room use. Timer controlled.
- External feature lights on time control and movement detectors to be fixed to the perimeter face of the building.
- Hand dryers
- Socket outlets to be at chest height throughout - recessed in main hall.

5J Gas Installations – LPG underground tank with supply to Kitchen and Boiler.

5K Protective Installations

- Fire protection including fire extinguishers and blankets.
- Security key pads for clean and dirty areas.
- Security alarm.
- Emergency lighting.

**4.3 VILLAGE HALL with CHANGING ROOMS (Continued)**

**4.3.3 SPECIFIC ELEMENTAL REQUIREMENTS (Continued)**

5. Services (Continued)

5L Communication Installations

- IT - sockets to Main Hall and Club Room.
- Door Bell to front entrance door.
- TV points - to Main Hall and Club Room with aerial in roof.
- Induction loop in Main Hall.
- External electric clock on gable end overlooking the cricket pitch.
- *Internal electric clock in the Multi-Use Hall.*



4.4

EXTERNAL WORKS

#### **4.4 EXTERNAL WORKS**

##### **4.4.1 CAR PARK**

The Existing car park will service the new facility adjusting the shape and size to accommodate access and connectivity to the repositioned hall, provide dedicated compliant access for wheelchair users to all external doorways via new paved pathway, reinstating any damage caused to the car park during construction and re-top dress before handover.

##### **4.4.2 PATHWAYS**

Provide level paved pathways to perimeter of the building to provide wheelchair access to all external doorways.

##### **4.4.3 GRASSED AREAS**

Regrade as required all grassed areas in the immediate vicinity of the new building in order to seamlessly merge with new paved areas.

##### **4.4.4 FENCED CHILDRENS PLAY AREA**

Provide white upvc picket fencing to area indicated on plans with lockable access gate on the side facing the cricket pitch.

##### **4.4.5 COVERED VERANDA**

Provide pressure treated decking to covered veranda and adjacent external area totalling 40m<sup>2</sup>.

##### **4.4.6 EXTERNAL LIGHTING**

External lighting to be provided via wall mounted bulkhead light to provide sufficient lighting to transit between the car park and the doorways to the southeast and southwest elevation of the building, all to be time controlled and sensor operated. (subject to approval from Uttlesford District Council).

##### **4.4.7 DUST BIN STORE**

To be formed as part of the building but accessed externally.

##### **4.4.8 STORE**

The store that is within the building but accessed externally is to have paved access area/ramp extending 2 metres from the doorway.

**SECTION 5**  
**CONTRACT SUM ANALYSIS**

**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C****Project :- Langley Club House & Village Hall**

	Quant	Unit	Rate	Nett
<b><u>Demolition/Site Clearance</u></b>				
Demolish existing community centre and clear away		Sum		£ 2,000.00
<b><u>Substructure</u></b>				
<b><u>Excavation &amp; concrete</u></b>				
Excavate to reduce levels ave 325mm deep	77	m3	£ 10.00	£ 770.00
Cart excavated material on site (Within 100m)	77	m3	£ 5.00	
Extra over for carting excavated material off-site	77	m3	£ 25.00	£ 1,925.00
Excavate foundation trench 1.0m deep	71	m3	£ 16.00	£ 1,136.00
Cart excavated material on site (Within 100m)	71	m3	£ 5.00	
Extra over for carting excavated material off-site	71	m3	£ 25.00	£ 1,775.00
Concrete in foundation trench 0.85m deep	60	m3	£ 120.32	£ 7,219.20
50mm Clayboard to side of trench		m2	£ 10.98	
Compacting bottom of excavation or fill	238	m2	£ 0.70	£ 166.60
Terram membrane	212	m2	£ 1.04	£ 220.48
Cavity fill	3.8	m3	£ 143.48	£ 545.22
Thermally insulated suspended precast concrete beam and polystyrene floor	196	m2	£ 43.05	£ 8,437.80
1200G DPM	196	m2	£ 1.10	£ 215.60
80mm Reinforced screed	196	m2	£ 13.86	£ 2,716.56
			<b>C/F</b>	<b>£ 27,127.46</b>

**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C**

<b>Project :- Langley Club House &amp; Village Hall</b>					
Item	opening deducted	Quant	Unit	Rate	Nett
<b>Substructure (Cont'd)</b>				<b>B/F</b>	<b>£ 27,127.46</b>
Brick & Blockwork					
Perimeter plinths (Outside skin) <b>68m</b>					
Facing brickwork half brick thick in flemish bond, facework one side including wall ties (11 Courses) Rates allow for snapping/cutting headers		56	m2	£ 77.67	£ 4,349.52
Stretcher plinth brick		75	m	£ 25.05	£ 1,878.75
Stretcher plinth brick, int/ext corners		22	No	£ 11.94	£ 262.68
Common or engineering brickwork half brick thick including wall ties (Nil)		0	m2	£ 48.10	£ -
100mm Blockwork including wall ties (Nil)		0	m2	£ 29.02	£ -
DPC 100mm wide		75	m	£ 1.22	£ 91.50
Perimeter plinths (inside skin) <b>75m</b>					
Common or engineering brickwork 65mm high as coursing block as base for timber frame		0	m	£ 5.05	£ -
100mm Blockwork 140mm high as coursing block cut between floor beams (Block is pre-cut)		0	m	£ 2.30	£ -
Common or engineering brickwork half brick thick (5 courses)		28	m2	£ 48.10	£ 1,346.80
100mm Blockwork (1 course)					
DPC 100mm wide		75	m	£ 1.07	£ 80.25
Party/Cross Walls <b>43m</b>					
100mm Blocks laid flat 200mm wide (2 courses = 200mm high)		9	m2	£ 64.10	£ 576.90
100mm Blockwork (1 course)		10	m2	£ 29.02	£ 290.20
DPC 200mm wide		43	m	£ 1.50	£ 64.50
Cavi brick air brick (Above DPC)		48	No	£ 3.44	£ 165.12
Telescopic air vent with cavi brick air brick		48	No	£ 6.50	£ 312.00
Lintels for drainage		6	No	£ 9.64	£ 57.84
Lintels over airflow openings		128	No	£ 3.56	£ 455.68
				<b>C/F</b>	<b>£ 37,059.20</b>



**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C**

<b>Project :- Langley Club House &amp; Village Hall</b>					
Item	House & Cart Lodge	Quant	Unit	Rate	Nett
	<b>Superstructure</b>			<b>B/F</b>	<b>£ 37,059.20</b>
	Timber frame				£ 61,364.67
	Roof/ExtWall/Int Wall/First Floor structural timbers and weatherdeck boarding				
	OSB cladding				
	Fascia board				
	Soffit board				
	Barge board				
	<b>External Walls (Render finish) No render</b>				
	20mm Sand/cement render		m2	£ 25.42	£ -
	Angle/drip beads		Sum		
	Expanded metal lathing		m2	£ 8.14	£ -
	Bitumen building paper		m2	£ 2.35	£ -
	25 x 38mm Battens vertical at 400mm Centres		m2	£ 4.25	£ -
	25 x 38mm Counterbattens horizontal at 400mm Centres		m2	£ 4.25	£ -
	Extra over for chamfered battens (2 No) to form curved external corners		m	£ 3.40	£ -
	Tilt block to above approx 400 x 150 - 10mm ripped on site		No	£ 1.60	£ -
	Tapered fillet piece approx 25 x 100mm at junction between render and brick plinth		m	£ 2.73	£ -
	9mm OSB board		m2		
	100mm Rockwall flexislab between studwall (studs at 400mm c/c )		m2	£ 7.75	£ -
	500G vapour control barrier		m2	£ 1.16	£ -
	50mm Celotex to inside face of studwall with taped joints		m2	£ 11.71	£ -
	50 x 50mm Battens vertical at 400mm Centres		m2	£ 6.46	£ -
	12.5mm Plasterboard (Openings not deducted)		m2	£ 5.53	£ -
	Skim coat plaster (Openings not deducted)		m2	£ 6.87	£ -
				<b>C/F</b>	<b>£ 98,423.87</b>



**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C**

<b>Project :- Langley Club House &amp; Village Hall</b>				
<b><u>House</u></b>	<b>Quant</b>	<b>Unit</b>	<b>Rate</b>	<b>Nett</b>
<b><u>Superstructure</u></b>			<b>B/F</b>	<b>£ 111,923.21</b>
<b><u>Roof</u></b>				
<b><u>Slate Roofing</u></b>				
Slates including breather membrane, batten & counterbatten	295	m2	£ 51.77	£ 15,272.15
Ridge tiles	44	m	£ 22.07	£ 971.08
Hip tiles	0	m		
Cutting valleys	33	m	£ 3.64	£ 120.12
Eaves	48	m	£ 11.70	£ 561.60
Eaves tray	48	m	£ 3.68	£ 176.64
Verges	50	m	£ 10.76	£ 538.00
Soakers	8	m	£ 22.82	£ 182.56
Lead flashing (Stepped)	8	m	£ 43.98	£ 351.84
Lead valley	33	m	£ 39.00	£ 1,287.00
Roof vents	1	No	£ 56.00	£ 56.00
			<b>C/F</b>	<b>£ 131,440.20</b>



**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C****Project :- Langley Club House & Village Hall**

<b>House</b>	<b>Quant</b>	<b>Unit</b>	<b>Rate</b>	<b>Nett</b>
<b>Superstructure</b>			<b>B/F</b>	<b>£ 131,440.20</b>
<u>Roof (Cont'd)</u>				
<u>Gutter &amp; RWP's</u>				
UPVC gutters cast iron effect 100mm nominal size including stop ends, outlets, angles etc	48	m	£ 43.84	£ 2,104.32
UPVC rainwater pipe cast iron effect 75mm nominal size including bends, shoes , swan necks etc	20	m	£ 40.34	£ 806.80
<u>Insulation/boarding (Sloping ceiling)</u>				
18mm OSB boarding	165	m2		
50mm Celotex between rafters with taped joints	165	m2	£ 12.90	£ 2,128.50
100mm Celotex between rafters with taped joints	165	m2	£ 16.58	£ 2,735.70
500G vapour control barrier	165	m2	£ 1.30	£ 214.50
9mm OSB boarding	165	m2	£ 9.90	£ 1,633.50
15mm Soundblock board	165	m2	£ 7.05	£ 1,163.25
100mm Rockwool acoustic batts	165	m2	£ 7.23	£ 1,192.95
20mm Accoustic timber slatted ceiling finish with fibre fire proof membrane	165	m2	£ 44.95	£ 7,416.75
<u>Insulation/boarding (Flat ceiling)</u>				
50 x 50mm Noggins	91	m2	£ 5.60	£ 509.60
150mm Insulation quilt (2 layers) each layer measured	182	m2	£ 4.36	£ 793.52
12.5mm Plasterboard	91	m2	£ 5.53	£ 503.23
Skim coat plaster	91	m2	£ 7.04	£ 640.64
			<b>C/F</b>	<b>£ 153,283.46</b>

**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C****Project :- Langley Club House & Village Hall**

Item	House	Quant	Unit	Rate	Nett
	<b>Superstructure</b>			<b>B/F</b>	<b>£ 153,283.46</b>
	<b>Internal Walls</b>				
	150mm Insulation	0	m2	£ -	£ -
	100mm Insulation	117	m2	£ 6.49	£ 759.33
	12.5mm Plasterboard	0	m2	£ 5.53	£ -
	12.5mm Moisture resistant plasterboard	0	m2	£ 6.81	£ -
	12.5mm Soundblock plasterboard	234	m2	£ 7.05	£ 1,649.70
	12mm Hardibacker board to tiled areas	5	m2	£ 37.32	£ 186.60
	Skim coat plaster	234	m2	£ 7.04	£ 1,647.36
	<b>External Joinery (UPVC)</b>				
	External doors, frames, windows & screens including ironmongery		Sum		£ 12,000.00
	Double doors to store (Assume softwood)		Sum		£ 1,200.00
	<b>Internal Joinery (Oak)</b>				
	Door lining (single)	12	No	£ 28.59	£ 343.08
	Fire door lining including routing out (single)	0	No	£ 50.59	£ -
	Door lining (double)	6	No	£ 35.00	£ 210.00
	Fire door lining including routing out (double)	0	No	£ 58.40	£ -
	Door stop	97	m	£ 2.20	£ 213.40
	Make up oak door linings	18	No	£ 20.00	£ 360.00
	Doors single (Panelled) <b>White Oak</b>	12	No	£ 83.95	£ 1,007.40
	Fire doors single (Panelled)	0	No	£ 288.80	£ -
	Doors double (Panelled) <b>White Oak</b>	6	No	£ 167.90	£ 1,007.40
	Fire doors double (Panelled)	0	No	£ 577.60	£ -
	150 mm Skirtings (Oak)	73	m	£ 9.30	£ 678.90
	75mm Architraves (Oak)	194	m	£ 5.84	£ 1,132.96
	Window board (Oak)	15	m	£ 14.63	£ 219.45
	T & G Panelling to walls approx 1100mm high ( <b>Hall &amp; Clubroom</b> )	34	m	£ 27.90	£ 948.60
	-----				
	Folding/sliding partition 7500mm wide	1	No	£ 7,202.00	£ 7,202.00
	Roller shutter to serving counter	2	No	£ 1,844.00	£ 3,688.00
				<b>C/F</b>	<b>£ 187,737.64</b>



**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C****Project :- Langley Club House & Village Hall**

<u>House</u>	Quant	Unit	Rate	Nett
<b>Superstructure</b>			<b>B/F</b>	<b>£ 187,737.64</b>
Internal Ironmongery (Black wrought iron)				
Latches	18	No	£ 33.63	£ 605.34
Lever handles (Pr)	24	No	£ 22.45	£ 538.80
Hinges	24	Pr	£ 9.54	£ 228.96
Floor mounted door stops	11	No	£ 3.98	£ 43.78
Bathroom latches/thumb turn	5	No	£ 35.67	£ 178.35
<b>Floor Finishings</b>				
Altro Atlas 40 (Colour Pewter Grey) non slip vinyl sheeting including cutting around floor gullies and channels etc, laid on flow screed (Flowscreed by others) <b>Changing Rooms &amp; WC's</b>	47	m2	£ 54.88	£ 2,579.36
Coved vinyl skirting to match including corners, angles, mitres etc <b>Changing Rooms &amp; WC's</b>	64	m	£ 13.44	£ 860.16
Altro Aquarius (Colour Swan) non slip vinyl sheeting including cutting around floor gullies and channels etc, laid on flow screed (Flowscreed by others) <b>Shower Areas</b>	5	m2	£ 32.48	£ 162.40
Coved vinyl skirting to match including corners, angles, mitres etc <b>Shower Areas</b>	9	m	£ 13.44	£ 120.96
Altro Walkway Plus (Colour Swan) non slip vinyl sheeting including cutting around floor gullies and channels etc, laid on flow screed (Screed by others) <b>Kitchen &amp; Stores</b>	28	m2	£ 23.52	£ 658.56
Coved vinyl skirting to match including corners, angles, mitres etc <b>Kitchen &amp; Stores</b>	44	m	£ 11.76	£ 517.44
Oak flooring in 120mm wide engineered boards glued to screed. <b>Entrance Hall, Clubroom, Main Hall (Excludes main stores)</b>	99	m2	£ 62.46	£ 6,183.54
<b>Wall Finishings</b>				
Ceramic tiles size exceeding 200 x 200mm (Including mosaic) full height around bath & shower compartments, adhesive and grout to manufacturers recommendations (hardibacker board measured separately) <b>Kitchen</b>	5	m2	£ 72.45	£ 362.25
Altro whiterock wall cladding, standard white ( <b>Kitchen &amp; shower</b> )	53	m2	£ 45.42	£ 2,407.26
12mm Hardibacker board		m2		
<b>Works in connection with service runs/plumbing etc</b>				
50 x 50mm battens to form boxing to bath/ensuite	0	No	£ 40.00	£ -
12mm osb ply to walls ( <b>Kitchen</b> )	37	m2	£ 10.32	£ 381.84
12mm ply noggins 400mm wide to walls between studs ( <b>WC's &amp; Changing Rooms, part only</b> )	64	m2	£ 12.40	£ 793.60
25x50 battens to support ply noggins	160	m	£ 1.60	£ 256.00
18mm ply approx 200mm wide for service run	72	m	£ 3.48	£ 250.56
Noggins/ply for radiators etc		Sum		£ 200.00
Boxing to SVP's, wastes etc		Sum		£ 250.00
			<b>C/F</b>	<b>£ 205,316.80</b>







**Pelham Structures Ltd**

14/09/2015

**Drawing No 319LAN SK.02C****Project :- Langley Club House & Village Hall**

Item	Quant	Unit	Rate	Nett
			<b>B/F</b>	<b>£ 230,717.80</b>
<u>External Works</u>				
<u>Timber decking under covered veranda (Outside Clubroom only)</u>				
Terram membrane	12	m2	£ 1.31	£ 15.72
50mm Shingle	12	m2	£ 3.80	£ 45.60
Frame/support work to decking	12	m2	£ 25.22	£ 302.64
Balau decking in 145mm wide planks	12	m2	£ 48.58	£ 582.96
Decorate decking	12	m2	£ 7.40	£ 88.80
Timber balustrading	5	m	£ 132.00	£ 660.00
<u>Paths &amp; Patio's (12m2)</u>				
Excavate to reduce levels 275mm deep	3	m3	£ 10.00	£ 30.00
Cart excavated material on site (Within 100m)		m3	£ 5.00	£ -
Extra over for carting excavated material off-site	3	m3	£ 25.00	£ 75.00
Crushed concrete bed 150mm thick	2	m3	£ 39.32	£ 78.64
Compact crushed concrete	12	m2	£ 0.58	£ 6.96
Type 1 bed 50mm thick	1	m3	£ 69.80	£ 69.80
Compact type 1 fill	12	m2	£ 0.58	£ 6.96
Indian stone paving slabs on sand/cement bed	12	m2	£ 56.55	£ 678.60
			<b>C/F</b>	<b>£ 233,359.48</b>

**Pelham Structures Ltd**

14/09/2015

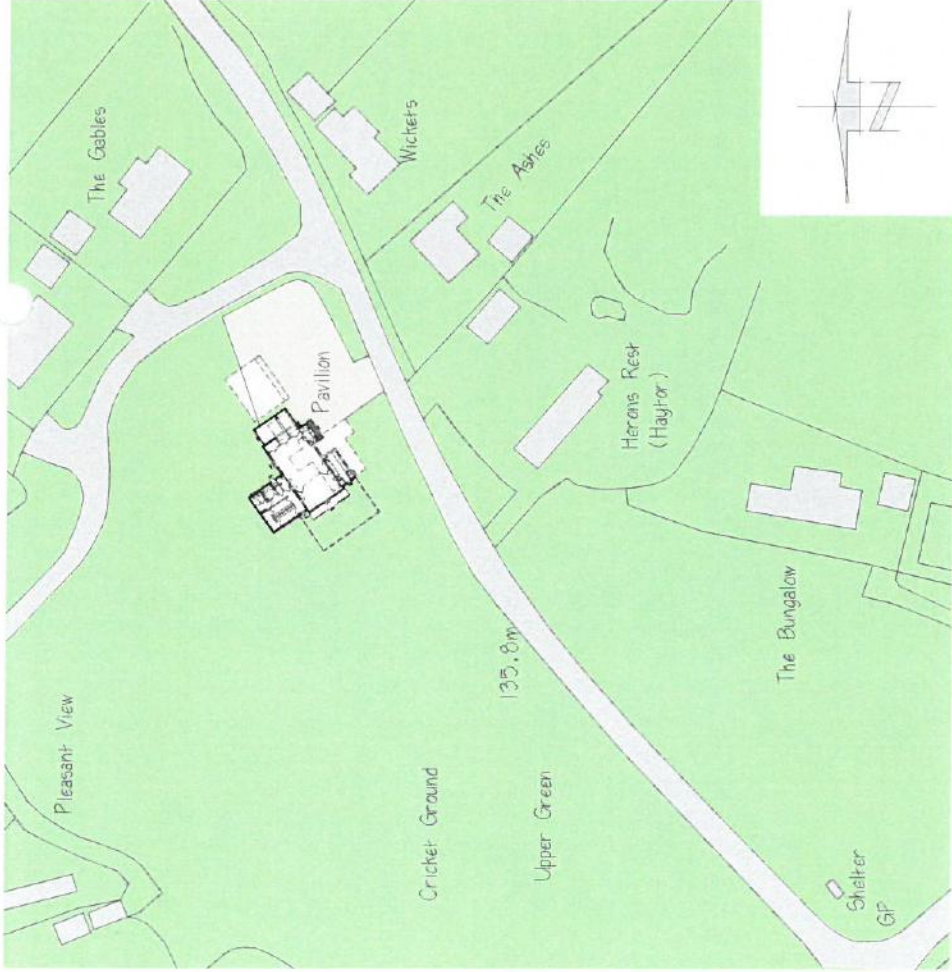
**Drawing No 319LAN SK.02C****Project :- Langley Club House & Village Hall**

Item	Quant	Unit	Rate	Nett
<b>Provisional/P C Sums</b>			<b>B/F</b>	<b>£ 233,359.48</b>
Prelims (From Page 13)		Sum		£ 26,440.00
Plumbing & Heating		Sum		£ 10,000.00
Kitchen Units/Appliances (Supply & fix)		Sum		£ 15,000.00
Sanitaryware & towel rails (Supply only)		Sum		£ 9,300.00
Signage/symbols to doors & building		Sum		£ 500.00
Other fixture & fittings (In addition to page 9)		Sum		
Drainage		Sum		£ 5,000.00
Service trenches, ducts etc		Sum		£ 1,500.00
External works (Tidying up existing Car Park etc)		Sum		£ 1,691.33
Hedging & Specimen trees		Sum		
Statutory authority connections		Sum		£ 2,000.00
Building Inspection & warranty fees		Sum		£ 2,000.00
Detailed design and building regulation drawings		Sum		£ 3,000.00
Structural Engineer		Sum		£ 3,500.00
Clear trees, site etc		Sum		
Considerate constructor system		Sum		
Code assessor		Sum		£ 1,200.00
Contingency		Sum		£ 10,000.00
			<b>Total</b>	<b>£ 324,490.81</b>

**SECTION 6**  
**APPENDICES**



**APPENDIX 6.1**  
**LOCATION PLAN**



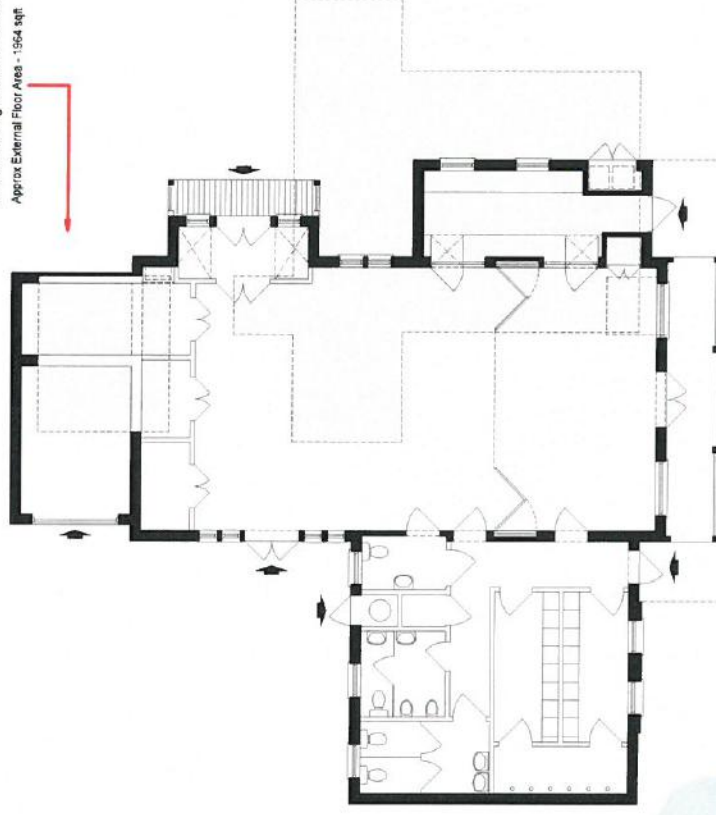
Proposed Club House and Village Hall - Site Plan

1:100 Proposed Club House and Village Hall

Approx Net Floor Area - 2155 sqft



1:100 Existing Club House and Village Hall  
Approx External Floor Area - 1564 sqft

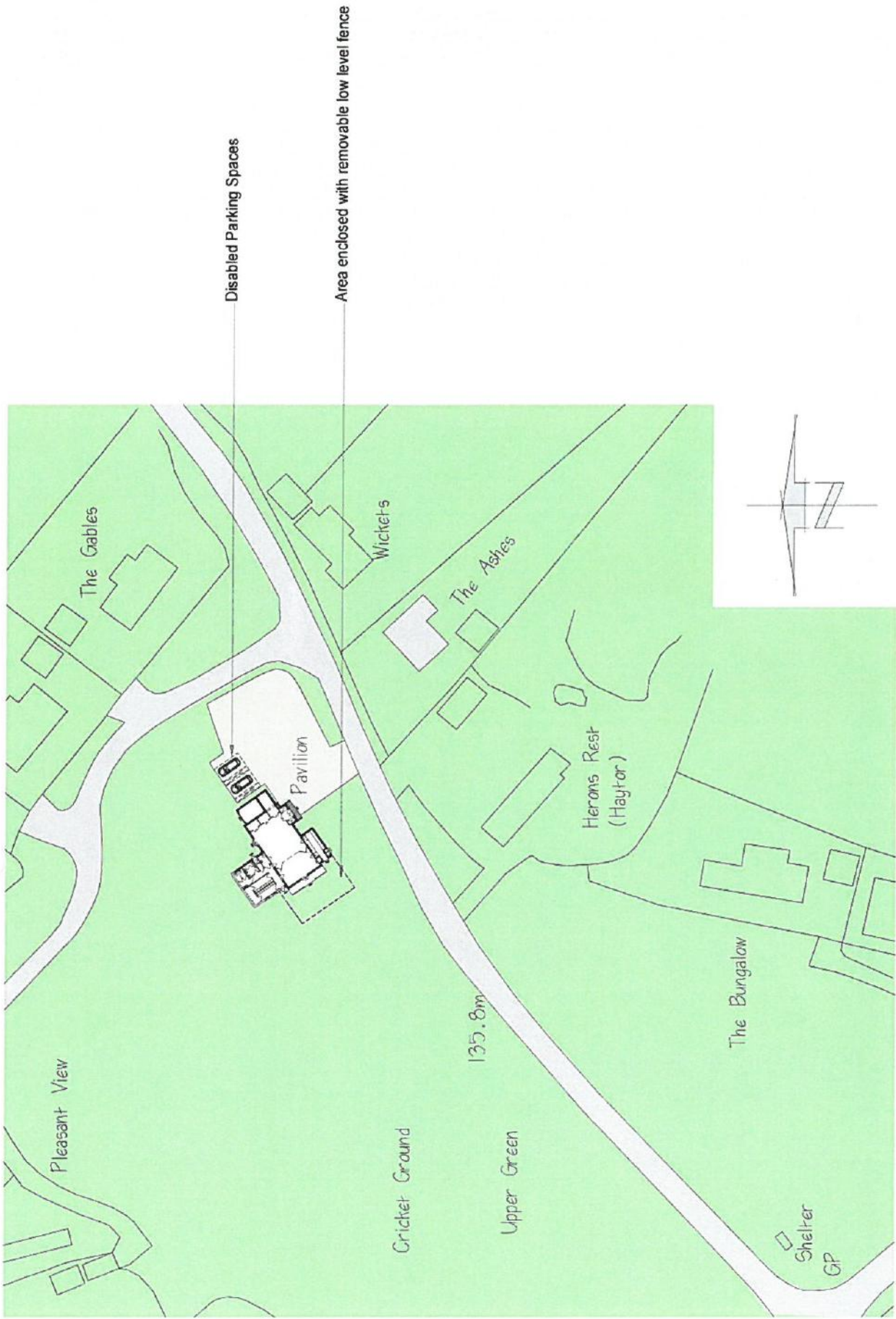


1:100 Existing Village Hall

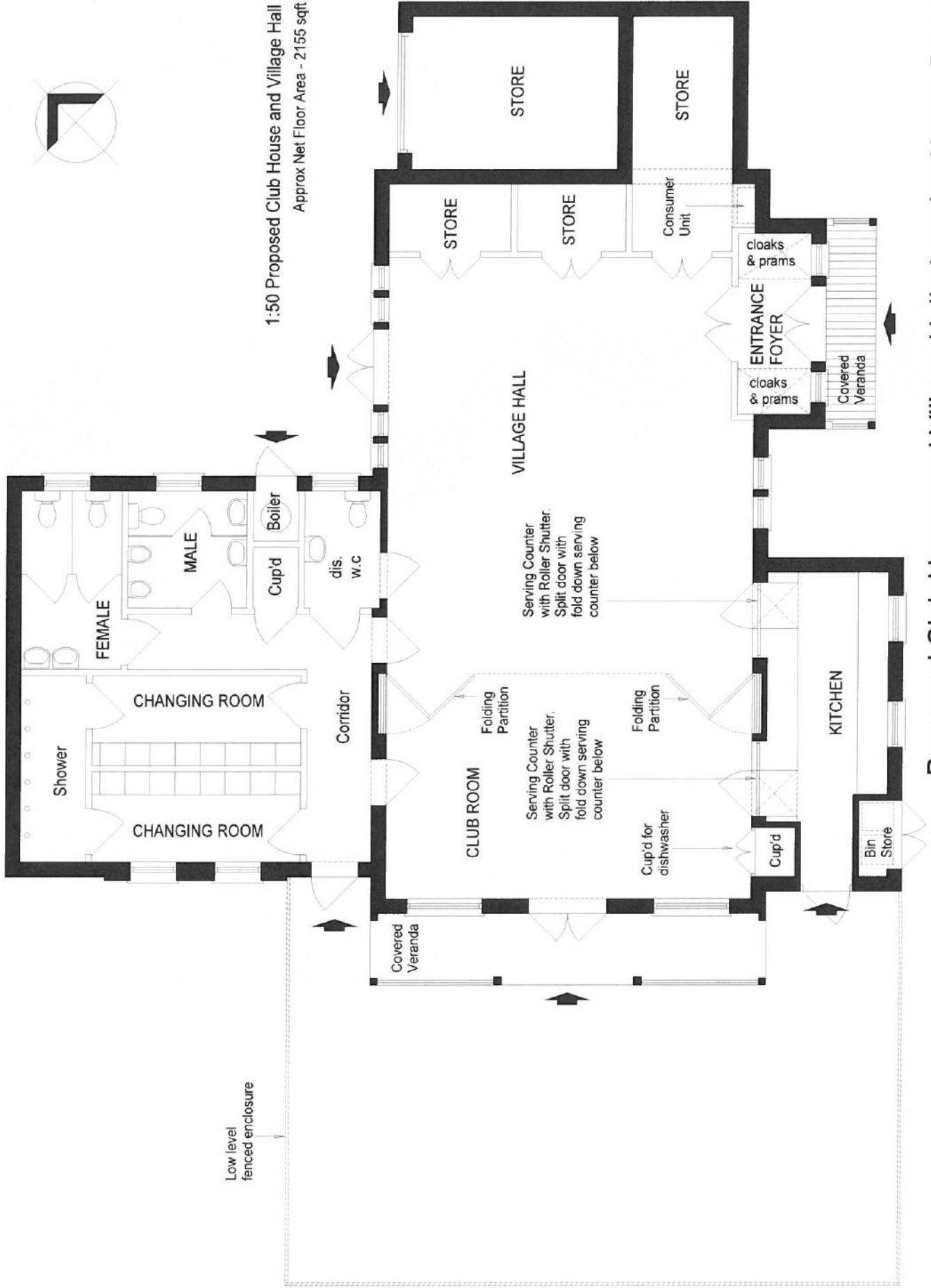
1:100 Proposed Club House and Village Hall

1:100 Existing Cricket Pavilion

# Proposed Club House and Village Hall - Langley Upper Green



**Proposed Club House and Village Hall - Site Plan**



Proposed Club House and Village Hall - Langley Upper Green

**APPENDIX 6.2**  
**PRE APP PLANNING ADVICE**



**From:** Nigel Brown [<mailto:nbrown@uttlesford.gov.uk>]  
**Sent:** 26 February 2016 10:20  
**To:** Bill Bampton <[b.bampton@pelham-structures.co.uk](mailto:b.bampton@pelham-structures.co.uk)>  
**Subject:** UTT/15/3241/PE: Proposed Replacement of Community Centre, Upper Green Road, LANGLEY.  
**Importance:** Low

Dear Bill

I write further to our meeting on site on 2 December 2015. I apologise for the time taken to respond on this matter. You will appreciate that due to sensitivities within the village, I wanted to ensure that I had met with the proposers at the church before responding.

From visiting the site it is clear that the facilities in this part of the green are confined to the parish rooms, the cricket club house and an associated storage facility. The parish rooms are accommodated within a temporary building, although currently sound it has an obvious finite lifespan. The club house and the associated storage facility are both in a poor state of repair.

The proposed replacement community facility in terms of scale is commensurate with the three structures it is replacing. I appreciate and accept that the building will be larger than the aggregate of three structures, due to the requirement for it to be built to modern standards with some improvements.

I have no objections in principle to the replacement of the three structures to a separate combined community facility. I can confirm that in my opinion the structure is of an appropriate scale and design, and would assimilate well to its setting on the green.

I can also confirm that the quantum, location and form of the proposed car parking is appropriate to the proposal.

It is my informal opinion that if submitted as a planning application that I would support an approval.

You are obviously aware that there is parallel proposal at the church for community facilities, I can inform you that I will providing positive advice on this too. In no way do I see your proposals and the church proposals as competing. My support your proposal would not alter if the proposal at the church was also submitted and implemented.

Please do not hesitate in calling me should have any further queries on this response.

**Nigel Brown MRTPI  
Development Manager**

**Uttlesford District Council  
Council Offices  
London Road  
Saffron Walden  
Essex  
CB11 4ER**

**T 01799 510476  
[nbrown@uttlesford.gov.uk](mailto:nbrown@uttlesford.gov.uk)**

**APPENDIX 6.3**  
**ACOUSTIC PERFORMANCE SPECIFICATION**



Unit 3 Brices Yard, Butts Green, Langley Upper Green, Saffron Walden, Essex. CB11 4RT  
Tel: 01799 551261

**Date:**

**Our Ref:** 319 LAN

**Proposed Community and Sports Centre  
Langley Upper Green, Essex**

Noise Impact Assessment

**Client:** Langley Community Centre Committee

**Prepared by:** .....

William I Bampton



# CONTENTS

	<u>Page No.</u>
1. CONSULTANCY BRIEF	3
2. INTRODUCTION	3
3. NOISE LIMITING CRITERIA AND RECEPTORS	3
4. SOUND INSULATION OF BUILDING SHELL	4
5. PREDICTED NOISE IMPACT	5
6. CONCLUSIONS AND RECOMMENDATIONS	7

**Appendix**      Explanation of noise terms

## **1. CONSULTANCY BRIEF**

- 1.1. From details and drawings provided, calculate sound insulation performance of proposed construction for the main hall of the new building to determine potential for noise breakout.
- 1.2. Using generic data for amplified music in the new hall, predict the specific noise impact at receptor façades, and compare with typical planning criteria and noise at boundary of the nearest housing in all directions.
- 1.3. Provide technical report presenting findings and conclusions, including any recommended design enhancements necessary to meet the preferred criteria, in a format suitable as a supporting document for a full planning application.

## **2. INTRODUCTION**

- 2.1. Langley Community Centre Committee proposes to construct a new multi-purpose community hall and sports centre as part of a development to the north of the village of Langley. The new hall will provide facilities for local community activities and is planned to open seven days a week, generally for sport and local clubs, but also for occasional functions likely to include the use of amplified music, such as wedding receptions and 'disco' music events. We understand that such activities will take place within the main multi-use hall.
- 2.2. The hall is proposed to be constructed in timber frame with a facing brick plinth outer skin and timber inside lining faced with plasterboard (in the multiuse hall). The main roof is of galleried timber construction, with exposed *Glulam* beams supporting an insulated slated roof. Windows the main hall will be triple glazed for improved sound insulation, as will external doors.
- 2.3. The site is currently pavilion and storage buildings. There are some existing residential properties close to the site.
- 2.4. An assessment of the noise impact of the new hall's activities, review the proposed construction and advise on any further sound insulation measures necessary to protect the amenity of neighbouring residents is to be carried out.

## **3. NOISE LIMITING CRITERIA AND RECEPTORS**

- 3.1. Whilst there are no specific criteria which are designed to assess the impact of noise from amplified music, it is typically assessed against the internal noise level recommendations of BS 8233: 1999 and World Health Organisation (WHO) guidelines for community noise.
- 3.2. Table 1 below summarises the criteria.

**Table 1.** Guidance for internal noise levels.

<b>Guidance</b>	<b>Living rooms (0700-2300)</b>	<b>Bedrooms (2300-0700)</b>
WHO Guidelines for Community Noise	35dB L <sub>Aeq</sub>	30dB L <sub>Aeq</sub>
BS 8233:1999 Sound insulation and noise reduction for buildings	30-40dB L <sub>Aeq</sub>	30-35dB L <sub>Aeq</sub>

3.3. WHO and BS 8233 also recommend that the maximum noise levels in bedrooms should not regularly exceed approximately 45dB L<sub>Amax</sub> at night. Glazing and other mitigation measures will be considered which will achieve the design standard noise levels as listed for the WHO recommendations.

3.4. The properties to be assessed have been identified as follows:

- Receptor group 1 – Houses bordering the village green to the south-east of the site.
- Receptor group 2 – Houses bordering the village green to the north-east of the site.
- Receptor group 3 – Houses bordering the village green to the north-west of the site.

3.5. In this quiet rural area, there will be low ambient noise levels. Whilst there has been no baseline noise surveys carried out, the primary concern would be for late evening use of the hall, when the ambient noise level is at its lowest. At such times noise from certain activities in the hall could be dominant, so the above methodology based on the specific noise is considered suitable.

#### **4. SOUND INSULATION OF BUILDING SHELL**

4.1. To determine the impact of noise generated inside the building on external receptors, it was necessary to establish the sound insulation performance of the new hall's building shell. This is ascertained by calculating the sound level difference inside to outside taking into account the composite of materials on the relevant façades.

4.2. From the details provided, we understand that the following construction is proposed to the main multi-use hall:

- External walls consisting:
  - 100mm plinth outer brick skin – fair-faced
  - 50mm clear cavity
  - 9mm OSB board on cement based board over cavity, over timber frame

- 100x50mm SW timber frame filled with 100mm gelotex thermal insulation
  - 50mm *Celotex* fixed to inner frame
  - 15mm Gypsum *SoundBloc* acoustic plasterboard and skim (to main hall)
- Double-glazed timber windows and external doors - good thermal sealed units (typical configuration 4mm glass -16mm air gap – 4mm glass). Upper main hall windows with 100mm void and 6mm secondary glazing (triple glazed if required)
  - Pitched timber roof consisting:
    - Slates on timber battens
    - Counter-battens over 150mm *Celotex*
    - 12mm OSB board
    - 12mm *SoundBloc* acoustic plasterboard
    - Decorative timber slatted ceiling panels with mineral wool in void to control room acoustics

4.3. It can be gathered from the specifications above that the areas of acoustical weakness are the windows and doors, and to a lesser extent the roof/ceiling.

4.4. In terms of the potential for noise breakout from the main multi-use hall, some of the lower area of the space is surrounded by other rooms in the hall so it is only the remainder which is exposed to the outside. The exception to this is the rear façade, which has double exit doors to the outside.

4.5 The impact of the construction on the external noise environment will be discussed in the following section.

## **5. PREDICTED NOISE IMPACT**

5.1. As mentioned, at this stage of the project there is no specific detail of any proposed music system. However it is likely that there will be no inhouse PA system for music, which will be supplied by visiting mobile DJs.

5.2. Sound measurements have been taken previously of a typical mobile disco in a comparable village hall for similar planning applications. The following table shows the data of the reverberant sound level inside a similar sized hall with the music at a reasonable and adequate level for dancing.

**Table 3.** Sample Noise Data for mobile disco type noise within a similar “Function Room”

	dB(A)	Octave Band Centre frequency – Hz (dB)							
		63	125	250	500	1k	2k	4k	8k
<b>L<sub>Aeq,5min</sub></b>	<b>87</b>	84	80	83	84	83	80	73	67
<b>L<sub>max</sub></b>	<b>95</b>	91	91	91	94	91	90	80	75

5.3. Table 4 overleaf shows the calculation of noise impact from a music PA, assuming that the overall levels shown in Table 3 above are deemed representative of the reverberant sound level in the new hall. Corrections for distance and orientation/directivity of the relevant façades and roof have been allowed for.

**Table 4.** Predicted noise impact from ‘music’ events

Parameters	Receptor 1		Receptor 2		Receptor 3	
	L <sub>Aeq</sub>	L <sub>Amax</sub>	L <sub>Aeq</sub>	L <sub>Amax</sub>	L <sub>Aeq</sub>	L <sub>Amax</sub>
Reverberant sound level (as per Table 3)	87	95	87	95	87	95
<b>Noise Breakout:-</b>						
<b>South façade (R<sub>w</sub> 42 – Table 2a)</b>	45	53	45	53	45	53
Correction for Orientation	-3	-3	-3	-3	0	0
Corrected Value	42	50	42	50	45	53
<b>West façade (R<sub>w</sub> 47 – Table 2b)</b>	40	48	40	48	40	48
Correction for Orientation	0	0	0	0	-3	-3
Corrected Value	40	48	40	48	37	45
<b>North façade (R<sub>w</sub> 46 – Table 2c)</b>	41	49	41	49	41	49
Correction for Orientation	-6	-6	-3	-3	-15	-15
Corrected Value	35	43	38	46	26	34
<b>Cumulative value @ hall facade</b>	45	53	45	53	46	54
Distance Correction to receptor*	-23	-23	-30	-30	-34	-34
Façade level at receptor	22	30	15	23	12	20

Internal noise level assuming 10dB attenuation from open window	12	20	5	13	2	10
---	----	----	---	----	---	----

\* Using 'Rathe Method' of calculating façade breakout based on distance to receptor façades using 10log and 20log correction. Distances are based on the closest property to the hall in each receptor group.

5.4. It can be seen from the table above that the impact from noise within the hall generated by amplified music is predicted to be at least 18dB below the WHO recommended 8-hour average level in bedrooms of 30dB  $L_{Aeq}$ , and maxima levels at least 25dB below the criterion of 45dB  $L_{Amax}$ . However, overall broadband values are not necessarily the ultimate benchmark for assessment, as the character or tonal qualities of the music are an important factor in determining the potential for disturbance. This will be discussed in the following chapter.

## 6. CONCLUSIONS AND RECOMMENDATIONS

6.1. The assessment shown in Table 4 indicates that the noise from internal activities in the hall is predicted to be, as a specific noise, at least 18dB lower than the average internal noise level ( $L_{Aeq}$ ) recommended by the WHO for bedrooms, and at least 25dB lower than the maxima ( $L_{Amax}$ ) value at the receptors, and is therefore unlikely to have a significant impact on existing ambient noise levels, based on the following conditions:

6.1.1. The music generated within the hall is no louder than the typical mobile disco values shown in Table 3.

6.1.2. All doors and windows are kept closed whilst the music is being played.

6.2. Notwithstanding the conclusions above, as mentioned earlier, it is the character of sound, and in particular the low frequency 'bass thump', that has the potential to be disturbing to local receptors and is least attenuated by lightweight building fabric, in this case the windows and roof in the new multi-purpose hall.

6.3. Whilst there is a margin of comfort in the predicted impact to allow for some tonal component of the sound, and also allowing for the fact that mobile discos do not generate the volume and dominant low frequency energy of say a fixed PA in a night-club, it is recommended that additional sound insulation treatment is given to the light-weight structures.

6.4. It has already been proposed that all external windows to the upper hall will have secondary glazing installed behind the primary double-glazed units. This is as much as can be practically done, and as long as the void between primary and secondary glazing is at least 100mm, the attenuation at low frequencies will be adequate for the limited area of glazing in the façades. However, the window above the lobby in the extension of the

south façade may be too large for secondary glazing to be a practical option.

6.5. Based on the comments above therefore, the following additional noise mitigation is recommended:

6.5.1. To the large window on the southern façade extension if it is not possible to install secondary glazing to improve the low-frequency breakout it is recommended that up-rated double-glazed units be installed into the frame. The following specification of glazing is recommended for this window:

**Table 5.** Indicative glazing configuration options

Glazing specification (SRI)	Indicative Glazing Configuration (mm) glass/air/glass	Indicative Glazing Supplier/type
R <sub>w</sub> 40dB	10/12/6.4*	Pilkington Insulight
	8/12/8.4*	Solaglas Stadip Silence

\* Laminated pane

6.5.2. To reduce low-frequency breakout through the other lightweight element of the building shell – the roof, it is also recommended that a secondary mass layer be inserted between the upper layer of *Celotex* and the roof slate battens. The layer should consist of a suitable moisture-resistant material and have a mass per unit area of at least 6kg/m<sup>2</sup>.

6.5.3. It is also recommended that the proposed layer of *SoundBloc* plasterboard to the structural ceiling should be uprated to 15mm thick from the 12mm proposed. The thicker board is significantly stiffer and will therefore be more resistant to low-frequency induced vibration and transmission.

6.6. It should be noted that the junction detail at eaves level around the perimeter of the roof will be critical to the overall sound insulation of the structure as any acoustical weakness in the structure may compromise the predicted sound insulation values. It will be possible to design the junction so as not to compromise performance but it is recommended that an acoustic design specialist is on board during the final design stage to ensure this detail is robust.

6.7. The measures above will provide significant improvement in overall and low frequency attenuation, and therefore reduce the noise breakout of bass music. For this reason it is not considered necessary, at this stage, to recommend any form of noise-limiting device for the amplified music. It is likely that the levels will be self-governing within the confines of the hall, and in any event would be difficult to impose on visiting mobile DJs. Such an option may be considered if deemed necessary postcompletion.



- 6.8. In conclusion, it is considered that if the recommendations of this report are implemented, the local authority criteria for noise are considered to be met and there should be no adverse affect from noise on the amenity of local residents from the operation of the proposed multi-purpose hall.  
No further mitigation measures should be necessary.

## **Appendix**

### **Explanation of Noise Terms**

- A2.1 The  $L_{Aeq}$  indicates the average noise level and is the 'equivalent continuous' noise level over a sample period. It is the single parameter now commonly used to describe a noise environment. Most of the guidance on noise now uses ' $L_{Aeq}$ ' to define acceptable levels.
- A2.2 The  $L_{Amax}$  represents the noisiest impulsive noise event present during a representative sample period.